

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the Carlton Parish Council Meeting on Tuesday 30th September 2025 at 7.30pm in the school room of Carlton Methodist Church.

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press may attend the meeting.

According to the Openness of Local Bodies Regulations 2014, recording, including filming, audio recording, taking photographs, blogging, tweeting, and using other social media websites is permitted at Parish Council meetings which are open to the public – however, anyone wishing to do so must speak to the clerk prior to the meeting as there are rules that must be followed.

H Phillips

Clerk to the Parish Council

Agenda

64. Apologies for Absence

To receive apologies and consider reasons for absence.

65. Declarations of Interest

To receive disclosures of personal and disclosable pecuniary interests from Councillors on matters to be considered at the meeting.

66. Minutes of the Parish Council meeting held on 29th July 2025.

To consider the Minutes of the Parish Council Meeting held on 29th July 2025.
(pages 6 to 13)

67. Minutes of the Finance Committee meeting held on 23rd September 2025.

To consider the Minutes and Recommendations of the Finance Committee meeting held on 23rd September 2025. (pages 14 to 16)

Recommendation to Council: That agenda items 5i), ii), and iii) be considered for approval.

68. Notes of the NDPWG meeting held on 24th September 2025.

To consider the Notes and Recommendations of the NDPWG meeting held on 24th September 2025. (pages 17 to 19)

69. North Yorkshire Councillor's Report

To receive the North Yorkshire Councillor's verbal report.

70. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 29th July 2025.

71. Clerk's Report

- i) To receive the clerk's verbal report to update on matters and issues completed by the clerk and/ or raised by the public since the meeting held on 29th July 2025.
- ii) To consider a date for the Community Litter Pick.
(The Methodist Church have expressed an interest on a mutual event).

72. Carlton Village Hall Report

To receive a verbal update from the Council's representative regarding Carlton Village Hall Committee meetings attended since 29th July 2025.

73. Communications from the Public

To consider any pre-submitted questions from members of the public on local issues/ concerns, received since 29th July 2025, and not dealt with by the clerk.

74. Finance Matters

74.1 To consider the Cash Book, Bank Statements, and Budget Monitoring reports, up to 31st August 2025. (including July and August 2025)

74.2 To consider approval of payments made by the clerk under delegated authority.

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Paid	Payment Method (Incl. Cheque No.)
25/07/2025	M4 Wk16	Nest	Pension Contribution	25/07/2025	£50.72	BACS
25/07/2025	Jul-25	HMRC	NI Contribution	25/07/2025	£46.12	BACS
25/07/2025	M4 Wk16	H Phillips	Clerks July 2025 Salary	25/07/2025	£695.52	BACS
04/08/2025	n/a	Carlton Methodist Church	July 2025 Room Rental	06/08/2025	£37.50	BACS
05/08/2025	16060	Autlea Payroll Services Ltd	Payroll	06/08/2025	£126.00	BACS
25/08/2025	M5 Wk21	H Phillips	Clerks August 2025 Salary	26/08/2025	£807.84	BACS
20/08/2025	Aug-25	HMRC	NI Contribution	26/08/2025	£63.67	BACS
25/08/2025	M5 Wk21	Nest	Pension Contribution	26/08/2025	£58.91	DD
16/08/2025	8610418	Business Stream	Cemetery Water Rates	26/08/2025	£58.43	BACS
08/09/2025	SB20251523	PFK Littlejohn LLP	External Audit	09/09/2025	£378.00	BACS
23/09/2025	P6	HMRC	NI Contribution	23/09/2025	£49.63	BACS
25/09/2025	M6 Wk25	H Phillips	Clerks Sept 2025 Salary	25/09/2025	£717.98	BACS
25/09/2025	M6 Wk25	Nest	Pension Contribution	26/09/2025	£52.36	DD

74.3 To consider any Community Grant applications received since the meeting held on 29th July 2025.

74.4 To receive an update from the clerk regarding the 2024-2025 AGAR submission.

74.5 To consider the offer for funding from Harmony Energy (Rusholme Battery Energy Storage System).

74.6 To consider the offer of input to the NYC Planning Authority agreement relating to a S106 agreement for the developer and the LPA. This concerns the planning application

ZG2025/0089/FUL, Abbey Coachways depot, at Meadowcroft Garage, Low Street, Carlton, with the S106 agreement relating to Public Open Space facilities/ provision. (information emailed to the Cllrs on 19th September 2025)

74.7 To consider the cost of the Golden Garden Christmas tree for December 2025.

74.8 To note the clerk's standard hours worked in August and September 2025.

75. Planning Matters

75.1 To consider any Planning Applications received since 29th July 2025.

i) ZG2025/0694/HPA – Eastlea, Low Street, Carlton (see Planning Consultations)

Erection of single-storey side extension incorporating a new side porch entrance, along with the replacement of the existing rear conservatory with a new orangery.

ii) ZG2025/0562/HPA – Stonebow, Pinfold Lane, Carlton – (see Planning Decisions)

Erection of a kitchen extension to western elevation, re-roof of flat roof to pitched roof, erection of detached garage, erection of detached outdoor kitchen area, rendering of existing and proposed, erection of porch, and installation of solar panels to roof of kitchen extension.

75.2 To receive Planning Decisions notified since 29th July 2025.

i) ZG2025/0562/HPA – Stonebow, Pinfold Lane, Carlton – GRANTED

Erection of a kitchen extension to western elevation, re-roof of flat roof to pitched roof, erection of detached garage, erection of detached outdoor kitchen area, rendering of existing and proposed, erection of porch, and installation of solar panels to roof of kitchen extension.

ii) ZG2023/0584/FUL – White House, Low Farm, Carlton – GRANTED

Erection of replacement dwelling and erection of 1 bungalow to rear, and erection of detached garages following demolition of existing dwelling / garage and outbuilding.

iii) ZG2025/0271/FUL – 30A West Bank, Carlton – REFUSED

Conversion of former agricultural packing shed to create a single detached dwelling.

iv) ZG2025/0678/S73 – Wade House Lane, Drax - GRANTED

Section 73 application to vary conditions 06 (approved drawings), 09 (arboricultural method statement), 10 (landscape drawings), 15 (construction environmental management plan), 17 (access drawings) and 21 (fencing plan) of approval 2023/0128/EIA granted on 17 April 2024.

v) ZG2025/0709/DOC – Station Road, Carlton – Condition Decision

Discharge of Condition 9 (highways) & Condition 16 (surface water) of planning approval 2014/1130/OUT Outline application with all matters reserved for a development of up to 67 no. dwellings, together with associated infrastructure and open space provision.

- vi) ZG2025/0710/DOC - Land West of Station Road, Carlton – Conditions Part Discharged.

Discharge of Condition 9 (highways) & Condition 16 (surface water) of planning approval 2014/1129/OUT Outline application with all matters reserved for a development of up to 66 no. dwellings, together with associated infrastructure and open space provision (Phase 2).

- 75.3 To consider any Planning Consultation letters received since 29th July 2025.

(consultations with deadlines prior to the scheduled September 2025 meeting were issued to the Councillors by email and responses are noted at each consultation below.)

- i) ZG2025/0678/S73 – Wade House Lane, Drax - deadline 11th Sept. 2025
Section 73 application to vary conditions 06 (approved drawings), 09 (arboricultural method statement), 10 (landscape drawings), 15 (construction environmental management plan), 17 (access drawings) and 21 (fencing plan) of approval 2023/0128/EIA granted on 17 April 2024.

- Response from Cllrs, and action by the clerk – the planning application was originally objected to and the letter of objection was re-issued to the NYC Planning dept.

- ii) ZG2025/0694/HPA – Eastlea, Low Street, Carlton – deadline 2nd Sept. 2025
Erection of single-storey side extension incorporating a new side porch entrance, along with the replacement of the existing rear conservatory with a new orangery.

- No comment required.

76. Policy Review

- i) To review the Council's Standing Orders.
- ii) To review the Council's IT Policy.
- iii) To review the Council's Website & Social Media Policy.

77. Staffing Matters

- i) To receive a verbal date by Cllr Quinn (Line-Manager) on the clerk's annual appraisal, completed on 11th August 2025, for the period 2025-2026.
- ii) To consider the standard hours worked per month by the clerk, presently and in the future.

78. Action Log

To receive the Council's Action Log for outstanding actions and updates.

79. Training

- i) No training requests have been received or processed since the meeting held on 29th July 2025.

- ii) To receive feedback from Councillors and the clerk regarding any training completed since 29th July 2025.

80. Date Future Meetings

- i) Parish Council: 28th October 2025 at 7.30pm.
- ii) Finance Committee: 18th November 2025 at 7.30pm.
- iii) NDP Working Group: 19th November 2025 at 7.30pm.
- iv) Parish Council: 25th November 2025 at 7.30pm.

No meetings in December 2025.

Item 66

Minutes of Carlton Parish Council Meeting on Tuesday 29th July 2025 at 7.30pm held in the school room of Carlton Methodist Church.

Present: Cllrs Lowes, Hancock, Hawe, Kibble, Palmer, and Quinn.

In attendance: H Phillips – clerk, and four members of the public.

48. Apologies for Absence

The Council received an apology and reason for absence from Cllr Taylor.

Resolved: That Cllr Taylor's apology was received and reason for absence approved.

49. Declarations of Interest

The Council received disclosures of personal and disclosable pecuniary interests from Cllr's Hancock, and Palmer for matters to be considered at the meeting.

50. Minutes of the Parish Council meeting held on 24th June 2025.

The Council considered the Minutes of the Parish Council Meeting held on 24th June 2025.

Resolved: That the Minutes for the Parish Council meeting held on 24th June 2025 be approved.

51. Notes of the NDPWG meeting held on 16th July 2025.

51.1 The Council considered the Notes and Recommendations of the NDPWG meeting held on 16th July 2025.

Cllr Palmer gave a brief verbal update on the meeting and outcomes from the meeting.

Resolved: That

i) Cllr Palmer's verbal update be noted; and

ii) the Notes from the NDPWG held on 16th July 2025 be approved.

Recommendation to Council: That

i) the continuation of the NDP project be approved.

ii) the provision for an additional £1900.00 costs for 2025-2026 be approved; and

iii) the estimated costs of £2650.00 for 2026-2027 be approved for inclusion in the 2026-2027 budget when set in November 2025.

Resolved: That

i) the continuation of the NDP project to completion be approved.

ii) the provision for cover of the shortfall of £1900.00 be approved; and

iii) the estimated cost of the project for 2026-2027 to be included in the budget for 2026-2027 be approved.

51.2 The Council received a verbal update from the clerk on the raising of funds for the shortfall for 2025-2026, as follows:

- An application for Locality Funding has been made to Cllr M. Jordan for £800.00
- A VAT Reclaim totalling £2021.90 can be processed immediately via the HMRC.

This completely covers the shortfall noted.

Resolved: That the clerk's verbal update on covering the shortfall of expected costs for 2025-2026 be noted.

52. North Yorkshire Councillors Report

The Council received the North Yorkshire Councillors verbal report, as follows:

- Carlton Towers Taproom is opening its doors on 30th July 2025, and Cllr Jordan will be in attendance to take questions from members of the public.
- Cllr Jordan is now a member of the Reform UK Party.
- There is £650.00 remaining in Cllr Jordan's Locality funding. Community groups can apply for a percentage of that funding. Contact the Cllr directly, or Carlton Parish clerk can provide the application form should you wish to make a request.

Questions were asked relating to:

- Q: the replacement bus shelter adjacent to St Mary's Close and the High Street
A: NYC have no funds to provide a replacement.
A discussion was held between the Cllr's and it was agreed that the clerk is to explore provision of a new bus shelter, as funds are available from the Parish Council, and to present the findings at the meeting scheduled for the end of September 2025.
- Q: progress/ update on the crossing installation adjacent to the Lincolnshire Co-operative store, on High Street, Carlton.
A: although the need for a crossing has been agreed there has been no further progression on this facility being installed.

Resolved: That

- i) **the North Yorkshire Councillor's verbal report be noted; and**
- ii) **the clerk explore the costs and options for a replacement bus shelter, and present to Council at the meeting scheduled for September 2025.**

53. Chair's Report

The Council received the Chair's verbal report on meetings and events attended since the meeting held on 24th June 2025, as follows:

This month I have just had one event that I attended which was the Carlton Feast/ Fete at the Village Hall. It was a fantastically well organised event and the volunteers did a great job on the day. Entertainment was provided by Miss Hannah's dance troupe and an acappella choir group. It was a very good turn out and everyone really enjoyed it.

The only downside was to torrential downpour that occurred, luckily this was right at the end as the stall holders were wrapping up, so didn't affect the day too much other than me getting my hair wet! Well done to all who helped to organise the event.

Resolved: That the Chair's verbal report be noted.

54. Clerk's Report

- i) The Council received the clerk's verbal report to update on matters and issues completed by the clerk and/ or raised by the public since the meeting held on 24th June 2025, as follows:

Cemetery

- There were 2x requests for memorial inscriptions, 1x plot purchase, and 2x interments within July 2025, which will raise an income of £1400.00
- There are a further 3x enquiries regarding plot purchases which are purchase pending.

Allotments

- A tenant has reported a loss of produce within their plot and asked if this can be investigated. The clerk will contact other tenants in the first instance to see if this is a widespread theme, and take actions if appropriate.
Cllr Hancock offered to investigate this further; he also noted that wasps are prevalent this season and they could be the culprits.

Finance

- A VAT Reclaim for £2021.90 will be processed in the next month via HMRC.
- S106 and CIL funding levels and statement were requested from NYC, being told that they no longer issue bi-annual statements.
Attending North Yorkshire Councillor suggested that the clerk email again to request NYC to inform the Parish Council of the availability of any funding. This will be completed during the week following the meeting.
- Relating to the NDPWG, and the expenditure incurred in 2024-2025, the clerk noted that this was £839.56 and asked if this was to be absorbed by general expenditure or whether it should be recouped via the remaining Locality Funds that the engaged consultant holds presently.
A discussion was held and it was agreed to highlight this question and solution to the Chair of the Finance Committee (not present at the meeting), and add it as an agenda item on the next scheduled Finance Committee meeting.

Resolved: That

- a) **the clerks verbal report be noted.**
 - b) **Cllr Hancock and the clerk investigate the allotment produce loss further; and**
 - c) **the clerk inform the Chair of the Finance of the NDPWG expenditure issue.**
- ii) The Council considered arrangement of a Community Litter Pick Day over the Summer period, suggested by Cllr Quinn. Hirst Courtney Parish Council have kindly offered to loan their litter picker equipment for the task.

A discussion was held and it was agreed that the clerk check the Health & Safety implications of the event, prior to arranging the date.

Resolved: That a date for the Litter Pick event to be arrange once the clerk can confirm liability is not a showstopper.

- iii) The Council considered a date to complete the Cemetery Memorial Testing task.

A discussion was held, and it was agreed that Cllr Lowes's offer to liaise with the memorial testing team members and arrange the date mutually.

Resolved: That Cllr Lowes to liaise with the testing team and arrange a mutual date for memorial testing in August 2025.

55. Carlton Village Hall Report

The Council received a verbal update from the Council's representative regarding Carlton Village Hall Committee meetings attended since 24th June 2025, as follows:

- An issue with the drainage of the bathroom facilities at the Village Hall has been resolved, after engaging a contractor to clear the problem.
- The Fete recently held was a great success, both in attendance and financial gain for the Village Hall. It was the most profitable event held to date this year.

Resolved: That the verbal report given by the Council's representative for the Village Hall be noted.

56. Communications from the Public

The Council considered pre-submitted questions from members of the public on local issues/ concerns, received since 24th June 2025, and not dealt with by the clerk, as follows:

- i) A request was received from Ms P Spreckley to be permitted to raise an issue relating to the Brockwell Energy BESS Unit; this is dependent on the Chair's agreement.

The Chair noted that the information provided by Ms Spreckley when requesting to speak at the meeting brought nothing new to the table, therefore the request to speak at the meeting was declined.

The planning application is listed for consideration by the Parish Council later on the agenda.

Resolved: That the Chair's decision to decline Ms. Spreckley permission to speak at the meeting be noted.

- ii) A communication was presented to the Council by the clerk from a member of the public in relation to concern regarding the lack of playground facilities within the village.

A discussion was held on the matter, and it was confirmed that the three playground areas within the village were not owned by the Parish Council, nor are they responsible for them. The Parish Council do not own land to enable this facility. It was confirmed that the instigation of the Carlton Neighbourhood Development Plan had highlighted the public desire for public playground facilities, and the completion of this document would hopefully lead to coming

to fruition. The Council suggested the member of public who raised the request be informed of the NDP project, and to give invitation to one or more of the Working Group meetings.

Resolved: That the clerk to respond to the member of the public, informing her of the Council's status and situation in the matter.

57. Finance Matters

- 57.1 The Council considered the Cash Book, Bank Statements, and Budget Monitoring reports, up to 30th June 2025.

Resolved: That the accounting records up to 30th June 2025 be approved.

- 57.2 The Council considered approval of payments made by the clerk under delegated authority.

Resolved: That the payments made by the clerk under delegated authority be approved and signed off.

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Paid	Payment Method (Incl. Cheque No.)
16/05/2025	7913905	Business Stream	Cemetery Water Rates	27/05/2025	£18.22	BACS
21/06/2025	n/a	D R Everatt	Grass Cutting & Strimming at St. Mary's carpark	20/06/2025	£153.60	BACS
25/06/2025	M3 Wk 12	Nest	Pension Contribution	25/06/2025	£50.72	DD
20/06/2025	Jun-25	HMRC	NI Contribution	25/06/2025	£46.12	BACS
25/06/2025	M3 Wk 12	H Phillips	Clerk's June 2025 Salary	25/06/2025	£695.52	BACS
08/07/2025	n/a	Carlton Methodist Church	June 2025 Room Rental	17/07/2025	£25.00	BACS

- 57.3 The Council considered the Community Grant applications received since the meeting held on 27th May 2025.

- i) East Riding Shukokai – Wado Kai
Request for funds to purchase training equipment.

A discussion was held and the Council agreed that the applicant had not met the stipulations and conditions of the Community Grant Application Policy, and therefore rejected the application for funds.

Resolved: That the application received from East Riding Shukokai Wado Kai be rejected.

- ii) 1st Carlton Brownies
Request for funds to go towards cost of Residential trip.

A discussion was held, and it was agreed to provide funding to the Carlton 1st Brownies of £250.00

Resolved: That the application be approved, and the clerk arrange transfer of funds for £250.00 to the Carlton 1st Brownies group.

- iii) 1st Carlton Rainbows
Request for funds to go towards cost of Residential trip.

A discussion was held, and it was agreed to provide funding to the Carlton 1st Rainbows of £250.00

Resolved: That the application be approved, and the clerk arrange transfer of funds for £250.00 to the Carlton 1st Rainbows group.

- 57.4 The Council considered the NALC instruction released relating to salary increase and back pay for the period 1st April 2025 to 31st March 2026.

The clerk presented a breakdown noting that the rate per hour has increased by £0.52, from £16.10 to £16.62

The new monthly salary will be £747.90 and the August 2025 salary cost and backpay total would be £841.50 which is standard hours at £747.90 plus backpay from April to July 2025 of £93.60

Resolved: That the salary rate and backpay figures presented by the clerk based on the NALC instruction be noted.

- 57.5 The Council noted the clerk's standard hours worked in June and July 2025.

58. Planning Matters

- 58.1 The Council considered the Planning Applications received since 24th June 2025.

- i) ZG2025/0603/FULM – Brockwell Energy – Land at 465144 425477 Station Road, Carlton.

Development of a Battery Energy Storage System, associated infrastructure, earthworks, landscaping, and access.

Prior to the meeting date the Chair posted a pole on the Carlton Community Facebook group to gauge public opinion; after weeding out non-Carlton residents the majority of votes were opposed to the application. A thorough discussion was held, and it was evident that many of the attending Cllr's were opposed to the application. A vote was taken and the opposition vote was unanimous.

Resolved: That a letter of objection be issued by the clerk to meet the planning deadline be approved.

- ii) ZG2025/0709/DOC – Mr J Edwards – Station Road, Carlton.

Discharge of Condition 9 (highways) & Condition 16 (surface water) of planning approval 2014/1130/OUT Outline application with all matters reserved for a development of up to 67 no. dwellings, together with associated infrastructure and open space provision.

- iii) ZG2025/0710/DOC – Mr J Edwards – Station Road, Carlton.

Discharge of Condition 9 (highways) & Condition 16 (surface water) of planning approval 2014/1129/OUT Outline application with all matters reserved for a development of up to 66 no. dwellings, together with associated infrastructure and open space provision (Phase 2) on land West of.

Resolved: That Items ii) and iii) require no comment.

- 58.2 The Council received the Planning Decision notified as below:

- i) ZG2023/0584/FUL – White House, Low Street, Carlton. – GRANTED.
Erection of replacement dwelling and erection of 1x bungalow to rear, and erection of detached garages following the demolition of exiting dwelling/garage and outbuilding.

Resolved: That the planning decision received be noted.

58.3 No Planning Consultation letters were received since 24th June 2025.

58.4 The Council considered action required relating to Planning Application

ZG2023/0732/OUTM – land East of Broadacres, Mill Lane, Carlton, for up to 200 residential dwellings.

Due to the planning application being permitted by NYC the Council noted that there was no action that they were able to take, however it be noted that once a developer is appointed contact should be made to work with them and the Planning department to attempt to gain the best outcome for local residents that may be affected by the development.

Resolved: That no action be required at present, but would be re-considered at a future date, when appropriate.

59. Policy Review

- i) The Council reviewed the Application and Eligibility for Co-option for 2025-2026.
- ii) The Council reviewed the Co-option to Vacancies Policy for 2025-2026.
- iii) The Council reviewed the Community Grant Application form, with the addition of a 'requested amount' section, which was not included in the previous version.

Resolved: That the Application and Eligibility for Co-option, and Co-option to Vacancies Policies, and the Community Grant Application form for 2025-2026 be approved for publication.

60. Staffing Matters

The Council deferred and considered the clerk's annual appraisal, for the period 2025-2026 after the Parish Council meeting was closed, and the clerk had left, due to the nature of the business being discussed.

The content of the discussion will be noted by the clerk's Line Manager and discussed with the clerk at her annual appraisal meeting scheduled for 11th August 2025 at 11am.

Resolved: That the clerk's annual appraisal discussion between the Cllr's be deferred until the close of the meeting, once all matters were concluded and the clerk left the meeting.

61. Action Log

There were no updates to the Council's Action Log.

62. Training

- i) No training requests were received or processed since the meeting held on 24th June 2025.

- ii) No training feedback was received from Councillors or the clerk.

63. Date Future Meetings

- i) Finance Committee: 23rd September 2025 at 7.30pm.
- ii) NDP Working Group: 24th September 2025 at 7.30pm.
- iii) Parish Council: 30th September 2025 at 7.30pm.

Item 67

Minutes of the meeting of Carlton Parish Council Finance Committee on 23rd September 2025 at 7.30pm at Carlton Methodist Church

Present: Cllr's Clayton, Lowes, Quinn, and Taylor.

In Attendance: Helen Phillips - Clerk to Carlton Parish Council.

1. Election of Chair of Finance Committee

The Committee considered election of the Chair of the Finance Committee for 2025-2026.

Cllr Lowes proposed, and Cllr Quinn seconded the election of Cllr Taylor as Chair of the Finance Committee.

Resolved: That Cllr Taylor be Chair of the Finance Committee for 2025-2026.

2. Apologies for Absence

No apologies for absence were received.

3. Declarations of Interest

No disclosures of personal and prejudicial interests from attending Councillors were received.

4. Minutes of Finance Committee Meeting

The approved Minutes from the Finance Committee meeting held on 19th February 2025 were received, for information only.

5. Document Review

i) The Committee reviewed the Finance Committee's Terms of Reference.

ii) The Committee reviewed the Internal Control Document.

A discussion was held, and it was agreed that the document is still relevant and the audits should be completed within the Council year. A number of amendments were made to the existing document.

iii) The Committee reviewed the Financial Regulations.

A discussion was held, and it was agreed that the clerk explore the expansion of the Regulations relating to procurement threshold rules for amounts above £30,000.00 and would update the document accordingly should it be appropriate.

Resolved: That the clerk update the Financial Regulations as appropriate before issuing to the Parish Council for approval at the next scheduled meeting.

Recommendation to Council: That agenda items 5i), ii), and iii) be considered for approval.

6. Accounting Records

- i) The Committee considered the Income and Expenditure and Budget Monitoring reports, Bank Statements, and Reconciliation up to the 31st August 2025.

Resolved: That the accounting records be approved.

- ii) The Committee received a verbal update from the clerk on the finances for the Neighbourhood Development Plan project for 2025-2027, as follows:

The clerk updated the Committee that a total of £3568.33 has been received to bank to cover the shortfall of the Neighbourhood Development Plan costs for 2025-2026. The funds derived from a VAT re-claim for £2768.33, and a Locality Funding receipt for £800.00 kindly received via Cllr Mike Jordans budget.

Resolved: That the clerk's verbal update be noted.

- iii) There were no Community Group grant applications received since 29th July 2025.

- iv) The Committee considered the replacement bus shelter for land adjacent to St Mary's Close, Carlton, detail presented by the clerk at the meeting, as follows:

The clerk informed the Committee that North Yorkshire Council (NYC) had emailed to disclose that they had now found funds to cover the cost of replacing and installing the damaged and removed bus shelter at Station Road, Carlton.

The Committee asked that the clerk contact NYC to have written confirmation of their offer to act and provide the replacement bus shelter.

Resolved: That

- a) **the clerk's update on the replacement bus shelter be noted; and**
- b) **the clerk to seek written confirmation of the NYC offer to replace the shelter.**
- v) The Committee received a verbal update from the clerk on the External Auditor relating to the submitted AGAR for 2024-2025, as follows:

The external auditor initially requested further information regarding expenditure variance; this provided, the AGAR for 2024-2025 has been closed and signed off.

Resolved: That the clerk's verbal update on the 2024-2025 AGAR submission be noted.

7. Streetlights

The Committee reviewed the future streetlighting improvements schedule, and related finances, as follows:

It was evident that some of the wooden columns have been removed by NYC. It was requested that the clerk seek an updated status from the NYC contact as to the current situation and streetlight upgrades completed.

It was noted that provision is made in the 2025-2026 budget to cover the cost of the streetlight energy invoice, still outstanding and not yet received. It was requested that the clerk chase this invoice so that the payment can be settled.

Resolved: That

- i) the clerk seek an update from the NYC contact on the status of outstanding works to the Parish Council owned streetlights and columns; and**
- ii) the clerk seek to push for receipt of invoice for the outstanding streetlight energy costs.**

8. Date of next meeting

Tuesday 18th November 2025 at 7.30pm

Item 68

Notes for the meeting of the Neighbourhood Plan (NP Working Group) to be held on 24th September 2025 at 7.30pm, at Carlton Methodist Church.

Present: Cllrs Palmer, Lowes, Quinn, and Taylor.

In Attendance: H. Phillips – clerk, David Gluck – consultant, and two members of the public.

10. Apologies for Absence

The Group received apologies for absence and reasons for absence from Cllr Kibble.

Resolved: That Cllr Kibble's apology was received and reason for absence approved.

11. Declaration of Interest

There were no disclosures of personal and pecuniary interests from Councillors or attendees on matters to be considered at the meeting.

12. The Group received the Notes from the meeting held on 16th July 2025, for information.

13. Carlton Towers Estate

The Group received a verbal update from attendees on communications and meetings between Cllr Palmer, the clerk, and representatives on the Carlton Towers Estate, as follows:

Over two meetings Lord and Lady Fitzlan-Howard and their attending Estate staff discussed the future plans for the Towers Estate. They were interested in what the Parish wanted from the Plan and how the Estate was perceived by the village.

The process and timeline of the Plan was explained, and the Towers Estate team expressed interest in being involved with the Neighbourhood Development Plan Working Group. They are to have their representative attend future NDPWG meetings.

Resolved: That the verbal update on the meetings held with Carlton Towers be noted.

14. Finance

The Group received a verbal update from David Gluck and the clerk on finances relating to the NDPWG, as follows:

DG: no amendments or additional costs incurred since the last meeting.

HP: Income gathered into the Parish Council bank account equals £3568.33, which comes from a VAT reclaim (£2768.33) and from Cllr Mike Jordans' Locality Funding (£800.00). This will cover to excess until 31st March 2026 and well into the next financial year.

Resolved: That the updates provided by David Gluck and the clerk be noted.

15. Consultation/ Survey

i) Survey and Methods of Issue

Questions attached, format options below (see item 15 below)

- Physical Copies via Clerk.
- Via Email to Neighbourhoodplan@carltonparishcouncil.gov.uk
- On the Carlton Community Facebook Page.

ii) Draft PID

The Group considered the content and composition of the Public Consultation Survey relating to the draft Policy Intentions Document (PID), prior to presentation to the Parish Council at the meeting scheduled for 30th September 2025.

A discussion was held, and the consensus was that it was felt that the draft PID document was long, in-depth, and 'wordy' and that it should be scrutinised further. It was felt that to issue the draft document to the public, to use as a basis for answering the survey questions would complicate the matter and confuse people.

David Gluck noted that despite the request for simplifying the present draft PID for survey/ consultation purposes, the final document would need to be the more in-depth and technical version for publication in the future.

The following points and suggestions were raised as resolutions and actions, prior to the next scheduled meeting:

Resolved: That

- i) **the method of issue of the PID and survey questions be approved.**
- ii)
 - a) **an editable version of the draft PID be issued to Group members.**
 - b) **Group members to add and highlight their suggested amendments to the draft PID and return to the clerk by 17th October 2025, who will forward to David Gluck for collation.**
 - c) **the updated draft PID be re-presented at the next scheduled meeting for agreement and future Recommendation to Council for consideration to approve; and**
 - d) **the consultation/ survey questions and their issue to the public be considered by the Group at the next scheduled meeting.**

16. Action Plan

- i) The Group received the updated NDPWG Action Plan and timeline.

The Chair assessed the Action Plan with the Group and the clerk updated the Plan in the meeting.

- ii) The Group considered the tasks for the research and collection of evidence for each of the six themes noted below.

A discussion was held, and it was agreed that until the simplified version of the draft PID was available this task would be deferred until the next scheduled meeting. It was requested that David Gluck issue an explanatory guide to gathering evidence on the noted topics, with pertinent questions and topics to cover.

It was agreed that a future set three hour meeting should be arranged to allow the Group to hone down on their understanding of the six categories and what is expected of them in volunteering to gathering evidence.

- Green and Natural Environment.
- Heritage and Conservation.
- Homes.
- Traffic and Transport.
- Community Facilities.
- Business and Commerce.

Resolved: That

- i) **the Action Plan and Timeline be updated and issued to the Group prior to the next scheduled meeting.**
- ii) **David Gluck issue an explanatory guide to researching and gathering evidence on the six noted categories.**
- iii) **Group members individually consider the information provided on gathering evidence, and which category they would like to volunteer to tackle; and**
- iv) **A date be set and the next scheduled meeting for the three hour meeting to consider the evidence gathering topics in a more in-depth manner.**

17. Photographic Views of Carlton

The Group received an update from Cllr Quinn on the progress of gathering photographic matter to be included in the Carlton NDP document.

The poster and agreement has been completed and issued via the Council's website, Community Facebook, and will be inserted into the noticeboards after the meeting.

At present no responses have been received; this therefore should be pushed further within the community.

Resolved: That more promotion of the request to be actioned forthwith, by members of the Group.

18. Date & Time of Next Meeting - Wednesday 19th November 2025 at 7:30pm