

Carlton Parish Council

Minutes for the Carlton Parish Council Meeting held 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.

Present: Cllr's Lowes, Clayton, Hancock, Hawe, Land, Palmer, Quinn, and Taylor.

Attending: H Phillips - Clerk to the Parish Council, and one member of the public.

64. Apologies for Absence

The Council received apologies and reason for absence from Cllr Kibble.

Resolved: That Cllr Kibble's apology be accepted and reason for absence approved.

65. Declarations of Interest

Disclosures of personal and disclosable pecuniary interests from Cllrs on matters to be considered at the meeting were received from Cllr Hancock, Land, and Taylor.

Resolved: That the disclosures of personal interest received from Cllr's Hancock, Land, and Taylor be noted.

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

The Council considered the Minutes of the Parish Council Meeting held on 29th July 2025.

Resolved: That the Minutes of the Parish Council meeting held on 29th July 2025 be approved.

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

The Council considered the Minutes and Recommendations of the Finance Committee meeting held on 23rd September 2025.

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

Resolved: That

- i) the reviewed Terms of Reference, Internal Control document, and the Financial Regulations be approved.**
- ii) the Minutes of the Finance Committee held on 23rd September 2025 be approved.**

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

The Council considered the Notes of the NDPWG meeting held on 24th September 2025.

Resolved: That the Notes of the NDPWG meeting held on 24th September 2025 be approved.

69. North Yorkshire Councillor's Report

The Council received the North Yorkshire Councillor's verbal report, as follows:

- It has been announced that the former Carlton Holy Family High School has been purchased and will become a SEN school. This is a completely separate school to the one being built at Osgodby, Selby.
- The proposed crossing facility adjacent to the Lincolnshire Co-operative is progressing, however further required documentation is required.
- NYC have confirmed that they can replace the bus shelter adjacent to St Mary's Close, Carlton. This project is at the top of their workload.
- Regarding the Harron Homes development roadways, their representative informed the Cllr that they roadways will be completed fully within 2026.

Resolved: That the North Yorkshire Councillor's verbal report be noted.

70. Chair's Report

The Chair had not attended any meetings or events since the meeting held on 29th July 2025.

71. Clerk's Report

i) The Council received the clerk's 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, main points as follows:

- Memorial testing was completed in the Cemetery on 1st September, with one memorial being supported and fourteen memorials noted as Amber, so will be monitored and re-tested in 1-2 years' time.
- The contractor engaged to complete the groundworks in the Cemetery has been asked and agreed to use a leaf blower to clear the cut grass from memorials after cutting has occurred.
- NYC were requested to and have completed drains/ gulleys clearing over the August period.
- To note that there is c.£1500.00 still available to Carlton Community Groups within this year's budget provision. Should any of the Groups require funding and meet the requirements of the application stipulations, please contact the clerk in the first instance.

The full clerk's report can be found on the Council's website.

Resolved: That the clerk's report be noted.

ii) The Council considered a date for the Community Litter Pick.
(The Methodist Church have expressed an interest on a mutual event).

A discussion was held, and 8th November 2025 at 10am was agreed as the preferred date. The meeting place is to be the Methodist Church, with refreshments being available at the Church afterwards. The clerk is to issue posters and arrange the equipment and waste collection.

Resolved: That the community litter pick is to be held at 10am on 8th November 2025.

72. Carlton Village Hall Report

The Council received a verbal update from the Council's representative regarding Carlton Village Hall Committee meetings attended since 29th July 2025, as follows:

- The Village Hall continues to make improvements to the Hall and its facilities, with new crockery being the latest purchase.
- There are events booked over the next three months that have three bar bookings which will increase the income for the Hall.

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

73. Communications from the Public

The Council considered the pre-submitted question from the member of the public relating to land ownership, relating to an area of land adjacent to the resident's property.

A discussion was held, and it was noted that no-one knew who owned the land therefore asked that the clerk contact the resident to recommend contacting the Land Registry.

Resolved: That the clerk respond to the resident recommending that they contact the Land Registry to resolve their issue.

74. Finance Matters

- 74.1 The Council considered the Cash Book, Bank Statements, and Budget Monitoring reports, up to 31st August 2025. (including July and August 2025).

Resolved: That the accounting records up to 31st August 2025 be approved.

- 74.2 The Council noted and signed off the documents relating to 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

Resolved: That the listed payments made by the clerk under delegated authority be approved.

- 74.3 There were no Community Grant applications received since the meeting held on 29th July 2025.

- 74.4 The Council received an update from the clerk regarding the 2024-2025 AGAR submission.

The clerk informed the Council that a number of queries were raised relating to the variance report by the External Auditor; these were answered and the auditor closed off the queries. The external auditor signed off the AGAR 2024-2025.

Resolved: That the clerk's report on the AGAR 2024-2025 be noted.

- 74.5 The Council considered the offer for funding from Harmony Energy (Rusholme Battery Energy Storage System).

The clerk had requested additional information about the scheme; it is an annual funding offer to community groups and the Parish Council, for up to a maximum of £1000.00

A discussion was held and it was agreed that the improvements required to the Golden Garden would be the project that the funds could be appropriated for. The Garden needs new weed suppressing membrane, and additional back chippings in the planting borders, plus some remedial pruning to the shrubs. The clerk is to apply for the maximum available funding forthwith.

Resolved: That the clerk apply for the maximum available funding to assist in the costs of improvements to the Golden Garden, as noted.

- 74.6 The Council considered 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.

A discussion was held and it was agreed that suggestion for the S106 funds should be directed to Carlton Village Hall for realignment of the football pitch, along with new raised level fencing at the goal areas, and new goal posts.

Resolved: That the clerk to inform the Planning Officer of the Council's decision to request S106 funding for the Village Hall playing field improvements.

- 74.7 The Council considered the cost of the Golden Garden Christmas tree for December 2025.

A quote was received by the preferred contractor and this was agreed by attending Cllr's.

Resolved: That the clerk to agree to the works and costs for the provision of the 2025 Christmas Tree in the Golden Garden, on behalf of the Parish Council.

- 74.8 The Council was updated on the clerk's standard hours worked in August and September 2025.

Resolved: That the clerk's standard hours worked in August and September 2025 be noted.

75. Planning Matters

75.1 The Council considered the 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.

Resolved: That no comment be required.

75.2 The Council received the 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).

Resolved: That the Planning Decisions be noted.

- 75.3 The Council considered 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.

Resolved: That the Planning Consultations and actions taken be noted.

76. Policy Review

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

Resolved: That the Council's Standing Orders, IT Policy, and the Website & Social Media Policy be approved.

77. Staffing Matters

- i) The Council received a verbal date by Cllr Quinn (Line-Manager) on the clerk's annual appraisal, completed on 11th August 2025, for the period 2025-2026. The appraisal was issued to the Cllrs, in agreement with the clerk prior to the meeting.
The clerk was thanked for the year's work and assistance.

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

- ii) The Council considered the standard hours worked per month by the clerk, presently and in the future.

From the clerk's appraisal discussion the clerk felt that the standard 45 hours could possibly be reduced to 40 hours per month.

Resolved: That the clerk should monitor hours worked verses workload to update the Council with the findings at the scheduled meeting in November 2025.

78. Action Log

The Council received the Action Log for outstanding actions and updates.

A Cllr felt that the Log had not been fully updated and asked that the clerk check the actions from the most recent meetings, and complete further updates if appropriate.

Resolved: That the clerk to check and update the Action Log further, and issue the updated document to the Council, if appropriate.

79. Training

No training requests or feedback has been received or processed since the meeting held on 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.