

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the Carlton Parish Council Meeting on Tuesday 25th November 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

94. Apologies for Absence

To receive apologies and consider reasons for absence.

95. Declarations of Interest

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

96. Minutes of the Parish Council meeting held on 28th October 2025.

To consider the Minutes of the Parish Council Meeting held on 28th October 2025.
(pages 4 to 8)

97. Minutes of the Finance Committee meeting held on 18th November 2025.

To consider approval of the Minutes and Recommendations of the Finance Committee meeting held on 18th November 2025. (pages 9 to 10)

Recommendation to Council: That

- i) the draft budget and Precept Demand for 2026- 2027 be considered for approval.
- ii) the reviewed Asset Register, Reserves Policy and Financial Risk Assessment be considered for approval; and
- iii) the funding application received from Carlton Cricket Club be considered for approval.

98. North Yorkshire Councillor's Report

To receive the North Yorkshire Councillor's verbal report.

99. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 28th October 2025.

100. Clerk's Report

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 28th October 2025.

101. Carlton Village Hall Report

To receive a verbal update from the Council's representative regarding Carlton Village Hall Committee meetings attended since 28th October 2025.

102. Communications from the Public

To consider any pre-submitted questions from members of the public on local issues/ concerns, received since 28th October 2025, and not dealt with by the clerk.

- i) Monk Fryston Parish Council – NYC protocol for use of VAS versus SID Units.
- ii) Eggborough & Sherburn-in-Elmete Parish/ Town Councils – NYC Planning procedure and Policy.

(Email information has been issued to the Parish Councillors prior to the meeting)

103. Finance Matters

103.1 To consider the Cash Book, Bank Statements, and Budget Monitoring reports, up to 31st October 2025.

103.2 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.)
27/09/2025	S22427	The National Allotment Society	Annual Subscription	29/09/2025	£84.00	BACS
23/09/2025	n/a	DR Everatt	Adhoc Cemetery Work	06/10/2025	£460.80	BACS
15/04/2025	490091499	NYC	Streetlight Energy	29/09/2025	£3,438.65	BACS
03/10/2025	n/a	Carlton Methodist Church	Room Rental - Sept 2025	06/10/2025	£75.00	BACS
06/10/2025	490092835	NYC	Streetlight Maintenance	06/10/2025	£1,059.06	BACS
07/10/2025	I289930	Wel Medical Ltd	Defib Pads - Surgery	07/10/2025	£150.36	Card
10/10/2025	I290080	Wel Medical Ltd	Defib Pads - V-Hall	10/10/2025	£150.36	Card
05/11/2025	n/a	H Phillips/ British Legion	Cash Paid by the clerk & Refunded via BACS Transfer	05/11/2025	£150.00	BACS
16/11/2025	9293604	Business Stream	Cemetery Water Rates	19/11/2025	£34.46	BACS

103.3 To consider any Community Grant applications received since the meeting held on 28th October 2025.

103.4 To receive a verbal update from the clerk regarding the offer for funding from Harmony Energy (Rusholme Battery Energy Storage System).

103.5 To receive a verbal update from the clerk regarding 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.

103.6 To note the clerk's standard hours worked in November 2025.

104. Planning Matters

104.1 To consider any Planning Applications received since 28th October 2025.

104.2 To receive Planning Decisions notified since 28th October 2025.

2021/0442/CPE - Site: Coates Marsh Grange Farm, Hirst Road, Carlton
Certificate of Lawful Use - For the use of land for agricultural and game bird rearing -
GRANTED

104.3 To consider any Planning Consultation letters received since 28th October 2025.

105. Policy Review

To review the Community Funding Application document.

106. Action Log

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

107. Training

No training requests or feedback has been received or processed since the meeting held on 28th October 2025.

108. Date Future Meetings

- i) NDP Working Group: 13th January 2026 at 7.30pm.
- ii) Parish Council: 27th January 2026 at 7.30pm.
- iii) Parish Council: 24th February 2026 at 7.30pm.
- iv) Finance Committee: 17th March 2026 at 7.30pm.
- v) Parish Council: 31st March 2026 at 7.30pm.

Item 96

Minutes of the Carlton Parish Council Meeting held on Tuesday 28th October 2025 at 7.30pm in the school room of Carlton Methodist Church.

Present: Cllrs Lowes, Clayton, Hancock, Hawe, Kibble, Land, Palmer, and Taylor.

Attending: H Phillips – clerk, and one member of the public.

81. Apologies for Absence

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

Resolved: That Cllr Quinn's apology and reason for absence be received and approved.

82. Declarations of Interest

The Council received disclosures of personal and disclosable pecuniary interests from Cllrs Hancock and Land on matters to be considered at the meeting relating to items 87 and 89.3 i).

Resolved: That the Declarations of Interest from Cllr's Hancock and Land be noted.

83. Minutes of the Parish Council meeting held on 30th September 2025.

The Council considered the Minutes of the Parish Council Meeting held on 30th September 2025.

Resolved: That the Minutes of the Parish Council meeting held on 30th September 2025 be approved.

84. North Yorkshire Councillor's Report

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

- The date and time was requested for the Remembrance Day service, as Cllr Jordan is to attend.
- Ward Councillors have been asked to review their assets by NYC.

Questions asked and answered:

- Q: The clerk asked if there was any progress with the replacement bus shelter.
A: This is still in the pipeline and is on-going.
- Q: A Cllr asked about the progress of the proposed new High Street crossing.
A: NYC are progressing with this, and are completing the necessary checks and documentation.
- Q: A Cllr raised the question relating to S106 availability from the 'Harron Homes' development.
A: It was suggested that the clerk look at the original planning application and S106 agreement to find the stipulations of release of funds during the progression of the development.

Resolved: That

- i) **the clerk explore the Harron Homes development S106 agreement and stipulations to look for additional funding release; and**
- ii) **the North Yorkshire Councillor's verbal report be noted.**

85. Chair's Report

The Chair had not attended any meetings or events since the meeting held on 30th September 2025.

86. Clerk's Report

The Council receive 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 30th September 2025. The report is available on the Council's website and in the noticeboard; main points are:

- The pads for the Village Hall and Surgery defibrillators have been replaced as they were reaching the end of their dating margin.
- Community Police were contacted as a member of the public and resident of the village had reported being hounded in the home by a small group of youths. This was causing the resident constant distress.
- A community Litter Pick is being held on 8th November 2025, meeting at 10am at the Methodist Church.
- The Remembrance Sunday service is being held on 9th November 2025, meeting at 10.40am for an 11am start. This is being held in the Golden Garden, which has recently had a 'facelift'.

Resolved: That

- i) **the clerk to assess the completion of the works completed in the Golden Garden.**
- ii) **the clerk arrange delivery of the litter picking equipment prior to 8th November 2025.**
- iii) **the clerk to issue Order of Service for the Remembrance Sunday service; and**
- iv) **the clerk's report be noted.**

87. Carlton Village Hall Report

The Council received a verbal update from the Council's representative regarding Carlton Village Hall Committee meetings attended since 30th September 2025, as follows:

- The bar has been refitted and new style plastic 'barrels' are being used, which reduces line cleaning time and is overall more economical.
- Two events have been held on October which were very successful, raising around £1500.00
- New chairs have been ordered, and further improvements are to be made within the Hall, focusing on storage space.

Resolved: That the verbal update on the Village hall be noted.

88. Communications from the Public

There were no pre-submitted questions from members of the public on local issues/ concerns, received since 30th September 2025.

89. Finance Matters

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

A Cllr raised a point of Rev-ex totals discrepancy prior to the meeting; this was a formula issue and was corrected with the updated records being issued to the Council.

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

- 89.2 The Council considered 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.)
27/09/2025	S22427	The National Allotment Society	Annual Subscription	29/09/2025	£84.00	BACS
23/09/2025	n/a	DR Everatt	Adhoc Cemetery Work	06/10/2025	£460.80	BACS
15/04/2025	490091499	NYC	Streetlight Energy	29/09/2025	£3,438.65	BACS
03/10/2025	n/a	Carlton Methodist Church	Room Rental - Sept 2025	06/10/2025	£75.00	BACS
06/10/2025	490092835	NYC	Streetlight Maintenance	06/10/2025	£1,059.06	BACS
07/10/2025	I289930	Wel Medical Ltd	Defib Pads - Surgery	07/10/2025	£150.36	Card
10/10/2025	I290080	Wel Medical Ltd	Defib Pads - V-Hall	10/10/2025	£150.36	Card

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

- 89.3 The Council considered the Community Grant applications received since the meeting held on 30th September 2025. (documents issued to the Council with Agenda)

i) Carlton Village Hall.

The Village Hall Committee applied for the Annual Grant of £4000.00 which was to purchase new chairs for the Hall. All relevant documentation and quotes were received by the clerk prior to the meeting.

Resolved: That the Annual Grant of £4000.00 be approved to be transferred to the Village Hall Committee's bank account, for provision of new chairs.

ii) Carlton Cricket Club – Ladies Section.

A discussion was held, and it was felt that more information, including quote/s for the cricket balls, or a list of equipment should be provided by the applicant prior to a decision being made.

Resolved: That the clerk to request further information from the applicant on the finer detail of their usage of the funds before further consideration be made.

- 89.4 The Council received a verbal update from the clerk regarding the offer for funding from Harmony Energy (Rusholme Battery Energy Storage System).

The application was made and is visible on the providers website, pending a decision.

Resolved: That

- i) the clerk to pursue the application decision; and
- ii) the clerk's verbal update be noted.

- 89.5 The Council received a verbal update from the clerk regarding 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.

It was noted that the Council's suggestion had been issued and receipted with NYC Planning, and this suggestion was to be assessed to ensure it met the stipulations of the funding limits.

The clerk had contacted the officer to have an update but he was away from work so this would be chased forthwith.

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

- 89.6 The Council noted the clerk's standard hours worked in October 2025.

90. Planning Matters

- 90.1 There were no Planning Applications received since 30th September 2025.

- 90.2 The Council received Planning Decisions notified since 30th September 2025, as follows:

ZG2025/0694/HPA – Eastlea, Low Street, Carlton – GRANTED

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, conversion of garage to utility and erection of single storey side extension to form ensuite bathrooms.

Resolved: That the Planning decision be noted.

- 90.3 There were no Planning Consultation letters received since 30th September 2025.

91. Action Log

The Council received the updated Action Log for outstanding and completed actions.

Resolved: That the updated Action Log be noted.

92. Training

No training requests or feedback has been received or processed since the meeting held on 30th September 2025.

93. Date Future Meetings

- i) 18th November 2025 – Finance Committee
- ii) 25th November 2025 – Parish Council

Item 97

Minutes for the meeting of Carlton Parish Council Finance Committee held on 18th November 2025 at 7.30pm at Carlton Methodist Church

Present: Cllrs Taylor, Clayton, Land, Lowes, and Quinn.

In attendance: H Phillips – Clerk.

9. Apologies for Absence

No apologies for absence or reasons for absence were received.

10. Declarations of Interest

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

11. Infrastructure

- i) The Committee reviewed the future streetlighting improvements schedule, and related finances.

A discussion was held, and it was agreed that the future streetlighting improvement schedule would consist of exchanging the remaining eleven 'SOX's' lanterns for LED lanterns. North Yorkshire Council (NYC) are aware of this schedule and will action as soon as possible.

It was noted that invoices for 2023-2024 have still not been received from NYC, and should be chased up by the clerk.

Costs for the future works are included in the 2026-2027 Budget, and the Reserves Policy.

Resolved: That the clerk chase invoices relating to lighting expenditure from 2023-2024.

- ii) The Committee considered the village bus shelter facilities, presently and for the future.

A discussion was held, and it was agreed that as the St. Mary's Close/ Station Road shelter is to be replaced by NYC; additional provision would be assessed and reviewed by the Parish Council at a future meeting.

Provision is included within the Council's Reserves Policy for this potential additional cost.

12. Accounting Records

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

Resolved: That the accounting records be approved.

13. Budget 2026-2027

- i) The Committee considered the draft Budget for 2026-2027 presented by the clerk.

After discussion provision was made to cover the potential cost of a new laptop for the clerk should it be required, as the present laptop is aged.
This was the only amendment made to the draft document.

- ii) The Committee considered the Precept demand for 2026-2027 in relation to the draft budget for 2026-2027.

The presented figure was amendment accordingly due to the additional funds noted at 13i).

Recommendation to Council: That the draft budget and Precept Demand for 2026- 2027 be considered for approval.

14. Document Review

- i) The Committee reviewed the Council's Asset register.
- ii) The Committee reviewed the Council's Reserves Policy, and made appropriate quantitative amendments.
- iii) The Committee reviewed the Council's Financial Risk Assessment, adding phrase relating to the suspending/ cancelling of lost bank cards.

Recommendation to Council: That the reviewed Asset Register, Reserves Policy, and Financial Risk Assessment be considered for approval.

15. Community Funding Applications

The Committee considered the application received for Community Funding.

Carlton Cricket Club - this included additional costing information received from the applicant after query was raised at the Parish Council meeting held on 28th October 2025.

Recommendation to Council: That the funding application received from Carlton Cricket Club be considered for approval.

16. Date of next meeting

Tuesday 17th March 2026 at 7.30pm.