

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the Carlton Parish Council Meeting on Tuesday 27th January 2026 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

109. Apologies for Absence

To receive apologies and consider reasons for absence.

110. Declarations of Interest

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

111. Minutes of the Parish Council meeting held on 25th November 2025.

To consider the Minutes of the Parish Council Meeting held on 25th November 2025.
(pages 5 to 9)

112. Notes of the NDP Working Group meeting held on 13th January 2026

To consider the Notes and Recommendations for approval, from the NDPWG meeting held on 13th January 2026. (pages 10 to 11)

Recommendation to Council: That the draft PID be considered for approval for future publication and inclusion in the next phase of Public consultation.

113. North Yorkshire Councillor's Report

To receive the North Yorkshire Councillor's verbal report.

114. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 25th November 2025.

115. Clerk's Report

To 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 25th November 2025.

Recommendation to Council: That the inclusion of a memorial wall/ monument be consider for the cemetery.

116. Carlton Village Hall Report

To receive a verbal update from the Council's representative regarding Carlton Village Hall Committee meetings attended since 25th November 2025.

117. Communications from the Public

To consider any pre-submitted questions from members of the public on local issues/ concerns, received since 25th November 2025, and not dealt with by the clerk.

- To consider the communication received and response to the secondary request of further information relating to Carlton Village Hall grant funding and associated works completed via the Parish Council funding provided.
- To consider the Yorkshire Water works and progress at the Lynwith Lane site in Carlton.
- To consider a proposal put forward by a member of the public, relating to land adjacent to Holray Park, Carlton.

118. Finance Matters

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

118.2 To note payments made by the clerk under delegated authority, and two signatories audit and sign the invoices.

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Paid	Payment Method (Incl. Cheque No.)
21/10/2025	INV-0843	Silica Lodge	Works to Golden Garden	21/10/2025	£840.00	BACS
22/10/2025	M7 Wk29	HMRC	NI Contribution - Oct 2025	23/10/2025	£49.63	BACS
25/10/2025	M7 Wk29	H Phillips - clerk	October 2025 Salary	24/10/2025	£717.98	BACS
25/10/2025	M7 Wk29	Nest	October 2025 Pension Contribution	27/10/2025	£52.36	DD
02/11/2025	n/a	Carlton Methodist Church	October 2025 Room Rental	04/11/2025	£25.00	BACS
24/11/2025	16325	Autela	Payroll Services	25/11/2025	£142.32	BACS
21/11/2025	M8 Wk34	HMRC	NI Contribution - Nov 2025	25/11/2025	£49.63	BACS
25/11/2025	M8 Wk34	H Phillips	Clerks Nov 2025 Salary	25/11/2025	£717.98	BACS
07/12/2025	n/a	Carlton Methodist Church	November 2025 Room Rental	09/12/2025	£50.00	BACS
09/01/2026	3371	TA Leek & Sons	Grass Verge Cutting	07/01/2026	£478.50	BACS
07/01/2026	ZA306358	ICO	Data Protection Cover	09/01/2026	£47.00	DD

118.3 To consider any Community Grant applications received since the meeting held on 25th November 2025.

118.4 Parish Bus Shelters

- To receive an update from the clerk on the NYC replacement bus shelter at Station Road, Carlton.

- ii) To consider the general bus shelter provision in Carlton Parish.

118.5 To consider engagement of the Internal Audit for the AGAR 2025-2026.

118.6 To note the clerk's standard hours worked in December 2025 and January 2026.

119. Planning Matters

Noting that any Planning Consultation Letters that are received and require a decision by the Parish Council prior to the next scheduled meeting due to a deadline set by the NY Planning Dept. the Councillors will make comment via email and the Consultation detail will be noted within the next meeting Agenda.

119.1 To consider any Planning Applications received since 25th November 2025.

- i) ZG2025/1187/HEN – 5 Manor Farm Close, Carlton
House extension notification for a single storey extension extending 4.2 metres to rear, 2.8 metres to ridge and 2.6 metres to eaves following removal of conservatory.

- ii) ZG2025/1243/MAN2 – The Grange, Mill Lane, Carlton

Non-material amendment of approval 2019/0118/FUL Proposed conversion of existing two storey outbuilding to create a self-contained annexe/short term holiday let within the grounds of The Grange, plus refurbishment of existing single storey stores and erection of an outbuilding to include a bat loft.

119.2 To receive Planning Decisions notified since 25th November 2025.

- i) 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.

- ii) ZG2025/0820/CPP – Stonebow, Pinfold Lane, Carlton – Granted

Lawful development certificate for proposed new 4 bay detached garage.

- iii) 2021/0442/CPE – Coates Marsh Grange, Hirst Rd, Carlton – Granted

Lawful development certificate for existing use of land for agricultural and game bird rearing.

119.3 To consider any Planning Consultation letters received since 25th November 2025.

ZG2025/1084/FUL – Land north of Norden, Hirst Rd, Carlton - deadline 26th January 2026

Erection of an agricultural machinery shed and hardstanding on agricultural land. (emailed to the Councillors for immediate comment due to deadline date. No objections noted.

120. Policy Review

- i) To review the draft Complaints Procedure Policy.
- ii) To review the draft Corporate Risk Assessment.
- iii) To review the draft Publication Scheme.
- iv) To review the Scheme of Delegation.

121. Action Log

To receive the Council's Action Log for outstanding actions and updates presented by the clerk at the meeting.

122. Training

No training requests or feedback has been received or processed since the meeting held on 25th November 2025.

123. Date Future Meetings

- i) NDP Working Group: 12th February 2026 at 7.30pm.
- ii) Parish Council: 24th February 2026 at 7.30pm.
- ii) Finance Committee: 17th March 2026 at 7.30pm.
- iii) Parish Council: 31st March 2026 at 7.30pm.

Item 111

Minutes of the Carlton Parish Council Meeting on Tuesday 25th November 2025 held at 7.30pm in the school room of Carlton Methodist Church.

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

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

94. Apologies for Absence

All Cllr's were present at the meeting.

95. Declarations of Interest

The Council received disclosures of personal and disclosable pecuniary interests from Cllr's Hancock and Land on matters to be considered at the meeting, relating to item 101.

Resolved: That Cllr's Hancock and Land's declaration of interest be noted.

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

The Council considered the Minutes of the Parish Council Meeting held on 28th October 2025.

Resolved: That the Minutes of the Parish Council meeting held on 28th October 2025 be approved.

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

The Council considered approval of the Minutes, and Recommendations of the Finance Committee meeting held on 18th November 2025.

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.

Resolved: That

- a) the Minutes of the Finance Committee meeting held on 18th November 2025 be approved.
- b) the draft budget and Precept Demand for 2026-2027 be approved.
- c) the draft Asset Register, Reserves Policy, and Financial Risk Assessment be approved; and
- d) the community funding application for the Ladies Section of Carlton Towers Cricket Club, for £250.00 be approved.

98. North Yorkshire Councillor's Report

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

- The Eastern Green Link (EGL2) has set up a Yorkshire Local Community Fund which is open approximately every three months. Community groups can apply for up to £20,000
The link is <https://localgiving.org/egl2-local-community-fund>
- There are no updates on the bus shelter replacement or the pedestrian crossing.
- Regarding the Mill Lane, Carlton development, there has not yet been a decision on the allocated developer/ contractor.

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

99. Chair's Report

The Council received the Chair's verbal report on meetings and events attended since the meeting held on 28th October 2025, as follows:

- On 7th November I attended a remembrance service at Drax Church. The church was full, with a mixture of locals and pupils from The Read School. Some were in their military uniforms, as they have a strong CCF contingency at the school. I would estimate over 200 people were present.
- On Remembrance Sunday I, other Parish Councillors, and Mike Jordan attended the Golden Garden for our own Remembrance Service. Thanks to the Reverend Mark Poskitt, and Major (Retired) Robert Brown for their part in the Service. It was very well attended and I would say one of the busiest we have had for a number of years, probably helped by the mild weather we were having. This was followed by refreshments at the Methodist Church. I had a number of people say it was a well turned out event and compliment us on the organisation. The only negative comment that was mentioned was the traffic noise. I did advise there is very little we can do as it is a main road connecting a number of other villages and towns and it is a sizable cost to have a temporary road closure. This is perhaps something we can enquire about for future years.

Resolved: That the Chair's report be noted.

100. Clerk's Report

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 28th October 2025, as follows:

- The Christmas Tree is now in place in the Golden Garden, with thanks to Silica Lodge Garden Centre. The lights will be turned on over the weekend of 29th November 2025, in readiness for the Advent period.
- More bark is to be added to the Golden Garden shrubbed areas to top it up further.
- The Litter Pick was a success but the clerk notes that in future picks should there be any pressurised canisters they must be bagged separately and labelled so waste services know the danger.

- The Selby Times emailed to notify of their feature 'Around the Villages' so that should there be any notable events it can be included in that section in the newspaper.
- A resident reported the continuance of the door knocking youths which were causing distress. The resident was again encouraged to report this to the Police via their 101 service.
- Notification by NYC Highways of roadworks to be carried out around Camblesforth from 12th January to 6th February 2026; through traffic may be delayed.
- Recent correspondence from the developer to residents around the Mill Lane, Carlton area led to the request from some residents for a more detailed map of the Mill Lane development; this was downloaded and added to the Council's website for ease of access.

Resolved: That the clerk's report be noted.

101. Carlton Village Hall Report

The Council received a verbal update from the Council's representative regarding Carlton Village Hall Committee meetings attended since 28th October 2025, as follows:

- The new chairs have arrived; these were purchased through funding via the Parish Council.
- The sound system has been repaired.
- The area for the chair store requires remedial work to the floor.

Resolved: That the Village Hall representatives verbal report be noted.

102. Communications from the Public

The Council considered the pre-submitted questions from members of the public on local issues/ concerns, received since 28th October 2025, and not dealt with by the clerk, as follows:

- i) Monk Fryston Parish Council – NYC protocol for use of VAS versus SID Units. A discussion was held, and a vote taken, and it was decided that at present no response would be given.

Resolved: That no response to be given.

- ii) Eggborough & Sherburn-in-Elmet Parish/ Town Councils – NYC Planning procedure and Policy.

A discussion was held, and a vote taken, and it was agreed that the clerk respond in support to Sherburn Town Clerk. The Council would not respond to Eggborough Parish Council as it is presently in turmoil and is in Parish Meeting status.

Resolved: That the clerk to respond in support on behalf of the Parish Council to Sherburn in Elmet Town Council.

103. Finance Matters

- 103.1 The Council considered the Cash Book, Bank Statements, and Budget Monitoring reports, up to 31st October 2025.

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

- 103.2 The Council considered approval of payments made by the clerk under delegated authority.
To note that the clerk informed the Council and updated the payments made table, as below, compared to the agenda, due to duplication from previous month.

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Paid	Payment Method (Incl. Cheque No.)
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

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

- 103.3 There were no additional Community Grant applications received since the meeting held on 28th October 2025.
- 103.4 The Council received a verbal update from the clerk regarding the offer for funding from Harmony Energy (Rusholme Battery Energy Storage System), as follows:

The window for applications for this term is now closed. A decision should be provided by the end of November 2025; this will be chased further should it not arrive.

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

- 103.5 The clerk noted that there was no further information available 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. The clerk is to chase this up again and report back to the Council as soon as possible.

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

- 103.6 The Council noted the clerk's standard hours worked in November 2025.

104. Planning Matters

- 104.1 There were no Planning Applications received after 28th October 2025.
- 104.2 The Council received the listed Planning Decision received after 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.

Resolved: That the listed Planning Decision be noted.

- 104.3 There were no Planning Consultation letters received after 28th October 2025.

105. Policy Review

The Council reviewed the Community Funding Application document.

The Finance Committee has discussed the document and suggested that it should be reviewed further to enhance the audit trail by including a request to applicants for documentary confirmation of funding spent. This helps to complete the audit trail and ensures that the applicant is spending the allotted funding on the correct items, as was applied for.

Resolved: That the updated Community Funding Application form be approved.

106. Action Log

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

Resolved: That the Council's updated Action Plan be approved.

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 112

Notes for the meeting of the Neighbourhood Development Plan (NDP) Working Group to be held on 13th January 2026 at 7.30pm, at Carlton Methodist Church.

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

In attendance: H. Phillips – clerk, D. Gluck – Consultant, and three members of the public, (a contingency from Carlton Towers Estate).

Introductions of the members to the new attendees were carried out at the outset of this meeting.

19. Apologies for Absence

All members were present.

20. Declaration of Interest

No disclosures of personal and pecuniary interests were received Group members on matters to be considered at the meeting.

21. Notes from the meeting held on 24th September 2025.

Approved notes from the meeting held on 24th September 2025 were acknowledged.

22. Consultation/ Survey

The Group considered the content and composition of the Public Consultation Survey on the Policy Intentions Document, (PID) prior to presentation to the Parish Council.

D. Gluck explained the process of the Plan and PID, which is loosely as follows:

Approved PID > Pre-submission draft > Issue to planning inspector (to be assessed and ensure the followed process is correct and legal) > Referendum.

It was noted that the Plan applies only to the area within its recognised boundaries, and not areas external to it.

D. Gluck then worked through the document page by page with the Group, with a number of ensuing discussions and noted suggestions for amendments to the wording of its Objectives and Policy intention, as follows:

- Introduction - note of a possible amendment relating to Carlton Holy Family School and its potential new permutation > this would be considered at a later date when facts were set and confirmed.
- Introduction - note of inclusion of the three churches within Carlton, (and whether they are listed buildings)
- Greenspace – note to discuss/ amend/ add new Public Rights of Way.
- Item GNE4 – relates to a ‘strategic green gap’ – to maintain a ‘corridor’ between Parishes to maintain separation, i.e. not create linked/ joined Parishes. > this would need a future discussion with the NYC Planning Dept.
- Heritage
 - Item HC1 – what assets are there, and what should be included in the Plan/ PID.
 - Item HC3 – Carlton Towers Estate – consider amending the initial wording to show that development within the Estate’s land/ boundaries would and should be sympathetic to, and in support and enhancement

of the Community > some comment received prior to the meeting from the Estate personnel is to be considered later in the Plan/ PID progression but is noted.

- Community Facilities – Item CF3 – ‘creating a heart for Carlton’, it was agreed that this topic and the ideas to facilitate it should come from the Community, through further consultation.

M. Bright, attending, mentioned the thoughts on inclusion of sustainability and sustainably sourced materials when considering new dwelling development/s > this was noted but would be discussed as part of the Planning Policy later within the NDP process.

- Business and Commerce – Item BC2 – noted to include policy the ensure existing businesses and commerce is supported where possible so that the Parish does not lose this facility which could/ would provide employment to locals among other advantages.

M. Bright mentioned thoughts of consideration to sustainable cities and communities, in relation to wider/ global goals, and also looking to support new developments by using and giving attention to the most up-to-date trends in construction, and using national data to enhance the provision with knowledge of ‘what the people want’. > these comments are noted and will be considered at a later stage to be included in the Plan/ PID.

After the run-through and discussion it was agreed by all that the draft PID can be presented to the Parish Council for approval, in order to move to the next step on Public consultation.

Resolved: That the suggestions and amendments raised will be actioned and the draft PID updated accordingly by D. Gluck, and forwarded to the clerk for presentation at the Parish Council meeting schedule for 27th January 2026.

Recommendation to Council: That the draft PID be considered for approval for future publication and inclusion in the next phase of Public consultation.

23. Action Plan

The updated NDPWG action plan and timeline was received by the Group.

24. Photographic Views of Carlton

Cllr Quinn updated the Group on the progress of gathering photographic matter to be included in the Carlton NDP document. No further material has been received, but this will be pushed additionally and reported on again at the next meeting. M. Gunter from Carlton Towers Estate is to provide a selection of photographs that can be used on the project if desired.

Resolved: That

- Cllr Quinn’s update be noted; and**
- M. Gunter to forward to the clerk a selection of photographs from the Carlton Towers Estate collection, for use if desired.**

25. Date & Time of Next Meeting – 12th February 2026 at 7:30pm.