

# Carlton Parish Council

## **FOR THE ATTENTION OF ALL PARISH COUNCILLORS**

**You are hereby summoned to attend the Carlton Parish Council Meeting on Tuesday 31<sup>st</sup> March 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**

#### **138. Apologies for Absence**

To receive apologies and consider reasons for absence.

#### **139. Declarations of Interest**

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

#### **140. Parish Council Meeting - 24<sup>th</sup> February 2026**

To consider the Minutes of the Parish Council meeting held on 24<sup>th</sup> February 2026. (pages 5 to 11)

#### **141. Finance Committee Meeting – 17<sup>th</sup> March 2026**

To consider the Minutes and any Recommendations from the Finance Committee meeting held on 17<sup>th</sup> March 2026. (pages 12 to 14)

**Recommendation to Council: That the Insurance Premium/ Policy for 2026-2027 be considered for approval.**

#### **142. NDP Working Group Meeting - 24<sup>th</sup> March 2026**

To consider the Notes and any Recommendations from the NDPWG Meeting held on 24<sup>th</sup> March 2026. (pages 15 to 17)

**Recommendation to Council: That consideration be given to approve some, or a number of additional hours to be worked by the clerk specifically for the Working Group tasks.**

#### **143. North Yorkshire Councillor's Report**

To receive the North Yorkshire Councillor's verbal report.

**144. Chair's Report**

To receive the Chair's verbal report on meetings and events attended since the meeting held on 24<sup>th</sup> February 2026.

**145. 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 24<sup>th</sup> February 2026.

**146. Carlton Village Hall Report**

To receive a verbal update from the Council's representative regarding Carlton Village Hall Committee meetings attended since 24<sup>th</sup> February 2026.

**147. Communications from the Public**

To consider any pre-submitted questions from members of the public on local issues/ concerns, received since 24<sup>th</sup> February 2026, and not dealt with by the clerk.

**148. Finance Matters**

148.1 To consider the Cash Book, Bank Statements, and Budget Monitoring reports, up to 28<sup>th</sup> February 2026.

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

| Invoice Date | Customer Inv. No. | Payee                    | Payment Detail            | Date Paid  | Amount Paid | Payment Method (Incl. Cheque No.) |
|--------------|-------------------|--------------------------|---------------------------|------------|-------------|-----------------------------------|
| 23/02/2026   | Month 11          | HMRC                     | NI Contribution           | 25/02/2026 | 49.63       | BACS                              |
| 25/03/2026   | M11 Wk 47         | H Phillips               | Clerks Feb 2026 Salary    | 25/02/2026 | 717.98      | BACS                              |
| 25/02/2026   | M11 Wk 47         | Nest                     | Pension Contribution      | 26/02/2026 | 52.36       | DD                                |
| 01/02/2026   | n/a               | DR Everatt               | St Mary's work & spraying | 02/03/2026 | 400.00      | BACS                              |
| 03/02/2026   | n/a               | Carlton Methodist Church | Feb 2026 Room Rental      | 03/03/2026 | 37.50       | BACS                              |
| 23/03/2026   | M12               | HMRC                     | NI Contribution           | 25/03/2026 | 49.63       | BACS                              |
| 25/03/2026   | M12 Wk51          | H Phillips               | Clerks March 2026 Salary  | 25/03/2026 | 717.98      | BACS                              |

148.3 To consider any Community Grant applications received since the meeting held on 24<sup>th</sup> February 2026.

**1.48.4 Clerks Hours**

To note the clerk's standard hours worked in March 2026.

**149. Future Projects****i) Bus Shelters**

- To receive an update from the clerk regarding cost and permissions for a bus shelter provision at Station Road, Carlton (adjacent to the former High School).
- To receive an update from the clerk regarding the replacement bus shelter adjacent to St Mary's Close/ High Street, Carlton.

ii) Cemetery Memorial Wall

To receive an update from the clerk on styles and cost for a memorial wall/ structure for the Cemetery.

iii) S106 Allocation

To receive an update from the clerk regarding the potential of allocating the S106 funds from the Old Bus Depot development, Low Street, Carlton.

iv) Playpark/ Communal Land Facilities

To consider the future options for a new playpark facility within the village.

v) Parish Mailing List/ Newsletter/ Mailshot

To consider creating a Parish mailing list and/ or a newsletter/ mailshot to keep the community informed on Parish Council news and activities.

## 150. 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.

### 150.1 To consider any Planning Applications received since 24<sup>th</sup> February 2026.

- i) ZG2026/0176/CPE - 5 Manor Farm Close, Carlton (see consultations also)  
Lawful development certificate for existing boundary walls and gates forming means of enclosure to the land edged in red (on the plan)
- ii) ZG2026/0103/FUL – Barn, 5 Bank End Cottages, Hepworth's Lane, Carlton (see consultations also)  
Change of use and conversion of agricultural barn to residential use, providing additional living accommodation to existing dwelling.

### 150.2 To receive Planning Decisions notified since 24<sup>th</sup> February 2026.

- i) ZG2025/1084/FUL – Land north of Norden, Hirst Road, Carlton. - Refused  
Erection of an agricultural machinery shed and hardstanding on agricultural land.
- ii) ZG2025/0089/FUL – Abbey Coachways Depot, Meadowcroft Garage, Low Street, Carlton. – Permitted.  
Demolition of former bus depot buildings and erection of 7x terrace houses.

### 150.3 To consider any Planning Consultation letters received since 24<sup>th</sup> February 2026

- i) ZG2026/0176/CPE – 5 Manor Farm Close, Carlton  
Lawful development certificate for existing boundary walls and gates forming means of enclosure to the land edged in red (on the plan) – Deadline 26/03/2026 (Cllr's notifies by email on 09/03/2026).

- ii) ZG2026/0103/FUL – Barn, 5 Bank End Cottages, Hepworth's Lane, Carlton  
Change of use and conversion of agricultural barn to residential use, providing additional living accommodation to existing dwelling. – Deadline 8<sup>th</sup> April 2026.
- iii) Pre-application consultation – Hallam Homes – Land North of Mill Lane, Carlton.  
Development of approximately 65 dwellings of mixed size and design.  
No deadline was given as this was an email consultation direct from the developer.

#### **151. Action Log**

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

#### **152. Training**

No training requests or feedback has been received or processed since the meeting held on 24<sup>th</sup> February 2026.

#### **153. Date Future Meetings**

- i) Parish Council: 28<sup>th</sup> April 2026 at 7.30pm.
- ii) NDP Working Group: 5<sup>th</sup> May 2026 at 7.30pm.
- iii) Finance Committee: 12<sup>th</sup> May 2026 at 7.30pm.
- iv) Annual Meeting of the Parish: 19<sup>th</sup> May 2026 at 6:30pm.
- v) Annual Meeting of the Council: 19<sup>th</sup> May 2026 at 7.15pm.  
(or as soon as is possible after the Annual Meeting of the Parish).

**Item 140**

**Minutes of the Carlton Parish Council Meeting held on Tuesday 24th February 2026 at 7.30pm in the school room of Carlton Methodist Church.**

**Present:** Cllrs Lowes, Hawe, Clayton, Fitt, Hancock, Kibble, Quinn, and Taylor.

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

**124. Apologies for Absence**

Apologies and reason for absence were received from Cllr Palmer.

**Resolved: That Cllr Palmer's apology and reason for absence be approved.**

**125. Declarations of Interest**

Disclosures of personal and disclosable pecuniary interests were received from Cllrs Fitt, and Hancock relating to agenda item 131, and from Cllr Lowes relating to a planning consultation which received after the agenda was issued.

**Resolved: That Cllr's Fitt, Hancock, and Lowes declaration of interest be noted.**

**126. Parish Council Meeting – 27<sup>th</sup> January 2026**

The Council considered the Minutes of the Parish Council meeting held on 27<sup>th</sup> January 2026.

**Resolved: That the Minutes of the meeting held on 27<sup>th</sup> January 2026 be approved.**

**127. NDP Working Group meeting held on 12<sup>th</sup> February 2026**

The NDPWG meeting was not held on 12<sup>th</sup> February 2026, as it was not quorate.

Noting that Cllr Andrew Palmer has formerly resigned from the Group.

An informal discussion was held between the Group members present with notes being made to provide an update to the Council.

**Resolved: That the informal discussion notes be received.**

**127.1 A number of suggested considerations came from the discussion, as follows:**

- To consider allocating one to two further Parish Council members to the Working Group, to assist in the preparation of the Plan. This will be formerly completed at the next scheduled meeting of the NDPWG.
- D. Gluck noted that he was willing to stand as Acting Chair of the meeting though felt that going forward this should be a dual role, to include a member of the Parish Council as Chair. This position will be elected at the next scheduled meeting.
- To approve the suggested date for the four week Public Consultation of 9<sup>th</sup> March to 3<sup>rd</sup> April 2026, subject to all documentation being in place to permit this activity.

**Resolved: That**

- i) **where possible Council members attend the NDPWG meeting scheduled for 24<sup>th</sup> March 2026.**
- ii) **the Chair for the NDPWG for the remainder of the year will be elected at the next scheduled meeting; and**
- iii) **the public consultation period of 9<sup>th</sup> March to 3<sup>rd</sup> April 2026 be approved, subject to documentation being in place to permit this.**

127.2 The Council received a verbal update from the clerk on progression since the informal discussion, as follows:

- The PID has been issued to the North Yorkshire Planning contact, to request any comments to be forwarded before 3<sup>rd</sup> April 2026.
- The Action Plan/ Log is to be remodelled by D. Gluck to give a more visually appealing look, and make it easier to follow.
- D. Gluck has provided an update on consultancy costs; from a funding perspective, there is £2318.00 remaining of the £4960.00 Government Locality funding initially received.
- D. Gluck to produce a preface document to be an explanatory document regarding the PID for the public consultation.
- The next meeting scheduled for 24<sup>th</sup> March 2026 should be in the format of a workshop, and is intended to allot 'information gatherers' for the six themes set within the PID. This will lead to the formation of the Regulation 14 document, required within the Plan process. It was requested that as many Council members attend this next NDPWG meeting to enable the workload to be shared.

**Resolved: That**

- i) **actions discussed be completed as soon as is possible to enable the public consultation to be held; and**
- ii) **the clerks update be noted.**

**128. North Yorkshire Councillor's Report**

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

- There has been increasing reports of potholes in the County; these can and should be reported to NYC via their website portal by members of the public.
- The Drainage Board (IDB) have secured a central premises in Selby, so that all smaller depots will be brought together.
- The communication that the clerk had issued to NY Planning relating to S106 for the old bus depot on Low Street, Carlton has been responded to clarifying the process.
- The County Cllr noted that his Locality Budget will be open for applications in May 2026, and is c. £5000.00
- The County Cllr has applied for and is attending an interview for School Governor, for Carlton Primary School.

**Resolved: That the County Councillors verbal report be noted.**

A question was raised by an attending Parish Councillor relating to the state of the street/ roadside gulleys, which are fully and need to be attended to.

**Resolved: That the clerk is to contact NY Highways department to raise the issues with them.**

## 129. Chair's Report

The Chair had not attended any meetings or events since the meeting held on 27<sup>th</sup> January 2026.

## 130. 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 27<sup>th</sup> January 2026, as follows:

### i) Cemetery

- There has been one interment since the last meeting, gathering £355.00 income.
- An enquiry relating to the noted interment related to the process of installing a memorial headstone, to have the deceased's regimental ensign included. The clerk replied with the process and that it was possible to have the ensign included, with the correct permissions from the appropriate authority.
- The groundworks contractor contacted the clerk to enquire as to whether the Council would permit a one or two year agreement for the new years' contract. This was to encompass the grass cutting for St Mary's Church.

### ii) General

- NY Planning Dept. have notified that notices for planning applications that are to be posted adjacent to the applicants' property will be shown on green pages, not yellow as previously.
- The matter regarding the member of the Public who had requested additional information on the Community Funding received by Carlton Village Hall has now been closed after it was confirmed that no further information would be passed on the subject.
- The Selby, Tadcaster, and Sherburn Residents Festival is to be resurrected, to be held on 21<sup>st</sup> & 22<sup>nd</sup> March 2026 – more information to follow.

### iii) Finance

- The Internal Auditor, approved at the January 2026 meeting for the forth-coming AGAR process, has now been contacted and the Audit will take place on 11<sup>th</sup> May 2026.

**Resolved: That**

- **the clerk's verbal report be noted; and**

- the clerk to communicate further with the groundwork's contractor to reach agreement on the length of term for the contract and price for the period, and report back to the Council as soon as is possible.

### 131. Carlton Village Hall Report

The Council received a brief verbal update from the Council's representative regarding Carlton Village Hall Committee meetings attended since 27<sup>th</sup> January 2026, as follows:

- The Hall continues to be busy with many regular bookings.
- The Charities Commission information has been updated.

**Resolved: That the Council's Village Hall Representative's verbal report be noted.**

### 132. Communications from the Public

The Council considered the pre-submitted questions from a member of the public relating to permissions required for a disability vehicle parking adjacent to their property.

The attending County Cllr was permitted to update the Council on this matter, which was closed as the allotted parking space did not meet the NYC stipulations.

**Resolved: That the enquiry from the member of the public be noted.**

### 133. Finance Matters

- 133.1 The Council considered the Cash Book, Bank Statements, and Budget Monitoring reports, up to 31<sup>st</sup> January 2026.

**Resolved: That the accounting records up to 31<sup>st</sup> January 2026 be approved.**

- 133.2 The Council noted payments made by the clerk under delegated authority, and two signatories audit and signed the invoices.

| Invoice Date | Customer Inv. No. | Payee                    | Payment Detail               | Date Paid  | Amount Paid | Payment Method (Incl. Cheque No.) |
|--------------|-------------------|--------------------------|------------------------------|------------|-------------|-----------------------------------|
| 25/11/2025   | M8 Wk34           | Nest                     | Pension Contribution         | 25/11/2025 | £52.36      | DD                                |
| 25/12/2025   | M9 Wk38           | H Phillips               | Clerk's December 2025 Salary | 19/12/2025 | £717.98     | BACS                              |
| 25/12/2025   | M9 Wk38           | Nest                     | Pension Contribution         | 24/12/2025 | £52.36      | DD                                |
| 19/12/2025   | M9                | HMRC                     | P32                          | 19/12/2025 | £49.63      | BACS                              |
| 22/01/2026   | M10               | HMRC                     | P32                          | 23/01/2026 | £49.63      | BACS                              |
| 25/01/2026   | M10 Wk43          | H Phillips               | Clerk's Jan 2026 Salary      | 23/01/2026 | £717.98     | BACS                              |
| 25/01/2026   | M10               | Nest                     | Pension Contribution         | 27/01/2026 | £52.36      | DD                                |
| 03/02/2026   | n/a               | Carlton Methodist Church | January 2026 Room Rental     | 04/02/2026 | £50.00      | BACS                              |
| 12/02/2026   | GB619CHKSAEUI     | Amazon UK                | Ink Cartridge Pack           | 12/02/2026 | £114.96     | Card                              |
| 16/02/2026   | 9994309           | Business Stream          | Cemetery Water Rates         | 18/02/2026 | £60.62      | BACS                              |
| 16/02/2026   | 664388096         | Microsoft                | Microsoft 365 Annual Subs    | 17/02/2026 | £84.99      | Card/DD                           |
| 18/02/2026   | INV-0910          | Silica Garden Centre     | Xmas Tree                    | 18/02/2026 | £369.60     | BACS                              |

- 133.3 There were no Community Grant applications received since the meeting held on 27<sup>th</sup> January 2026.

The clerk noted that at present there was still £1320.00 of funding available to Community Groups until 31<sup>st</sup> March 2026, and would issue a communication to make the Groups aware of this.

**Resolved: That the clerk issue a communication to all Community Groups to make them aware of the availability of funding up to 31<sup>st</sup> March 2026.**

#### 133.4 Community Projects

- i) The Council received an update from the clerk regarding cost and permissions for a bus shelter provision at Station Road, Carlton (adjacent to the former High School).

On discussing with NY Planning the clerk was informed that if the service provider (NY passenger Services) installed the bus shelter then no planning permission would be required. If the Parish Council were to arrange this installation they would need to apply for planning permission.

The Council/ clerk can liaise with NYC and arrange purchase of a suitable shelter, but NYC would have to arrange installation.

A note of concern from Passenger Services/ NYC is that the pavement would not be wide enough to take a bus shelter. The clerk has suggested a site meeting, and forwarded examples of the shelters that would permit installation without restricting pavement usage.

An example cost of such a bus shelter is c. £4000.00 which has been allowed for in the Parish Council budget.

**Resolved: That the clerk pursue the matter further with the County Authority.**

- ii) The Council received a verbal update from the clerk on styles and cost for a memorial wall/ structure for the Cemetery.

Various examples were shown to the Council, and it was agreed that the clerk continue to pursue this project. The clerk is to contact local monumental masons to seek advice on the best option/s for this and report back to the Council as soon as possible.

**Resolved: That the clerk continue to pursue the project in styles and costs, and report back to Council as soon as possible.**

- 1.33.5 The clerk informed the Council of the standard hours worked in February 2026, and noted that as she had been ill and had a number of hours holiday left the sickness time was allotted to holiday allowance.

The Council discussed this and noted that illness should not be covered by holiday allowance. The clerk agreed to amend the month's timesheet accordingly.

**Resolved: That  
the clerk's standard hours worked be noted; and**

**holiday allowance should not be used to cover when absent from work due to illness.**

#### 134. 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.

- 134.1 To consider any Planning Applications received since 27<sup>th</sup> January 2026.

ZG2026/0024/FUL – The Grange, Mill Lane, Carlton.- (See Consultations)

Raise eaves and ridge level of existing coach house building by 600mm in matching brickwork to increase headroom at first floor level.

**Resolved: That no comment be required.**

- 134.2 To receive Planning Decisions notified since 27<sup>th</sup> January 2026.

ZGPD/2026/0006 – 12 Manor Farm Close, Carlton.

Permitted development enquiry to establish whether planning permission is required for single storey rear extension, removal of non-structural internal wall between kitchen and dining room, removal of rear external wall introducing structural beam to create open kitchen diner space.

(This was a proposal request to explore whether Planning Permission was required or whether the work would be covered under permit development. It was decided that full Planning Permission would be required.)

**Resolved: That the Planning Decision be noted.**

- 134.3 To consider any Planning Consultation letters received since 27<sup>th</sup> January 2026

- i) ZG2026/0024/FUL – The Grange, Mill Lane, Carlton.- deadline 26<sup>th</sup> February  
Raise eaves and ridge level of existing coach house building by 600mm in matching brickwork to increase headroom at first floor level.

**Resolved: That no comment be required.**

- ii) ZG2026/0147/REM – Substation at Land East of Broadacres, Mill Lane, Carlton – deadline 13<sup>th</sup> March 2026

A discussion was held and it was agreed that whilst there was no comment required relating to the consultation letter, as there is a Public Right of Way in that area the clerk is to notify NY Planning that they would expect that the PRow be maintained as it is a well-used route.

**Resolved: That the clerk contact NY Planning re: the PRow concerns.**

## 135. Action Log

Due to illness the Council's Action Log for outstanding actions and updates had not been updated by the clerk in time for the meeting.

**Resolved: That the clerk update the Action Plan and issue to the Cllr's forthwith.**

## 136. Training

No training requests or feedback has been received or processed since the meeting held on 27<sup>th</sup> January 2026.

**137. Date Future Meetings**

- i) Finance Committee: 17<sup>th</sup> March 2026 at 7.30pm.
- ii) NDPWG: 24<sup>th</sup> March 2026 at 7.30pm. (workshop)
- iii) Parish Council: 31<sup>st</sup> March 2026 at 7.30pm.

Item 141

**Minutes of the meeting of Carlton Parish Council Finance Committee on 17<sup>th</sup> March 2026 at 7.30pm at Carlton Methodist Church**

**Present:** Cllrs Taylor, Clayton, Hawe, Lowes, and Quinn.

**Attending:** H. Phillips - Clerk to Carlton Parish Council.

**17. Apologies for Absence**

No apologies for absence nor reasons for absence were received.

**18. Declarations of Interest**

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

**19. The Committee received the Minutes of the Finance Committee Meeting held on 18<sup>th</sup> November 2025. (for information only)**

**20. Accounting Records**

- i) The Committee considered the Income and Expenditure and Budget Monitoring reports, Bank Statements, and Reconciliation, up to 28<sup>th</sup> February 2026.  
It was noted that whilst a small number of sections were over budget on the rev-ex sheet; the reasons for the over-spend are known and accepted.

**Resolved: That the accounting records up to 28<sup>th</sup> February 2026 be approved.**

- ii) The Committee considered the Council's Annual Insurance Policy renewal cost, premium due on 1<sup>st</sup> April 2026.

A discussion was held regarding the accuracy of the completed 'Statement of Fact' document. This was completed by the service provider, not the clerk, and there are many inaccuracies noted. It was agreed that the clerk to contact the service provider to highlight the issues and have corrections made to the document before 1<sup>st</sup> April 2026.

There was a secondary discussion on whether the Finance Committee has delegated authority to approve the Policy Renewal, rather than make a Recommendation to Council. It was agreed that the clerk was to consult the Financial Regulations and Finance Committee's Terms of Reference to clarify this, and to inform the Committee forthwith. This would ensure that the correct procedure is adhered to.

**Resolved: That**

- a) **the clerk contact the service provider to highlight the issues and have corrections made to the Statement of Fact document before 1<sup>st</sup> April 2026; and**
- b) **the clerk clarify the Finance Committee's delegated authority in this matter and inform the Committee forthwith.**
- response to b) from the Finance Committee's Terms of Reference:  
'The Finance Committee shall review annually the schedule of insurance cover to ensure that adequate levels of insurance, including fidelity, are maintained.'

**Recommendation to Council: That the Insurance Premium/ Policy for 2026-2027 be considered for approval.**

- iii) The Committee considered the Groundworks contract proposal of increases in cost for 2026-2027, and 2027-2028 (a two year contract).

A discussion was held regarding the incurred cost for 2025-2026, and the comparative cost for the two year contract proposed by the contractor.

It was agreed that the proposed set cost for the two year contract was agreeable.

In the Finance Committee's Terms of Reference it is noted that:

'The Finance Committee shall be delegated to act on behalf of the Parish Council in all matters concerning tendering, contracts and purchasing arrangements.'

**Resolved: That**

- a) **the proposal received from the Groundworks contractor for the set price for a two year contract be approved; and**
- b) **the clerk to contact the Groundworks contractor to agree the two year set price contract for 2026-2027, and 2027-2028, and to have the agreement signed.**

**21. Projects - Finance**

- i) The Committee received a verbal update from the clerk on costs and permissions to install a new bus shelter adjacent to the former High School.

The clerk has requested a site meeting to review the possibility of installing a new bus shelter. Whilst the NYC operative believes that the space is not sufficient, the clerk (and Committee members) agrees that there is enough space to hold the new bus shelter without encroaching on the public walkway.

This will be pursued further and an update provided at the Parish Council meeting, if possible, on 31<sup>st</sup> March 2026.

**Resolved: That the clerk pursue the site meeting to discuss the possibility of installation of a new bus shelter adjacent to the former Holy Family High School.**

- ii) The Committee considered any further action that may be required relating to potential S106 funds from the Old Bus Depot, Low Street, Carlton.

A discussion was held, and it was agreed that the clerk revert to NY Planning and S106 funding departments to pursue the initial request for improvements to the Village Hall football field.

It was requested that the subject of village play facilities be added to the Agenda for the Parish Council meeting scheduled for 31<sup>st</sup> March 2026, for further discussion.

**Resolved: That**

- a) **the clerk pursue the S106 allocation request with NYC; and**
- b) **the clerk to include the subject of land and play facilities to the Parish Council Agenda for 31<sup>st</sup> March 2026.**

**22. Community Funding Applications**

There were no applications received for Community Funding.

**23. Date of next meeting - Tuesday 12<sup>th</sup> May 2026 at 7.30pm.**

Item 142

**Notes for the meeting/ workshop of the Neighbourhood Plan (NP Working Group) to be held on 24<sup>th</sup> March 2026 at 7.30pm, at Carlton Methodist Church.**

**Present:** Cllr Kibble, Lowes, Quinn, and Taylor.

**Attending:** H. Phillips – Clerk, and D. Gluck – Consultant.

**19. Election of Chair**

- i) The Group considered the lead/ Chair structure for the remainder of the period 2025-2026.

A discussion was held, and it was agreed that the Chair should be a Parish Council member, and D. Gluck would be Vice-Chair of the Group.

- ii) The Group elected Cllr Lowes as the Chair for the NDP Working Group for the remainder of 2025-2026.

**Resolved: That Cllr Lowes be Chair of the Group, and D. Gluck be Vice-Chair for the remainder of the 2025-2026 period.**

**20. Apologies for Absence**

The Group received apologies for absence from the two members from the Carlton Towers Estate.

Cllr Quinn retrospectively gave her apologies and reason for absence from the meeting scheduled for 13<sup>th</sup> January 2026.

**Resolved: That**

- the apologies received from the Carlton Towers Estate representatives be accepted; and
- Cllr Quinn's retrospective apology from 13<sup>th</sup> January 2026 be approved.

**21. Declaration of Interest**

No disclosures of personal and pecuniary interests were received.

**22. The discussion notes from the non-quorate meeting held on 13<sup>th</sup> January 2026 were noted.**

**23. NDP – the Next Steps**

- i) The Group received a verbal summary from David Gluck regarding the process to reach the next stage of the Carlton NDP, as follows:

- Assessment and action/ amendment if appropriate, of the PID, from comments received from members of the public and other consultees.
- Evidence gathering on the six themes included in the PID, to enable draft pre-submission of the Regulation 14 document. Date to aim for being early Autumn 2026. When the above document is being prepared and prior to submission the Group will need to be in close contact with NYC.
- Formal six week consultation period, to be held as an attended event at Carlton Village Hall.

**Resolved: That the summary explanation received by D. Gluck be noted.**

- ii) The Group received a verbal update by the clerk and D. Gluck, on the comments received to date on the public consultation for the PID (date of consultation 9<sup>th</sup> March - 3<sup>rd</sup> April 2026).

No comments have been received yet from members of the public.

Comments were received from the NYC Principal Planning Policy and Place Officer, Jessica Hobson, which was explained by D. Gluck; they were mainly related to the processes within the PID and the next phase of the Plan. These comments were noted and will be considered during the production of the published PID and Regulation 14 document. The NYC comments are available as a pdf. file on the Parish Council website.

On discussion it was agreed that the present public consultation deadline should be extended until 17<sup>th</sup> April 2026. The clerk is to add information into the Parish Council noticeboard, and contact local businesses and noted Village Groups, to promote the consultation further.

**Resolved: That**

- the comments received from NYC on the PID be noted.
- the deadline for the present public consultation be extended to 17<sup>th</sup> April 2026.
- the clerk/ D. Gluck to explore additional map options for the PID; and
- the clerk to promote the consultation and associated documents further.

- iii) D. Gluck noted that he would complete the new Action Plan/ Timeline document within the next ten days and forward it to the clerk for distribution to the Group members.

**Resolved: That the new action plan/ timeline to be issued by D. Gluck and distributed to the Group members by the clerk.**

## 24. Task Allocation

- i) To receive the explanatory document for the six themes, presented by David Gluck.
- ii) To consider volunteers for the collection of evidence for each of the six themes noted below:
- Green and Natural Environment.
  - Heritage and Conservation.
  - Homes.
  - Traffic and Transport.
  - Community Facilities.
  - Business and Commerce.

Agenda points 24 i) and ii) were discussed as a whole, and it was agreed that whilst all of the six themes needs to be explored and information gathered prior to October 2026, the subject matter was vast and therefore it was felt that (1) 'Green and Natural Environment', and (2) Heritage and Conservation would be

the first themes to be addressed, with the remaining four themes being covered over the following months up to October 2026.

There are a number of information gathering tasks that can be completed on-line by D. Gluck and the clerk.

Cllr Quinn noted that whilst this is possible she felt it was correct to make a Recommendation to Council from this meeting to ask approval from the Parish Council to permit the clerk to allocate some/ additional hours to the tasks noted at the meeting.

There were a number of tasks possible through held data by attending Cllr's; a list of tasks and persons allocated to them is to be issued by the clerk, and the Group's new Action Plan will be updated accordingly once available.

**Resolved: That**

- **themes 1 and 2 will be worked on by the Group in readiness for data sharing at the next scheduled meeting of the Working Group.**
- **the list and allocation of tasks be issued by the clerk forthwith; and**
- **the Group's new Action Plan be updated as soon as it is available.**

**Recommendation to Council: That**

**consideration be given to approve some, or a number of additional hours to be worked by the clerk specifically for the Working Group tasks.**

**26. 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.

Cllr Quinn noted that there had been very few items received for the topic, and therefore would continue to gather. It was felt that whilst information gathering for the six themes of the PID photographic evidence can be taken and provided and used for both purposes.

**Resolved: That further evidence and records be gathered over the coming months.**

**27. Date & Time of Next Meeting**

Due to the mammoth task of information gathering for themes 1 and 2, the meeting was agreed to be held in six weeks' time, as follows:

Tuesday 5<sup>th</sup> May 2026 at 7.30pm.