

Carlton Parish Council

Minutes of the the Carlton Parish Council meeting, held on Tuesday 27th January 2026 at 7.30pm in the school room of Carlton Methodist Church.

Present: Cllrs Lowes, Clayton, Fitt (formerly Land), Hancock, Hawe, Kibble, Palmer, Quinn, and Taylor.

In Attendance: H. Phillips – Clerk, and two members of the public.

109. Apologies for Absence

All Councillors were present.

110. Declarations of Interest

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

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

The Council considered the Minutes of the Parish Council Meeting held on 25^h November 2025.

Resolved: That the Minutes of the Parish Council meeting held on 25th November 2025 be approved.

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

The Council considered the Notes and Recommendation for approval, from the NDPWG meeting held on 13th January 2026.

A discussion was held, with Cllr Hancock raising concerns regarding the vagueness of the business and Commerce section. Cllr Palmer explained that the PID is at present a prototype for the final published document which shapes the Neighbourhood Development Plan for Carlton. It will be expanded in future months to hone down of each heading to make it a rounded and useable document.

A vote was taken, and one Cllr opposed the approval of the PID, therefore the majority were in favour.

Resolved: That:

- i) the draft PID be approved for inclusion in the next phase of Public consultation; and
- ii) the Notes of the NDPWG meeting held on 13th January 2026 be approved.

113. North Yorkshire Councillor's Report

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

- The Cllr had attended the Parish Liaison meeting where the subject of Parish and Town Councils had an Emergency Response Team to react and guide where required in critical situations.

- On 13th February 2026 NYC are holding their full Council meeting; it is believed that a motion to increase the Council tax percentage of 5% will be put forward.
- County convenience services (public toilets) are potentially going to be standardised to 50p per usage.
- NYC are to review car parking facilities, and the cost to users.
- Relating to Electric Vehicle Charging (there are none in Selby). Issues are occurring due to the lack of length to the cables, and cables/connectors being stolen; further installation is at a halt presently.
- Extensive work are being carried out at Drax Power Station relating to the Eastern Green Link, pipelines, and a Data Centre.
- Relating to Carlton, the pedestrian crossing (a refuge island) near to the Co-operative store, is delayed as there would be a need to resituate nearby bus stops/ shelters to accommodate the crossing safely.

Resolved: That the County Cllrs verbal report be noted.

114. Chair's Report

The Chair noted that he had not attended any meetings and events since the meeting held on 25th November 2025.

115. Clerk's Report

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 25th November 2025, copy to be included on the Council's website. Main points are as follows:

- A member of the public has once again requested consideration for a memorial wall/ structure at the cemetery.
- Harmony Energy/ Rusholme Wind Farm Community Funding have approved provision for £1000.00 which was requested to cover costs to the works to the Golden Garden, including the purchase and planting of Spring bulbs when appropriate. We are awaiting bank transfer of the funds.
- Verbal communication was received from a member of the public to request that her thanks were passed on to Carlton Village Hall for a 'Pensioners' event, which was held in December 2025, as she wished to convey her thanks and appreciation. She 'does not so computers! (this was reiterated by an attending member of the public at this meeting).
- Thanks be given to Mr Mark Holmes and his team for the rapid action to save the Golden Garden Christmas tree which was vandalised over the Christmas period.

Recommendation to Council the inclusion of a memorial wall/ monument be considered for the cemetery.

- A discussion was held, and it was agreed that the clerk is to explore styles, options and costs of a memorial structure, and report back to the Council at the next scheduled meeting.

Resolved: That

- the clerk explore the options and costs for a memorial structure for the cemetery and report back to the Council at the next scheduled meeting; and**

- ii) **the clerk's report be noted.**

116. Carlton Village Hall Report

The Council received a verbal update from the Council's representative regarding Carlton Village Hall Committee meetings attended since 25th November 2025, as follows:

- The Village Hall Committee took the agreed decision to shut the Community Hall for the Christmas period to allow all spend the festive period with family.
- The Pensioners event held recently has received very positive feedback from the attendees.
- Works of Hall improvements have slowed a little with the festive period but will continue in the near future to ensure the users have the best service and facilities.

Resolved: That the verbal update received be noted.

117. Communications from the Public

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

- i) The Council considered the communication received from a member of the public, and their 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.

Resolved: That no response be provided to the additional questions, or future questions on this matter, posed by the member of the public.

- ii) The Council considered the update by Cllr Fitt on the Yorkshire Water works and progress at the Lynwith Lane site in Carlton, as she had attended a site meeting on 15th January 2026.

Cllr Fitt noted that a site meeting a couple of weeks ago where three of the Parish Councillors attended. It was recognised and noted that some damage has occurred to the highway, which will be addressed; some of this work has already been carried out.

It was noted that the works to the problem site have been completed now.

There are planned works at the Carlton side of the river bridge, where the pipeline crosses; this will mean timed road closures for four days on the Main Road around 9th February 2026, after which all works should be complete.

Resolved: that the verbal update regarding the site visit with Yorkshire Water be noted.

- iii) The Council considered a proposal put forward by a member of the public, relating to land adjacent to Holray Park, Carlton.
Cllr Quinn was requested to give a little more detail on this matter as she had been contacted by a member of the public regarding it.

A discussion was held, and whilst the Council recognise the potential of this land, they could not intervene at the present time. It was suggested that this information was passed to the NDP Working Group for consideration of inclusion in the Parish Plan.

Resolved: That the Council note the potential of the land but take no further action presently on the matter.

118. Finance Matters

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

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

- 118.2 The Council noted payments made by the clerk under delegated authority, and two signatories audited and signed 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

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

- 118.3 There were no Community Grant applications received since the meeting held on 25th November 2025.

118.4 Parish Bus Shelters

- i) The Council received an update from the clerk on the NYC replacement bus shelter at Station Road, Carlton, as follows:

NYC have changed suppliers which has caused a delay in arranging the installation of the replacement bus shelter. It is envisaged that the installation will be completed within the next three months.

- ii) The Council considered the general bus shelter provision in Carlton Parish.

A member of the public requested that an additional bus shelter be installed near to the old High School. The Council considered this noting that there was a potential increase in demand due to the adjacent housing development, and the fact that in particular school children now have to travel to get to school.

A discussion was held, and it was agreed that the clerk explore provisional costs and planning requirements for a new shelter. Finances are already in place for this facility.

Resolved: That the clerk explore provision, costs and planning requirements with NYC for the new facility and report back to the Council at the next scheduled meeting.

- 118.5 The Council considered engagement of the Internal Audit for the AGAR 2025-2026, with the clerk recommending to continue to utilise Mr Bosmans, as in the past two previous years.

Resolved: That the engagement of Mr Bosmans as Internal Auditor for the AGAR 2025-2026 be approved.

- 118.6 The Council noted the clerk's standard hours worked in December 2025 and January 2026. Some holiday allocation was taken but no overtime incurred.

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 The Council considered the 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.

Resolved: That no comment be required to the two noted planning applications.

- 119.2 The Council received 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.

Resolved: That the Planning Decisions be noted.

- 119.3 The Council considered the Planning Consultation letter 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.

Resolved: That no comment be required.

120. Policy Review

- i) The Council reviewed the draft Complaints Procedure Policy.
- ii) The Council reviewed the draft Corporate Risk Assessment.
- iii) The Council reviewed the draft Publication Scheme.
- iv) The Council reviewed the Scheme of Delegation.

Resolved: That subject to an amendment to the Corporate Risk Assessment, the four listed Policies be approved.

121. Action Log

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

Resolved: That the updated Action Log be noted.

122. Training

No training requests or feedback have 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.