

Carlton Parish Council

Minutes of the Carlton Parish Council Meeting on Tuesday 31st March 2026 held at 7.30pm in the school room of Carlton Methodist Church.

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

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

138. Apologies for Absence

The Council received apologies from Cllr's Fitt, and Palmer, and considered their reasons for absence.

Resolved: That the apologies of Cllr's Fitt and Palmer be received and the reasons for absence approved.

139. Declarations of Interest

The Council received a disclosure of personal and disclosable pecuniary interest from Cllr Hancock on matters to be considered at the meeting relating to agenda point 146.

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

140. Parish Council Meeting - 24th February 2026

The Council considered the Minutes of the Parish Council meeting held on 24th February 2026.

Resolved: That the Minutes of the Parish Council meeting held on 24th February 2026 be approved.

141. Finance Committee Meeting – 17th March 2026

- i) The Council considered the Minutes and Recommendations from the Finance Committee meeting held on 17th March 2026.
- ii) Recommendation to Council: That the Insurance Premium/ Policy for 2026-2027 be considered for approval.

Resolved: That

- i) **The Minutes of the Finance Committee meeting held on 17th March 2026 be approved; and**
- ii) **The Insurance Policy and cost for 2026-2027, provided by the preferred supplier, be approved.**

142. NDP Working Group Meeting - 24th March 2026

- i) The Council considered the Notes and Recommendations from the NDPWG Meeting held on 24th March 2026.

- ii) 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.

A discussion was held and it was agreed that a ceiling of ten additional hours are permissible if required but beyond that the clerk is to liaise with her line manager for approval, delegated by the Council.

Resolved: That

- i) **the Notes of the NDP Working Group meeting, held on 24th March 2026 be approved; and**
- ii) **the clerk is approval for up to ten additional hours per month, if required, for works on the NDP specifically, and is to seek delegated approval from the line manager should further hours be required in that working month.**

143. North Yorkshire Councillor's Report

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

- Parish and Town Council's had recently complained to NYC regarding the state of the streets/road gulleys and have requested that they attend to the matter. The Cllr urged the Parish Council to follow suit if needed and report issues so that NYC can raise a job to complete the works.

Questions asked by attending Parish Cllr's:

- Q - Cllr Lowes asked about the fencing separating the former High School from the NYC owned sports field; he enquired about the intended use of the sports field.
A – Cllr Jordan is to enquire about its intended use and let the Council know.
- Q – Cllr Hancock asked about the change in rules on waste recycling.
A – Cllr Jordan informed the Council that NYC are already compliant with the new rulings and therefore nothing will change on this matter.

144. Chair's Report

The Chair's had not attended any meetings or events since the meeting held on 24th February 2026.

145. Clerk's Report

The Council 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 24th February 2026, as follows:

- One interment with a graveside service was held on 23rd March 2026.
- The Cemetery water supplier intends to install a 'Smart Meter' within the next two/three months. This will ensure that accurate readings and charges and incurred.
- A report of numerous discarded Nitrous Oxide cannisters on Linwith Lane, and Sandwich Lane, has been made to NYC. (These are both food grade and mini cannisters and should be disposed of carefully, not placed in residential waste bins – should anyone pick them up.)

- NYC has reported that a faulty streetlight adjacent to St. Mary's Close has been attended to and is irreparable. Cost of replacement is estimated to be £581.41. The lamp/ column is an older version and would have been included in the Parish Council's streetlight maintenance and improvement schedule, so this work will go ahead.

Resolved: That

- i) **the clerk's verbal report be noted.**
- ii) **a Village Litter Pick is to be organised for Saturday 18th April 2026, with the clerk to promote and organise litter picking equipment for the event; and**
- iii) **the clerk to contact NYC to authorise installation of the new lighting column at the agreed estimated cost.**

146. Carlton Village Hall Report

The Council received a verbal update from the Council's representative regarding Carlton Village Hall Committee meetings attended since 24th February 2026, as follows:

- Cllr Hancock noted that although mostly the usual events booked at the Hall, a very successful and busy night was had recently when a 60th birthday party was held. There were 4-5 bands on plus a DJ, and lots of merriment leading to great bar takings.
- Cllr Fitt notified by email in her absence, that:
 - Damage to the Ladies rest room was found and would cost £140.00 to repair, and would be paid for by the group who booked the Hall.
 - The Village Hall have received funding from the village Co-operative store for £700.00. The allocation of these funds will be discussed at the next Village Hall Committee meeting.

Resolved: That Cllr Hancock and Fitt's update on the Village Hall be noted.

147. Communications from the Public

There were no pre-submitted questions received from members of the public on local issues/ concerns, since 24th February 2026.

A cllr noted that the name signs at the entrances to the village are somewhat covered by overgrowing vegetation and asked whether the groundworks contractor should resolve the issue.

The clerk responded that NYC/ Highways complete the vegetation control, especially at roadsides and would expect the tasks to be completed over the next month/s.

Resolved: That the clerk contact NYC Highways to request that they cut back the overgrown vegetation, as noted.

148. Finance Matters

- 148.1 The Council considered the Cash Book, Bank Statements, and Budget Monitoring reports, up to 31st March 2026.

Resolved: That the accounting records and statements up to 31st March 2026 be approved.

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

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

- 148.3 There were Community Grant applications received since the meeting held on 24th February 2026.

1.48.4 Clerks Hours

The Council noted the clerk's standard hours worked in March 2026.

A clerk noted that from year 2025-2026 there was still 20 holiday hours unallocated. A discussion was held and it was agreed that the clerk be permitted to carry the holiday hours over to the new year in this instance, but they must be used by 30th June 2026. As there was nothing within the employment contract or any policy to cover this it was felt that this should be addressed at a future meeting. The clerk thanked the Council for this approval.

Resolved: That

- i) **the clerk's standard hours worked in March 2026 be noted.**
- ii) **the clerk be permitted to carry over 20 unallocated holiday hours to the new year, but they must be used by 30th June 2026; and**
- iii) **the Council set policy for holiday hours carry over should it occur.**

149. Future Projectsi) Bus Shelters

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

This was still a possibility but depended on NYC permissions. The funds for this are available within the Council's approved budget. The clerk had requested that NYC attend a site meeting to discuss the placement and feasibility of the new bus shelter – awaiting response.

- The Council received a verbal update from the clerk regarding the replacement bus shelter adjacent to St Mary's Close/ High Street, Carlton.

NYC Transport Dept. had confirmed that the replacement bus shelter would be installed with the next 1-2 months.

Resolved: That the clerk's verbal updates on the on-going bus shelter projects be noted.

ii) Cemetery Memorial Wall

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

No further progress has been made with this project though the clerk continues to explore examples and options.

Cllr Lowes noted that he had attended Fleetwood cemetery, in Lancashire, who had a good example of memorial walls and would forward the information to the clerk.

Resolved: That the clerk's update be noted and that the project continues to be explored and reported upon to the Council.

iii) S106 Allocation

The clerk noted that no further progress had been made/ received regarding the potential of allocating the S106 funds from the Old Bus Depot development, Low Street, Carlton. This was now in the hands of the Authority.

Cllr Jordan, attending the meeting, implored the clerk to pursue this matter with NYC Planning.

iv) Playpark/ Communal Land Facilities

The Council considered the future options for a new playpark facility within the village.

A discussion was held regarding the available space within the village, and possible land options. It was noted that if this project came to fruition the Parish Council would have to fund/ purchase the play equipment, cover the liability within its insurance policy, and maintain and manage the site. The matter of land ownership/ rental/ contractual negotiation is a separate entity.

Resolved: That

- **the clerk to explore the possible land options and contact the option owners directly to potentially open discussions.**

- **Cllr Mike Jordan approach the County Council to enquire as to the possibility of the Parish Council taking on land owned by NYC; and**
- **the clerk explore the costs/ funding/ insurance for future reference.**

v) Parish Mailing List/ Newsletter/ Mailshot

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

This subject came from a discussion within the NDP Working Group meeting, held on 24th March 2026. Cllr Quinn explained to the Council the reasoning and intentions.

A discussion was held, and it was agreed that the 'newsletter' should potentially be issued quarterly. It should be used to inform the community of news and successes of Parish Council led projects, and to seek direct opinion/ suggestion in matters that Council are to consider. It was agreed that the clerk to pursue the exploration of producing a digital mailshot which comes from an approved mailing list. Consideration to be given to GDPR policy, and how that affects the production of the mailshot.

Resolved: That the clerk explore the process of producing a quarterly mailshot type of newsletter for the Parish Council and report back at the next scheduled meeting.

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 24th 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)

Resolved: That no comment be required.

- 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.

Resolved: That no comment be required.

150.2 To receive Planning Decisions notified since 24th 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.

Resolved: That the listed Planning Decisions be noted.

150.3 To consider any Planning Consultation letters received since 24th 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 notified by email on 09/03/2026).

Resolved: That no comment be required.

- 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 8th April 2026.

Resolved: That no comment be required.

- 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.

A discussion was held, and it was agreed that as this was a consultation received directly from the developer no comment would be required at this time. The matter would be considered by the Council when/ if the Outline Planning Application is submitted to the NYC Planning Department.

Resolved: That no comment be required at this time.

- iv) ZG2026/0264/FUL – Holy Family High School, Long Hedge Lane, Carlton
Installation of boundary fences. – deadline for comment 20th April 2026.

This consultation letter was received after the Agenda was issued.

Resolved: That no comment be required.

151. Action Log

The clerk explained that the last version of the Council's Action Log had been automatically saved to 'One Drive' and could not be retrieved. The version on the Council's laptop was from November 2025, so needed updating.

Resolved: That the clerk update the Action Log and issue to the Council as soon as is possible.

152. Training

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

153. Date Future Meetings

- i) Parish Council: 28th April 2026 at 7.30pm. (advance apologies given by Cllr Hancock)
- ii) NDP Working Group: 5th May 2026 at 7.30pm.
- iii) Finance Committee: 12th May 2026 at 7.30pm.
- iv) Annual Meeting of the Parish: **19th May** 2026 at 6:30pm.
- v) Annual Meeting of the Council: **19th May** 2026 at 7.15pm.
(or as soon as is possible after the Annual Meeting of the Parish).
- vi) Parish Council: **23rd June** 2026