

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the Annual Meeting of the Council on Tuesday 19th May 2026 to commence immediately after the Annual Meeting of the Parish, 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

1. Election of Chair

- i) To elect the Chair of Carlton Parish Council for the year 2026-2027.
- ii) To receive the Chair's signed Declaration of Acceptance of Office in the presence of the clerk.

2. Apologies for Absence

To receive apologies and consider reasons for absence.

3. Declarations of Interest

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

4. Election of Vice Chair

To elect the Vice-Chair of Carlton Parish Council for the year 2026-2027.

5. Councillors Declaration of Acceptance of Office

- 5.1 To receive an update from the Chair on vacant seats due to resignation of former Councillors.
- 5.2 To complete the Councillors' signed Declarations of Acceptance of Office in the presence of the clerk.

6. Appointment of Committees

To appoint Members to serve on Carlton Parish Council's Committees and Working Groups for 2026-2027

- 6.1 Finance Committee

- 6.2 Staffing & Recruitment Committee
- 6.3 Neighbourhood Development Plan Working Group
- 6.4 Cemetery Working Group

7. Appointment of Representative for Carlton Village Hall

To appoint a Member to represent the Council at Carlton Village Hall Committee meetings for 2026-2027.

8. Appointment of Representative(s) for YLCA Branch meetings with Voting Rights

To appoint up to two representatives for the Council for YLCA Branch meetings.

9. Meeting Minutes

- i) To consider the Minutes of the Parish Council meeting, held on 28th April 2026. (pages 5-10)
- ii) To consider the Notes from the NDP Working Group meeting held on 5th May 2026. (pages 11-14)
- iii) To consider the Minutes and Recommendations of the Finance Committee meeting held on 12th May 2026. (pages 15-16)

Recommendation to Council: That

- a) **the AGAR 2025-2026 documents be presented to the Parish Council at the meeting scheduled for 19th May 2026 for approval.**
- b) **the Internal Auditors report for the AGAR 2025-2026 be considered for approval; and**
- c) **the clerk arrange purchase of two new wooden slatted waste bins be approved.**

10. North Yorkshire Councillors Report

To receive the North Yorkshire Councillor's verbal report.

11. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 28th April 2026.

12. 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 April 2026.

13. Carlton Village Hall Report

To receive a verbal update from the Council's representative (past and/ or present) regarding Carlton Village Hall Committee meetings attended since 28th April 2026.

14. Communications from the Public

To consider any pre-submitted questions from members of the public on local issues/ concerns, received since 28th April 2026.

15. Finance Matters

15.1 To consider the Cash Book, Bank Statements, and Budget Monitoring reports, up to 30th April 2026.

15.2 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.)
06/05/2026	n/a	Carlton Methodist Church	April Room Rental	07/05/2026	£25.00	BACS
11/05/2026	n/a	Andrew Bosmans	AGAR Internal Audit	11/05/2026	£250.00	BACS

15.3. To consider the documents for the 2025-2026 Annual Governance and Accountability Return (AGAR) (See also agenda point 9 iii))

- i) To receive the Internal Auditors Report.
- ii) To consider and sign the Section 1 – Annual Governance Statement.
- iii) To consider and sign the Section 2 – Accounting Statements.
- iv) To consider the Pro-forma Bank Reconciliation document.
- v) To consider the Pro-forma Explanation of Variances document.
- vi) To consider the Dates of the Period for the Exercise of Public Rights document.

15.4 To consider any Community Grant applications received since the meeting held on 28th April 2026.

- i) Application for funding received on 13th May 2026 from Carlton Village Hall.

15.5 To consider authorisation of the clerk's standard hours worked in May 2026.

16. 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.

16.1 To consider any Planning Applications received since 28th April 2026.

16.2 To receive any Planning Decisions notified since 28th April 2026.

- i) ZG2025/0089/FUL – Abbey Coachways, Meadowcroft Garage, Low Street, Carlton – PERMITTED
Demolition of former bus dept building and erection of 7x terrace houses (following a previous approval 2010/0064/REM)

16.3 To consider response to any Planning Consultation letters received since 28th April 2026.

17. Action Log

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

18. Training

- i) To receive an update on training requests received and/or processed under delegated authority since the meeting held on 28th April 2026.
- ii) To receive feedback from Councillors and/ or the clerk regarding any training completed since 28th April 2026.

19. Date Future Meetings

- 19.1 NPD Working Group: 9th June 2026 at 7pm.
(village walkabout – information gathering exercise)
- 19.2 Parish Council: 23rd June 2026 at 7.30pm.
- 19.3 NDP Working Group: 14th July 2026 at 7pm
- 19.4 Parish Council: 25th July 2026 at 7.30pm.
- 19.5 Finance Committee: 22nd September 2025 at 7.30pm.

Item 9 i)

Minutes of the Carlton Parish Council Meeting on Tuesday 28th April 2026 held 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.

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

In attendance: H Phillips – Clerk, and one member of the public.

154. Apologies for Absence

Apologies and reason for absence was received from Cllr Hancock.

Resolved: That the apology and reason for absence be approved.

155. Declarations of Interest

The Council received a disclosure of personal and disclosable pecuniary interest from Cllr Fitt on matters to be considered at the meeting.

Resolved: That Cllr Fitt's disclosure of personal and pecuniary interest be noted.

156. Parish Council Meeting – 31st March 2026

The Council considered the Minutes of the Parish Council meeting held on 31st March 2026.

Resolved: That the Minutes of the Parish Council meeting held on 31st March 2026 be approved.

157. North Yorkshire Councillor's Report

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

- The replacement bus shelter adjacent St Mary's Close and Station Road, Carlton has now been installed and includes a leaning seat.
- The pedestrian crossing intended for installation in Carlton is on target; the exact location is still to be agreed.
- Regarding the new SEND School, (the former High School), NYC have been granted a section of the playing field behind the school which will be used by the Primary School.

The clerk raised the point relating to the Parish Council owned waste bin, which was originally situated next to the bus shelter, which is no longer there. The County Cllr was not aware of any detail of this, and suggested the clerk contact the Passenger Transport Dept, to have them investigate its disappearance.

Resolved: That

- i) **the County Cllr's verbal update be noted; and**
- ii) **the clerk investigate the whereabouts of the missing waste bin.**

158. Chair's Report

The Council received the Chair's verbal report on meetings and events attended since the meeting held on 31st March 2026, as follows:

- The litter pick, held on 18th April 2026 was successful, and was attended by Cllr's and four members of the public. The Chair thanked all for their assistance.
- The Chair had three members of the public informing him of their enjoyment of the recently held Senior Citizens Tea Dance, at the Village Hall. (Cllr Kibble reiterated the success of the event.

A Cllr questioned the fact that attendees were known to have travelled from outside the village to attend the event (which was intended for Carlton residents).

The Village Hall representative noted that the Village Hall Committee were aware of a number of external attendees but were happy to permit this, within reason. They knew that the attendees contributed by buying raffle tickets which boosts income.

Resolved: That the Chair's verbal report and associated discussions be noted.

159. 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 31st March 2026.

The report is available to read in full on the Council's website; main points are as follows:

- A request was received to have a new headstone and full kerb-set installed to a recent family interment plot.

Recommendation to Council: That approval be given for the installation of a memorial and kerb-set.

A discussion was held, with the clerk giving explanation to the style of the memorial. It was agreed that the memorial and kerb-set was to be permitted providing the special agreement is signed and the family understand that they must maintain the surrounding of the kerb-set for the future.

- NYC were contacted to request the roadside gulleys, and drains be cleared of vegetation and detritus. They agreed to raise a job for this work.

Attending Cllr's noted that some drains were still full and potentially blocked, and asked that the clerk pursue this service request.

- NYC Highways, and the resident queried who was responsible for cutting the grass verge adjacent to a property in Low Street, Carlton. The clerk noted that the property was owned by NYC who always previously maintained the area. Attending County Cllr confirmed that this was still the case, and that the clerk should notify NYC as such.

Resolved: That

- i) **the clerk's report be noted.**
- ii) **the clerk to contact the monumental mason to confirm the memorial and kerb-set be permitted subject to signing of the special agreement.**

- iii) the clerk contact NYC to pursue the clearing/ emptying of roadside drains; and
- iv) the clerk contact NYC to confirm that they are responsible for the grass verge cutting adjacent to their rented property at Low Street, Carlton.

160. Carlton Village Hall Report

The Council received a verbal update from the Council's representative regarding Carlton Village Hall Committee meetings attended since 31st March 2026, as follows:

- As reported by the Chair, the Senior Citizen's Tea Dance event was a great success again.
- The Village Hall has secured and received a funding award for £705.00 which was requested to enable replacement of the glass washer machine, which is waiting to be installed.

Resolved: That the verbal report from the Council's representative for the Village Hall be noted.

161. Communications from the Public

The clerk noted the previously mentioned question from members of the public regarding the whereabouts of the bin formerly situated adjacent to the St Mary's Close bus shelter, which was resolved at point 157 ii) of these Minutes.

162. Finance Matters

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

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

- 162.2 The Council viewed the payments made by the clerk under delegated authority. It was noted that the amount listed for the Cemetery rates was incorrect and was to be amended on the list for the purpose of the Minutes.

Resolved: That the payments made by the clerk under delegated authority be noted; with two signatories having audited and signed the invoices.

Invoice Date	Customer Inv. No.	Payee	Payment Detail	Date Paid	Amount Paid	Payment Method (Incl. Cheque No.)
23/03/2026	16810	Autela Payroll Services Ltd	Payroll	24/04/2026	142.32	BACS
24/03/2026	INV1034342	Narkedesign Ltd	Annual Domain Registration Fee	30/03/2026	240.00	BACS
11/03/2026	490155595	North Yorkshire Council	Waste Collection - Cemetery	01/04/2026	1,109.72	BACS
13/03/2026	881700365000x	North Yorkshire Council	Cemetery Rates	01/04/2026	331.50	BACS
24/03/2026	LC002841	Clear Councils	Annual Insurance Premium	01/04/2026	1,492.70	BACS
26/03/2026	Mar-26	Nest	Pension Contribution- March '26	26/03/2026	52.36	DD
01/04/2026	5857	YLCA	Annual Membership Subs	01/04/2026	709.00	BACS
01/04/2026	n/a	Carlton Methodist Church	March 2026 Room Rental	01/04/2026	75.00	BACS
05/04/2026	n/a	DR Everatt	Groundworks Contract 2026-27	12 payments	5,600.00	BACS
21/04/2026	M1	HMRC	P32 - NI Contribution	23/04/2026	49.63	BACS
25/04/2026	M1	Nest	Pension Contribution- April '26	26/04/2026	52.36	DD
25/04/2026	M1 Wk3	H. Phillips	Clerks April 26 Salary	24/04/2026	717.98	BACS
15/04/2026	490170216	NYC	Streetlight Maintenance 25-26	15/05/2026	2,158.38	BACS
15/04/2026	490170216	NYC	Streetlight Energy 25-26	15/05/2026	3,410.83	BACS

- 162.3 There were no submittable Community Grant applications received since the meeting held on 31st March 2026.

- 162.4 Clerks Hours (April 2026)

Resolved: That the clerk's standard hours worked April 2026 be noted.

163. Future Projects

i) Bus Shelters

- An update regarding the replacement bus shelter adjacent to St Mary's Close/ High Street, Carlton was received at Minute point 157.
- The Council received an update regarding cost and permissions for a bus shelter provision at Station Road, Carlton (adjacent to the former High School).
The clerk explained that the NYC Passenger Transport Dept. was to arrange a site visit to assess the possibility of installation of an additional village bus shelter adjacent to the former High School. The Council would be updated by email as soon as this is arranged and/ or has occurred.

Resolved: That the clerk's update be noted.

ii) Cemetery Memorial Wall

The Council received an update from the clerk on styles and cost for a memorial wall/ structure for the Cemetery. A number of options were provided for the Council to view.

A discussion was held, and it was noted that the concern was whether the costly provision, once in place would be used sufficiently to recoup the cost of purchase and installation.

The clerk suggested to have the garden area surrounding the chapel be cleared, weed suppressant be administered, and that area be used for tablet style memorials, which would be a more cost effective option. It had already previously been discussed to have the garden area cleared of the bigger shrubs to avoid undermining of the building and pathways.

The Council concurred that this was a more effective use of the area and the Parish funds.

Resolved: That the clerk to pursue the clearing of the chapel garden area to tidy the cemetery and to provide a memorial area be approved.

164. 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.

164.1 To consider any Planning Applications received since 31st March 2026.

- ZG2026/0278/REMM – Land to the East of Broadacres, Mill Lane, Carlton.
For Stonebridge Homes & Miller Homes Ltd.
Reserved matters applications including access (within the site), appearance, landscaping, layout, and scale of approval ZG2023/0732/OUTM Outline application (some matters reserved) for development of up to 200 residential dwellings with access to, but not within, the site. – (See Consultations i))
- ZG2026/0299/CPP – The Grange, Mill Lane, Carlton.
Lawful development certificate for proposed construction of rear dorma.

- iii) ZG2026/0297/HPA – 13 Ivy Close, Carlton.
Installation of a new vehicular access and driveway. (See consultations ii)).
- iv) ZG2026/0330/OUTM – Land East of Broadacres, Mill Lane, Carlton.
Outline application (some matters reserved) for phase 2 development of up to 65 dwellings with access to, but not within the site. (See consultations iii)).

Resolved: That

- a) **no comment be required for points i) and ii)**
- b) **see Minute points at 164.3 for resolutions to iii) and iv)**

164.2 To receive Planning Decisions notified since 31st March 2026.

ZG2026/0176/CPE – 5 Manor Farm Close, Carlton – GRANTED

Lawful development certificate for existing boundary walls and gates forming means of enclosure to the land edged red.

Resolved: That the list Planning Decision be noted.

164.3 To consider any Planning Consultation letters received since 31st March 2026.

- i) ZG2026/0278/REMM – Land to the East of Broadacres, Mill Lane, Carlton.
Reserved matters applications including access (within the site), appearance, landscaping, layout, and scale of approval ZG2023/0732/OUTM Outline application (some matters reserved) for development of up to 200 residential dwellings with access to, but not within, the site. – Deadline 22nd April 2026.

Resolved: That no comment be required (this is ‘reserved matters’ only)

- ii) ZG2026/0297/HPA – 13 Ivy Close, Carlton.
Installation of a new vehicular access and driveway. – Deadline 30th April 2026.

A discussion was held, and it was agreed that the Parish Council object to the application due to safety and character concerns.

Resolved: That the clerk to raise objections to the application consultation, as noted, within the set deadline.

- iii) ZG2026/0330/OUTM – Land East of Broadacres, Mill Lane, Carlton.
Outline application (some matters reserved) for phase 2 development of up to 65 dwellings with access to, but not within the site. – Deadline 4th May 2026.

A discussion was held, and it was agreed that the Parish Council object to the application due to access and egress, safety, and infrastructure, village amenities concerns.

Resolved: That the clerk to raise objections to the application consultation, as noted, within the set deadline.

165. Action Log

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

The clerk had updated the Action Log, and created a new version which was easier to follow and compile.

Resolved: That the new updated version of the Action Log be approved.

166. Training

No training requests or feedback had been received or processed since the meeting held on 31st March 2026.

167. Date Future Meetings

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

Noting earlier date for the Annual Meetings (19th May 2026), and the Parish Council Meeting (23rd June 2026)

Item 9.ii)

Notes for the meeting of the Neighbourhood Development Plan (NDP Working Group) held on 5th May 2026 at 7.30pm, at 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.

Present: Cllrs Lowes, Clayton, Kibble, Quinn, Taylor, and David Gluck – consultant.

Attending: H. Phillips – clerk, and two members of the public.

28. Apologies for Absence

All members of the Group were present.

29. Declaration of Interest

The Group received a disclosure of personal and pecuniary interests from Cllr Taylor on matters to be considered at the meeting.

Resolved: That Cllr Taylor's Declaration of Interest be noted.

30. The Group received the Notes from the meeting held on 24th March 2026. (for information only)

31. PID Consultation

i) The Group received a verbal update from the clerk, on the comments received to date on the public consultation for the PID (date of consultation 9th March – 17th April 2026) as follows:

- A communication was received from the Principal Planning Policy and Place Officer overseeing the Plan who made comment and suggestion on the current PID.

David Gluck explained that the NYC Plan has been put back to completion in 2030; there is nothing from that Plan that is of concern to the Carlton NDP. NYC are at present completing assessments of sites with those results being fulfilled by Sept – Dec 2026.

We do not anticipate having complete a full environmental assessment for the Carlton NDP.

- A communication was received from a resident of Carlton who questioned the need for playpark facilities, focusing on the present not the future, and was concerned that the PID did not include such plans.

The Parish Council are presently in discussions regarding an attempt to secure land to enable this facility, which was relayed to the member of public who raised the observation.

Resolved: That the update on comment received from the public consultation for the Carlton PID be noted.

ii) The Group received an update from D. Gluck on the next steps in the process, as follows:

- The Group members will continue to gather information for the six themes within the PID.
- David is to show how the Plan will be constructed, and how the evidence and policies fit into the Plan for the next scheduled meeting.
- At the next scheduled meeting David Gluck will present version one of the Regulation 14 document.
- The next public consultation (in full event style) would be aimed for September/October 2026. Cllr Quinn suggested that a 'stall' could be set up when bigger events are held at the Village Hall, showing photographs and information on the progress of the ND Plan, to promote public awareness.
- A specific 'Housing Survey' need to be issued, to enable feedback of what the residents want in sizes and styles (for example) of future housing development.

This survey has been formulated by David and will be issued to the Group members by the clerk.

Resolved: That David Gluck's update on what happens next be noted.

32. PID Themes

- i) The Group received some updates from members on the themes allocated for work and information gathering from the meeting held on 24th March 2026.
 - Cllr Quinn provided photographs of the village entrance signage.
 - Cllr Kibble had provided flood risk information.

Resolved: That

the information already provided will be collated and saved by the clerk; and information gathering is to continue and be presented at the next scheduled meeting.

- ii) The Group considered the six themes noted below, and further tasks and allocation:

- Green and Natural Environment.

David Gluck explained the process that uses the gathered information, the assist in completing the Assessment Pro-Forma for Local Green Spaces.

The first section of Green Spaces covers wildlife, recreational, and historic areas.

A Group discussion enabled the commencement of completing the document, and was related to highlighting the following green spaces within the village:

- The Golden Garden.
- The former Holy Family High School.
- Carlton Primary School.
- Shire Green Playpark.
- The Parish Council Allotments.
- Carlton Towers Cricket Club.
- Toby's Field.
- Church Fields Playpark.

Further exploration and suggestion of other potential areas and buildings will continue, to enhance the document.

- Heritage and Conservation.

The clerk had previously provided the Group with the current 'Listed' buildings, registered with Historic England. Group members are requested to contact the clerk with other suggestions for Listings, to enable further investigation and consideration.

David Gluck noted the importance of recognising and defining the 'Historic Core', the centre of the village, that is ring-fenced as such and noted in the prepared document, 'Carlton Village Historic Core/ Village Centre'.

The rationale is to delineate this area with a view to making it distinctive and recognisable as the village heart through planning policy, e.g.

- Gateway signage
- Road markings
- Focused policy about promoting business in the core
- Information boards
- New development opportunities for recreation, dwell time
- Improved pedestrian amenity

This will allow the Plan to inform a policy regarding the conservation of the village historic core in terms of its building design and historic features.

It will also inform a policy regarding the designation of a Village Centre – this is assumed to be based around the village's historic centre.

Cllr Lowes brought older village maps to the Meeting which the clerk will copy to use as working documents for this section.

It was agreed that the next meeting should be a Group 'walkaround' the village prior to the meeting proper, so that all members are aware of the areas and buildings that are on the 'suggested' list, and to agree the notable areas and buildings and also to agree the bounds of the Village Core.

Resolved: That

- i) the next meeting be a walkabout the village by Group members.**
- ii) Group members make suggestions of notable buildings and areas to the clerk to be collated for the next meeting; and**
- iii) the clerk prepare an area on the 'members' section of the Council's website to hold relevant documents and information, and provide the password to Council members and consultants to enable easy access.**

- Homes.
- Traffic and Transport.
- Community Facilities.
- Business and Commerce.

Resolved: That the four remaining themes above be addressed at future meetings.

33. 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.

No additional photographs have been received other than the village entrance ones provided by Cllr Quinn, and village scenes, provided by Cllr Kibble. It was felt that other photographs can be taken when the Group hold their walkaround the village.

Resolved: That Cllr Quinn's update be noted.

34. Action Plan

Although the new Action Plan/ Timeline document was completed by David Gluck it was noted that by the end of the meeting it needed much updating so would be done and issued prior to the next scheduled meeting.

Resolved: That

- i) **David Gluck update and issue the Action Log; and**
- ii) **the clerk issue the Log of Allocated Tasks, as soon as is completed.**

35. Date & Time of Next Meeting

9th June 2026 at 7pm. - Village Walkaround with summarisation meeting afterwards at Carlton Methodist Church.

14th July 2026 at 7pm. – at Carlton Methodist Church (to address the next three PID themes)

Item 9.iii)

Minutes of the meeting of Carlton Parish Council Finance Committee held on 12th May 2026 at 7.30pm at 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.

Present: Cllr's Taylor, Clayton, Hawe, Lowes, and Quinn.

Attending: H. Phillips – clerk.

24. Apologies for Absence

No apologies for absence were received.

25. Declarations of Interest

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

- 26.** The Committee received the Minutes of the Finance Committee Meeting held on 17th March 2026. (for information only)

27. Accounting Records

- i) The Committee considered the Year End Income and Expenditure and Budget Monitoring reports, Bank Statements, and Reconciliation, up to 31st March 2026.

Resolved: That the accounting records for 2025-2026 be approved.

- ii) The Committee received the draft AGAR 2025-2026 documents to consider prior to the clerk presenting to the Parish Council.

A discussion was held regarding the explanation for variances against Box 3 (income) and Box 6 (expenditure) on the 'Annual Return Form 3' and Variance Report for the AGAR 2025-2026. An email received by the clerk from Cllr Taylor suggesting an alternative explanation was misinterpreted, and when face to face it was agreed that the explanations be amended accordingly; this gave a more balanced explanation of the variances between 2024-2025 and 2025-2026.

Resolved: That the Variance Report explanations be amended as discussed and agreed.

Recommendation to Council: That the AGAR 2025-2026 documents be presented to the Parish Council at the meeting scheduled for 19th May 2026 for approval.

- iii) The Committee considered the Internal Auditors report for the AGAR 2025-2026 presented at the meeting by the clerk.

Recommendation to Council: That the Internal Auditors report for the AGAR 2025-2026 be considered for approval.

- iv) The Committee considered the Income and Expenditure and Budget Monitoring reports, Bank Statements, and Reconciliation, up to 30th April 2026.

The clerk updated the Committee on a site meeting held on 12th May 2026 between her and the Public and Community Transport Officer regarding the possibility of having an additional bus shelter adjacent to the new SEND school. The meeting was incredibly positive and the outcome being that they saw no objections to the shelter being installed, and that the NYC department would pay for the shelter and installation.

From that conversation it was agreed that the Finance Committee recommends to Council that two slatted wooden waste bins be purchased and placed alongside the St Mary's Close bus shelter, and the new bus shelter once installed. The recently received CIL funds (c. £1080.00) will cover the cost of the purchases.

Resolved: That the accounting records up to 30th April 2026 be approved.

Recommendation to Council: That the clerk arranges purchase of two new wooden slatted waste bins be approved.

28. Community Funding Applications

There were no Community Funding applications received.

29. Date of next meeting

Tuesday 22nd September 2026 at 7.30pm.