

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the Parish Council on Tuesday 23rd June 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

20. Apologies for Absence

To receive apologies and consider reasons for absence.

21. Declarations of Interest

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

22. Meeting Minutes

- i) To receive the draft Minutes of the Annual Meeting of the Parish, held on 19th May 2026. (issued by email on 03/06/2026) (pages 4 to 9)
- ii) To consider the Minutes of the Annual Meeting of the Council, held on 19th May 2026. (pages 10 to 15)

23. North Yorkshire Councillors Report

To receive the North Yorkshire Councillor's verbal report.

24. Chair's Report

To receive the Chair's verbal report on meetings and events attended since the meeting held on 19th May 2026.

25. Clerk's Report

To receive the clerk's report to update on matters and issues completed by the clerk and/ or raised by the public since the meeting held on 19th May 2026.

26. Carlton Village Hall Report

To receive a verbal update from the Council's representative regarding Carlton Village Hall Committee meetings attended since 19th May 2026.

27. Communications from the Public

To consider any pre-submitted questions from members of the public on local issues/ concerns, received since 19th May 2026.

- i) An email was received from the Director of the development company who is building the dwellings on the old Abbey Coachways Bus Depot site to ask the Council for their opinion on naming the new street. The correspondence was issued to the Council on 10th June 2026.

28. Finance Matters

28.1 To consider the Cash Book, Bank Statements, and Budget Monitoring reports, up to 31st May 2026.

28.2 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.)
14/05/2026	3499	TA Leek & Sons	Grass Verge Cutting	19/05/2026	£472.80	BACS
16/05/2026	10732757	Business Stream	Cemetery Water	01/06/2026	£41.13	BACS
19/05/2026	INV1034404	Narkedesign	Web Hosting - Annual	01/06/2026	£225.00	BACS
01/06/2026	n/a	Carlton Methodist Church	May Room Rental	01/06/2026	£75.00	BACS
01/06/2026	M2 Wk9	H Phillips	Clerk's May Salary	01/06/2026	£717.98	BACS
01/06/2026	M2 Wk9	HMRC	Ni Contribution (May)	01/06/2026	£49.63	BACS
01/06/2026	M2 Wk9	Nest	Pension Contribution (May)	04/06/2026	£52.36	DD

28.3. To review the decision regarding purchasing a waste bin at the new bus shelter adjacent to the SEND School.

28.4 To consider any Community Grant applications received since the meeting held on 19th May 2026.

28.5 To consider authorisation of the clerk's standard hours worked in June 2026.

29. Planning Matters

29.1 To consider any Planning Applications received since 19th May 2026.

See item 29.3

29.2 To receive Planning Decisions notified since 19th May 2026.

- i) ZG2026/0264/FUL – Melrose Education Ltd SEND School
Permitted - Installation of boundary fencing.
- ii) ZG2026/0297/HPA – 13 Ivy Close, Carlton
Refused – Installation of a new vehicular access & driveway.

29.3 To consider any Planning Consultation letters received since 19th May 2026.

ZG2026/0472/HPA – East View, Low Street, Carlton. - deadline 22/06/26
Replacement bay windows and entrance porch.
Emailed to the Cllr's previously.

30. Action Log

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

31. Training

- i) To receive an update on training requests received and/or processed under delegated authority since the meeting held on 19th May 2026.
- ii) To receive feedback from Councillors and/ or the clerk regarding any training completed since 19th May 2026.

32. Date Future Meetings

- 32.1 NDP Working Group: 14th July 2026 at 7pm.
- 32.2 Parish Council: 28th July 2026 at 7.30pm.
- 32.3 Finance Committee: 22nd September 2026 at 7.30pm.

33. Meeting Close

Clerk's Annual Appraisal (after the close of the Meeting)

An informal discussion to be held regarding the past and future work and achievements of the clerk; with the Line Manager and attending Councillors only, in view of the forth-coming annual appraisal.

Item 22i)

Draft Minutes of the Annual Meeting of the Parish on Tuesday 19th May 2026 held at 6.30pm, in the school room of Carlton Methodist Church.

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

Attending: H. Phillips – clerk, and three members of the Public.

1. Apologies for Absence

The Council received apologies and considered the reasons for absence from Cllr Hawe.

Resolved: That Cllr Hawe's apology be received and reason for absence approved.

2. Declarations of Interest

The Council received disclosures of personal and disclosable pecuniary interests from Cllrs Hancock and Taylor on matters to be considered at the meeting.

Resolved: That the declarations of interest received from Cllr's Hancock, and Taylor be noted.

3. Minutes of the Annual Meeting of the Parish

The Council considered the draft Minutes of the Annual Meeting of the Parish held on 27th May 2025.

Resolved: That the Minutes of the Annual Meeting of the Parish from 27th May 2025 be approved.

4. Chair's Annual Report

The Council received the Chair's Annual Report. (appendix 1)

Resolved: That the Chair's Annual Report be noted.

5. Reports from Village Groups

The Council received reports from Village Groups as follows:

- i) Carlton Towers Cricket Club – provided by R. Johnson. (appendix 2)
An attending member of the public raised a question relating to permissions/ restrictions for dog walking in the Cricket Club's grounds. After a discussion it was agreed by R. Johnson that he would present the subject to their Cricket Committee and address this directly, away from the Parish Council Meeting.
- ii) Carlton Village Hall – provided by M. Hancock. (appendix 3)
- iii) Carlton Methodist Church – provided by G. Taylor. (appendix 4)
- iv) Carlton & Barlow Youth Club – provided by A. Proctor – read by the clerk. (appendix 5)
- v) Carlton Women's Institute – provided by B. Hinch – read by the clerk. (appendix 6)

Resolved: That the reports received and/or provided by village community groups be noted, and all were thanked for their updates.

6. Questions from the Public

There were no additional questions from attending members of the Public.

7. Annual Meeting of the Parish 2027

18th May 2027 at 6.30pm.

Appendix 1

Chairs Annual Report 19th May 2026

The last year was another successful year for Carlton Parish Council.

One of the main highlights has been the launching of the Carlton Neighbourhood Development Plan project. This was chaired for most of the year by Councillor Andrew Palmer who has done a fantastic job in building the foundation for the project, along with our external consultant. Without this foundation we wouldn't be in the position we are now.

For those who don't know about a Neighbourhood Plan, we are effectively putting together a plan for the village, which would sit alongside North Yorkshires Plan, and would have to be taken into account when any planning applications go in. We can't stop developments happening but we can control what they would look like, to ensure they are in keeping with the village. We can also build in plans for future facilities for the village. We welcome you all along to our next meeting to form part of the team in shaping the Carlton of the future.

Below is a list of things we have funded and achieved this year, however I would like to stress that we have maintained a tight budget and as a result the average Council Tax increase for the villages element is a below inflation rise as of this April, so effectively a cut in the cost.

In addition to the income from Council Tax we have managed to secure other funding from other external sources to add to the village.

Income via External Funding

CIL = £1090 covers costs of 2x new waste bins to go alongside 2x new bus shelters.

Cllr Mike Jordan's Locality Fund = £800.00 to help cover costs of NDP as the government funding was stopped.

Rusholme Wind Farm Funding = £1000.00 which went towards improvements and maintenance in the Golden Garden (new plants, Terran & bark top ups) with purchase of Spring flowering bulbs when appropriate, to be planted in the Autumn.

Community Funding

Annual Award to the Village Hall of £4000.00 This is to help with the upkeep of the Village Hall and to continue its vital role in the community. I would also like to stress that all those on the Village Hall committee and helpers do so as volunteers. So when you see them serving behind the bar or making cups of tea for various events they are doing so in their own time to ensure that any profits made from the room hire go back into the Village Hall to maintain it and keep the lights on.

I would like to take this moment to thank them for their hard work over the last 12 months.

And speaking of volunteers we have some wonderful local groups in the village, again run by volunteers; we thank you for your hard work.

We have also provided funding for some of these groups as follows.

Community Groups

Sing2gether = £230.00

Village Hall = £200.00

Carlton Towers Cricket Club = £250.00

Carlton Rainbows = £250.00

Carlton Brownies = £250.00

We are slowly managing to increase the amount given to groups in the village.

In 2024-25 the PC gave £972.87 to community groups

In 2025-26 the PC gave £1180 to community groups

In 2026-27 there is £2500.00 available to community groups (£250.00 per six-month period for groups)

So please have a good think about how we can help your groups with funding. To keep things legal and above board we do need quotes etc for what you are wanting to do but please contact the clerk, Helen, and she will guide you through what is needed. We do try to keep it as easy as possible but need to maintain governance.

Capex

Phase 5 of the streetlight replacement programme cost £7148. We have continued with the upgrading of the Streetlights in the village. Some belong to us and some are North Yorkshire Council's, but we are gradually replacing all the old style streetlights with new modern LED lights. These reduce the running cost in electricity so effectively pay for themselves over time as well as being more environmentally friendly.

Donation made to the British Legion for the Remembrance Sunday wreath

Both defibs had new consumables bought last year.

Grass cutting of the St Mary's church car-park area was completed by the Council's groundworker in agreement with the Council. This service is now included within the annual groundwork contract.

Safety Testing of the cemetery memorials was completed with minimal actions required – no costs.

At no cost to the Parish the damaged bus shelter adjacent to St Mary's Close was pushed to be replaced and is now installed.

A new bus shelter is (hopefully) to be installed at the front of the new Melrose Education SEND School, with no cost to the Parish.

In addition to the bus shelters we are installing 2 new waste bins next to the Bus shelters and this is being funded by CIL money (Community Infrastructure Levy).

We have arranged a couple of litter picks in the village to assist in keeping the village tidy with the Methodist Chapel in addition to arranging for North Yorkshire to send the Road Sweeper around on a couple of different occasions.

Please if you do see any issues in the village get in touch with Helen, and she will either deal with it, raise it with North Yorkshire Council, or raise it at a Parish Council meeting.

Chair of Carlton Parish Council – Adrian Lowes

Appendix 2

Carlton Towers Cricket Club – Carlton Parish Council Report 2026

- The club is now in the second year of our 5-year strategy for which our main goal is to provide for our local community.
- The club now has over 150 juniors registered and 48 registered senior members, we have been recognized by the ECB as one of the 5 model clubs in the country.
- In early 2025 we completed the development of our new pavilion with a new social space which has seen more footfall than ever before providing a great space for the whole community to use.
- The 2025 season was a huge success on and off the field with a range of community events as well as promotion for both 1st and 2nd teams.
- The 2026 season has now started, and the 1st team are playing in the highest level of cricket a club can play in, they have recruited an ex international player who the club believe will inspire children across the area.
- The club now has a women's team who play both hardball and softball. They also have 35 girls signed up to their U11s program this being the most in the whole of Yorkshire. Thank you to the parish council for contributing to the lady's equipment.
- We have a range of community events coming up this year as listed below.
 - 24th May – Fun Day (junior, women's and men's games, children's entertainment, street food).
 - 5th June - Yorkshire CCC Academy playing at the ground (First time this has happened).
 - 30th August – Charity Day
- The club would like to thank the Parish Council and the local community for their support throughout the last year and remind everybody that they are welcome to come and get involved with what we are trying to build.

Rob Johnson – Development Manager & Competitions Specialist.

Appendix 3

Village Hall - Chair's Annual Report for 2025/26

I have great pleasure in submitting my annual report for 2025/26 period.

The year has been a mixed year for the Management Committee.

On the negative side, one particular member of the public has tried to cause the Village Hall and its Trustees problems for a significant part of the year by making factually incorrect and unsubstantiated allegations with regard to Health & Safety issues at the Village Hall and further erroneous claims regarding the way in which the Hall is run. I am however very pleased to

report that not a single claim made by this member of the public as ever been substantiated as the Village Hall has passed every health and safety check/inspection and the Village Hall is being run correctly as required by the statutory authorities.

On a positive note, in the last year there have been further significant improvements made to the Village Hall, examples of which, are replacing all the chairs, the crockery and a new central heating boiler has been fitted.

The hall continues to be the social and entertainment hub for the village and its residents. The hall has a very full calendar with regular bookers and their various classes together with a substantial amount of "one off" bookings for various family parties and events.

The above would not be possible without the tireless efforts of the Hall's small but extremely busy dedicated team of Trustees who have been providing their time gladly and freely to help organise and run the events. This has included some extremely busy and hectic shifts behind the bar some of which have been over eight hours, again all of which is undertaken by Trustees who give their time for free.

The Trustees have organised Senior Citizens Afternoon Teas and these are at no cost to the attendees. The delicious produce is all baked and put together by the Trustees and once again they give up their free time to ensure that the Senior Citizens have a wonderful afternoon. The attendees not only express their gratitude on the days, but some have written letters and posted messages on Facebook.

Finally, I am pleased to report that the Village Hall continues to receive extremely appreciative comments from the regular bookers and members of the public who hire the hall by saying the hall is a wonderful venue and is a credit and asset to the village.

Malcolm Hancock
Chair, Carlton Village Hall

Appendix 4

Carlton Methodist Church – Geoff Taylor

Membership is currently at sixteen, and due to a shortage of preachers Carlton and Snaith are sharing services. In the Methodist Church system a church has to have a number of Trustees, and this is becoming more difficult with dwindling numbers. The Goole and Selby Circuit is asking Churches to form groups together under one Church Council, sharing Treasurer's etc., but keeping all Churches open.

We continue in difficult times with the shape of things for the future being assessed to ensure that the Methodist Church option to worshippers continues in the village and area.

The monthly coffee mornings have struggled with low attendance, as too was the Easer Bonnet making event, and the Carols Around the Tree event but that was greatly due to the bad weather on the day.

The pre-Christmas Wreath Making event was very popular and had many attendees. A joint meeting with the Anglican Church was held in the village, where 13-14 persons attended, and the Reverend Mark Poskitt brought and played his guitar which all enjoyed.

Appendix 5

Carlton and Barlow Youth Club Report

In April and May, the youth club hosted Cookstars workshops focused on healthy eating. The children had an amazing time, and some parents have even shared that their children are now eating more vegetables!

We also have Forest School sessions booked over the coming months. These sessions are designed to boost confidence and self-esteem through hands-on learning experiences. The children will learn skills such as building shelters and using a variety of tools.

The youth club continues to thrive, with children attending from surrounding areas and a total of 60 children now registered.

Due to the success of Carlton Youth Club, we have expanded and now run monthly sessions in Barlow. Attendance at these sessions is steadily growing.

A huge thank you was extended to the Church for their generous donation to the youth club in January, this has gone towards the forest school sessions and arts and crafts supplies for the children.

Finally, a massive thank you to everyone who continues to support our youth club — it is truly appreciated.

Regards Abby Proctor

Appendix 6

Carlton WI Report – Barbara Hinch – Secretary to Carlton WI.

Carlton WI holds its meetings on the second Tuesday of each month, at 7.30pm, in Carlton Village Hall, hosting many varied and interesting speakers. At present we have 38 members.

Some of our members have attended various WI Federation events, the Carol Service at Selby Abbey, entered a quiz at North Duffield, the Spring Council meeting in Scarborough, an outing to Halifax Piece Hall at Christmas, and 25 members had an afternoon tea at Selby Bowling Club. Our walking group continues to meet most Mondays.

Other events were held, such as:

- A fashion show which was held in May and was open to all villagers.
- Members decorated a Church window at Christmas.
- A wreath was laid on Remembrance Sunday, which was well attended by our members.
- The village singing group, held on Tuesdays, is well attended by some of our members.
- We support the Eggborough Film Afternoons each month.

Our members wish to thank the Parish Council and the Village Hall Committee for their continued hard work, and wish them well for the coming year.

Item 22ii)

Minutes of the Annual Meeting of the Council held on Tuesday 19th May 2026 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 Clayton, Hancock, Kibble, Lowes, Quinn, Palmer, and Taylor.

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

1. Election of Chair

- i) The members proposed and seconded to elect the Chair of Carlton Parish Council for the year 2026-2027.

Resolved: That Cllr Adrian Lowes be elected as Chair for Carlton Parish Council for the period 2026-2027.

- ii) The members received the Chair's signed Declaration of Acceptance of Office in the presence of the clerk.

Resolved: That the elected Chair's Declaration of Acceptance of office be signed and noted.

2. Apologies for Absence

The members received an apology and reason for absence from Cllr Hawe.

Resolved: That Cllr Hawe's apology and reason for absence be received and approved.

3. Declarations of Interest

The members received disclosures of personal and disclosable pecuniary interests from Cllr Hancock on matters to be considered at the meeting.

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

4. Election of Vice Chair

The members proposed and seconded Cllr Andrew Palmer as elected Vice-Chair of Carlton Parish Council for the year 2026-2027.

As Cllr Hawe was the previous year's Vice-Chair but was absent from the Meeting Cllr Palmer agreed that he would step back should Cllr Hawe request to remain as this year's Vice-Chair.

Resolved: That Cllr Palmer be elected as Vice-Chair for the period 2026-2027, noting that Cllr Palmer will step aside should Cllr Hawe wish to continue as Vice-Chair.

5. Councillors Declaration of Acceptance of Office

The clerk and Chair informed the Meeting that Mrs Natalie Fitt (formerly Land) had resigned as Cllr with immediate effect and therefore there was one Cllr vacancy to fill.

- 5.1 The Chair updated the members on the process relating to vacant seats, and noted that the clerk had made North Yorkshire Council's Democratic Services aware of the resignation. The clerk had received a Notice of Vacancy from NYC which would be posted on the website and in the noticeboards.

The initial deadline date for persons to apply via NYC is 8th June 2026. It was agreed that if by that date there are no applicants and the Parish Council can then move to the Co-option process the deadline date for that document should be 27th July 2026 so that any applicants received can be considered at the July 2026 Parish Council meeting, before the August break.

Resolved: That

- i) the update received regarding the Cllr vacancy be noted: and
- ii) the deadline date of 27th July 2026 be used should the Council move to the Co-option process.

- 5.2 The members completed their Declarations of Acceptance of Office in the presence of the clerk.

Resolved: That

- i) Cllr's Clayton, Hancock, Kibble, Palmer, Quinn, and Taylor signed their Declarations of Acceptance, and
- ii) D. Hawe will sign his Declaration of Acceptance in the presence of the clerk prior to his attendance at the next Council meeting.

6. Appointment of Committees

The Council appointed Members to serve on Carlton Parish Council's Committees and Working Groups for 2026-2027, as follows:

Resolved: That the appointments are as follows:

- 6.1 Finance Committee: Cllrs Clayton, Hawe, Lowes, Quinn, and Taylor.
- 6.2 Staffing & Recruitment Committee: this was deemed defunct – topics are to be considered by the Parish Council at a meeting if required.
- 6.3 Neighbourhood Development Plan Working Group: Cllrs Clayton, Kibble, Lowes, Quinn, Taylor, and the clerk.
- 6.4 Cemetery Working Group: this was deemed defunct – topics are to be considered by the Parish Council at a meeting if required. The Working Group would be resurrected should a major project emerge.

7. Appointment of Representative for Carlton Village Hall

The Council appointed Cllr Hancock to represent the Council at Carlton Village Hall Committee meetings for 2026-2027.

Resolved: That Cllr Hancock be the Council's Village Hall representative be approved.

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

The Council appointed two representatives for the Council for YLCA Branch meetings.

Resolved: That the Chair and clerk be approved as representatives for the Council for YLCA Branch meetings.

9. Meeting Minutes

- i) The Council considered the Minutes of the Parish Council meeting, held on 28th April 2026.

Cllr Hancock, as the Council's representative for the Village Hall raised an issue relating to Minute point 158, where the origin of attendees at the Senior persons event was questioned. He requested that the Minutes be amended to note that the Village Hall Committee were not aware that attendees had travelled from distances to attend the event. He noted that it was an isolated incident and would not be permitted to happen again.

Resolved: That

- a) **the Minutes of the Parish Council meeting held on 28th April 2026 be approved, subject to the noted amendment being made; and**
 - b) **the amended Minutes be signed by the Chair at the next scheduled meeting.**
- ii) The Council considered the Notes from the NDP Working Group meeting held on 5th May 2026.

Resolved: That the Notes from the NDP Working Group meeting held on 5th May 2026 be approved.

- iii) The Council considered the Minutes and Recommendations of the Finance Committee meeting held on 12th May 2026.

Resolved: That the Minutes of the Finance Committee meeting held on 12th May 2026 be approved.

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.

Resolved: That points 9 iii) a) and b) be deferred until Agenda point 15.3

- c) the clerk arrange purchase of two new wooden slatted waste bins be approved.

Resolved: That the purchase of two new waste bins be approved.

10. North Yorkshire Councillors Report

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

- The Councillors Locality Budget is now open to accept applications from local groups for project funding assistance.
- A number of planning applications are afoot for Carlton, namely the additional dwellings application for the land adjacent to Broadacres, however at present there is no news on that application.
- Cllr Jordan is to pursue the pedestrian crossing that is still undecided upon and report back to the Parish Council should there be any further updates on it.

Resolved: That the North Yorkshire Cllr's verbal update be noted.

11. Chair's Report

The Chair had not attended any events or meetings since 28th April 2026.

(See the draft Minutes of the Annual Meeting of the Parish for an update on projects and events for 2025-2026.)

12. Clerk's Report

The Council receive the clerk's brief 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, as follows:

- Cemetery matters – there has been one burial and one application for a memorial since the last meeting.
- A member of the public emailed regarding the planning application for the additional dwellings on land adjacent to Mill Lane. The clerk advised that the Parish Council had already made comment on the consultation of the application and that residents should make independent comment should they wish to, by the set deadline.
- There had been comment that there appears to be incidence of public littering around the village, and also drains and gulleys are still blocked. This is to be monitored and NYC contacted as appropriate. Members of the Public can report such matters on the NYC website/ portal also.

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

13. Carlton Village Hall Report

Please see the report made at the Annual Meeting of the Parish – no additional comment was made at this meeting.

14. Communications from the Public

There were no pre-submitted questions from members of the public on local issues/ concerns, received since 28th April 2026.

15. Finance Matters

- 15.1 The Council considered the Cash Book, Bank Statements, and Budget Monitoring reports, up to 30th April 2026.

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

- 15.2 The Council considered the 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

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

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

- i) The Council received the Internal Auditors Report.
- ii) The Council received Section 1 – Annual Governance Statement, which was signed in agreement.
- iii) The Council received Section 2 – Accounting Statements, which was signed in agreement.
- iv) The Council considered the Pro-forma Bank Reconciliation document.
- v) The Council considered the Pro-forma Explanation of Variances document.
- vi) The Council considered the Dates of the Period for the Exercise of Public Rights document.

Resolved: That

- a) **the documents of the completed Annual Governance and Accountability Return for 2025-2026 be approved and signed as per the External Auditor's requirements; and**
- b) **the clerk issue the documents to the External Auditor within the required timescales.**

- 15.4 The Council considered the Community Grant application received on 13th May 2026, from Carlton Village Hall.

The Council received all associated documentation issued with the application, which fulfilled all documentary requirements. Councillors present at the meeting agreed unanimously to approve the application, which covered costs for a Senior Citizens Afternoon Tea. The application was for £201.94

Resolved: That the funding of £201.94 be awarded to Carlton Village Hall be approved.

- 15.5 The Council considered authorisation of the clerk's standard hours worked in May 2026.

Resolved: That the standard hours worked by the clerk in May 2026 be approved.

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 There were no Planning Applications received since 28th April 2026.

- 16.2 The Council received the Planning Decision listed below.

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)

Resolved: That the listed planning decision be noted.

- 16.3 There were no Planning Consultation letters to consider.

17. Action Log

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

Resolved: That the updated Action Plan be noted.

18. Training

- iii) Now training requests were received and/or processed under delegated authority since the meeting held on 28th April 2026.
- iv) There was no feedback from Councillors and/ or the clerk regarding 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: 28th July 2026 at 7.30pm.
- 19.5 Finance Committee: 22nd September 2025 at 7.30pm.