

Carlton Parish Council

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

- 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.

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

- i) Now training requests were received and/or processed under delegated authority since the meeting held on 28th April 2026.
- ii) 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.