

Carlton Parish Council

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.

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.

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 puts on an afternoon tea twice a year for the senior citizens of the village. These events are for the Parish residents; two non-Parish residents accompanied two Parish residents on one occasion only. This was an isolated incident and will not be permitted to happen again.'

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

Signed:

Date Approved:

Minute Ref:

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.

- i) 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))
- ii) 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 had 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)