

Carlton Parish Council

FOR THE ATTENTION OF ALL PARISH COUNCILLORS

You are hereby summoned to attend the Parish Council on Tuesday 28th July 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

34. Apologies for Absence

To receive apologies and consider reasons for absence.

35. Declarations of Interest

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

36. Meeting Minutes

- i) To consider the Minutes of the Parish Council meeting, held on 23rd June 2026. (pages 4 to 8)
- ii) To receive the Notes of the NDP Working Group, held on 14th July 2026. (pages 9 to 11)

37. North Yorkshire Councillors Report

To receive the North Yorkshire Councillor's verbal report.

38. Chair's Report

- i) To receive the Chair's verbal report on meetings and events attended since the meeting held on 23rd June 2026.
- ii) To consider the progress of Co-option for the present vacant position of Cllr. (as no applicants have shown interest or come forward within the deadline set of 27th July 2026)

39. 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 23rd June 2026.

40. 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.

41. Communications from the Public/Cllrs

To consider any pre-submitted questions from members of the public on local issues/ concerns, received since 23rd June 2026, as follows

- i) To consider the communication received from Enray Power regarding the Carlton Solar Farm. (issued by email previously)
- ii) To consider the suggested logo provided by Cllr Quinn, for use as a header and the Council's website. (issued by email previously)

42. Finance Matters

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

42.2 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.)
25/06/2026	M3 Wk12	H Phillips	Clerk's June 2026 Salary	08/06/26	£717.98	BACS
23/06/2026	M3 Wk12	HMRC	June 2026 NI Contribution	02/07/26	£49.63	BACS
08/07/2026	n/a	Carlton Methodist Church	June 26 Room Rental	20/07/26	£25.00	BACS

42.3 To consider any Community Grant applications received since the meeting held on 23rd June 2026.

42.4 To consider the quote received relating to the cost of clearing and gravelling the garden around the cemetery chapel, and external funding options available presently. (quote previously issued by email)

42.5 To consider the options and cost of new VAS units for the North and South entrances to the village, presented by the clerk.

42.6 To consider an assessment of the village waste bins, and a programme of improvement/ replacement to align their design, sizing and positions. (This comes from a discussion from the NDP WG meeting held on 14th July 2026, after the village walkabout).

42.7 To consider the options and cost of Christmas street lighting presented by the clerk.

42.8 To consider authorisation of the clerk's standard hours worked in July 2026.

43. Planning Matters

43.1 To consider any Planning Applications received since 23rd June 2026.

43.2 To receive Planning Decisions notified since 23rd June 2026.

- i) ZG2026/0147/REM – Stonebridge Homes & Miller Homes – Withdrawn

Reserved matters application to agree details of substation pursuant to approval ZG2026/0732/OUTM for up to 200 dwellings with access to, but not within, the land to the East of Broadacres, Mill Lane, Carlton.

- ii) ZG2026/0264/FUL – Melrose Education Ltd – Permitted
Installation of boundary fencing at the Holy Family Roman Catholic High School, Long Hedge Lane, Carlton.
- iii) ZG2026/0299/CCP – The Grange, Mill Lane, Carlton. – Permitted
Lawful development certificate for proposed construction of rear dormer.
- iv) ZG2026/0472/HPA – East View, Low Street, Carlton – Permitted
Replacement bay windows and entrance porch.

43.3 To consider any Planning Consultation letters received since 23rd June 2026.

43.4 To consider the street names proposed by Dimmack Brothers Ltd via NYC for the Abbey Coachways development off Low Street, Carlton.

44. Policy Review

- i) To review the Council's Cemetery Rules.
- ii) To review the Council's Cemetery Charges
- iii) To review the Council's Standing Orders.
- iv) To review the Equal Opportunities Policy

45. Action Log

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

46. Training

To receive an update on training requests received and/or processed under delegated authority, and any feedback from training completed since the meeting held on 23rd June 2026.

47. Date Future Meetings

- 47.1 NDP Working Group: 8th September 2026 at 7pm.
- 47.2 Finance Committee: 22nd September 2026 at 7.30pm.
- 47.3 Parish Council: 29th September 2026 at 7.30pm.

Item 36.1

Minutes of the Parish Council held on Tuesday 23rd June 2026 at 7.30pm, in the school room of Carlton Methodist Church.

Present: Cllrs Lowes, Kibble, Quinn, and Taylor.

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

20. Apologies for Absence

The Council received apologies and reasons for absence from Cllr's Clayton, Hancock, and Palmer.

Resolved: That the apologies and reasons for absence received from Cllr's Clayton, Hancock, and Palmer be approved.

21. Declarations of Interest

No disclosures of personal and disclosable pecuniary interests were received from Cllr's on matters to be considered at the meeting.

22. Meeting Minutes

- i) The Council received the draft Minutes of the Annual Meeting of the Parish, held on 19th May 2026.

(The draft Minutes will be presented for approval at the Annual meeting of the Parish scheduled for May 2027)

Resolved: That the draft Minutes of the Annual Meeting of the Parish be noted.

- ii) The Council considered the Minutes of the Annual Meeting of the Council, held on 19th May 2026.

Resolved: That the Minutes of the Annual Meeting of the Council meeting held on 19th May 2026 be approved.

23. North Yorkshire Councillors Report

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

- There is no further progress with the potential pedestrian crossing for Carlton; the Cllr is trying to find out more information and will update the Council asap.
- The Cllr has approximately £2200.00 left in his Locality fund which is available to local groups for projects. Contact the Cllr directly for more information.
- Sherburn-in-Elmet Town Council has made a vote of no-confidence in North Yorkshire Council for many reasons.

The County Cllr asked whether the Parish Council had notification of developer consultation for the planning application for the land off Mill Lane, Carlton – no communications have been received on this matter by the Parish Council.

Cllr Lowes explained to the County Cllr about the recent communications with the Carlton Towers Estate relating to the possibility of a mutual agreement for land for the Parish Council to site a new village play area upon, and asked for advice on the allocation of funds/ contract/ agreement for this.

The County Cllr noted that after a meeting that he had attended with the Estate he felt that S106 funds could be directed to the costs of land/ equipment.

The clerk was given an action from this conversation to contact the Carlton Towers Estate to arrange a face to face meeting on the subject.

Resolved: That

- i) **the County Cllr's verbal report be noted; and**
- ii) **the clerk contact the Carlton Towers Estate to arrange a face to face meeting to further discussions for land for a village playground.**

24. Chair's Report

The Chair had not attended any meetings or events since the meeting held on 19th May 2026.

- A member of the Public contacted the Chair regarding the grit box which they believe belongs to the Parish Council and was sited on Hinsley Lane, Carlton. The grit box has been moved and the area it was in is being used for waste matter from an adjacent building site/ bungalow.
The Chair asked that the clerk confirm who owns the bin, contact the developer to have it reinstated, and find out who owns the land adjacent to the development.
- The Chair asked that the subject of VAS traffic units be revisited and explored by the clerk, and it be reported on at the July 2026 meeting.

Resolved: That

- i) **the clerk confirm who owns the grit bin, contact the developer to have it reinstated, and find out who owns the land adjacent to the development; and**
- ii) **the subject of VAS traffic units be revisited and explored by the clerk, and it be reported on at the July 2026 meeting.**

25. 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 19th May 2026. This is available on the Council's website; the main points are as follows:

- The surrounding garden of the cemetery chapel is still on the action list for being cleared and partial allocation to a memorial garden. The clerk continues to seek a contractor who can complete this work.
- A couple of the allotments have not been worked yet; the clerk contacted those tenants to ask them to take action unofficially and was to chase this up on the return to work. – A discussion was held, and it was agreed that the clerk should issue letters of intention to action, giving a month to see improvement. Being that there are such a number of people on the waiting list, and that this puts

more work on the clerk, it is not appropriate for the tenants not to work their plots.

- There are ten persons on the allotments waiting list.
- A replacement waste bin has been ordered to be sited near the new (replacement) bus shelter. Awaiting confirmation of when it will be installed.
- Further to last month's report that a resident whose grass verge is over-grown, and the responsibility should be NYC, they contacted the clerk again noting that NYC will not cut the area. – this is confirmed as the resident's responsibility to maintain their property whether owned or rented.
- A resident queried when the Mill Lane, Carlton grass verges will be cut. – the clerk enquired with the contractor and they have now been cut.
- A resident, via the community Facebook page, suggested that the Parish Council arrange for Christmas (street) lights. The Council agreed that the clerk is to explore options and costs and present to them as soon as possible.

Resolved: That

- i) **the clerk's report be noted.**
- ii) **the clerk to continue to find a contractor to clear and prepare the cemetery chapel garden.**
- iii) **the clerk issue letters to the allotment tenants who have not worked their plots giving one month to show improvement, otherwise the plot will be taken back; and**
- iv) **the clerk to explore options and costs of providing Christmas (street) lights and report to the Council ASAP.**

26. Carlton Village Hall Report

The Council's representative was absent from the meeting therefore no report was available.

27. Communications from the Public

The Council considered the pre-submitted question/s from members of the public on local issues/ concerns, received since 19th May 2026.

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.

A discussion was held, and a name suggestion which was made was debated, with the Council agreeing that the clerk contact the relevant family to seek their opinion on it, before reverting to the contractor.

Resolved: That the clerk contact the relevant family to gauge their opinion; the clerk is to let the Council know the outcome by email as soon as is possible.

28. Finance Matters

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

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

- 28.2 The Council considered 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

Resolved: That the payment made by the clerk under delegated authority be noted and approved.

- 28.3. The Council reviewed the decision regarding purchasing a waste bin at the new bus shelter adjacent to the SEND School.

Resolved: That this was deferred and will be addressed at a future meeting.

- 28.4 There were no Community Grant applications received since the meeting held on 19th May 2026.

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

The clerk informed the Council that the 20 hours accrued holidays from 2025-26 that were permitted to be carried over have now been taken.

Resolved: That

- i) the clerk's standard hours worked for June 2026 be noted; and
- ii) the clerk's update on carried over accrued holidays be noted.

29. Planning Matters

- 29.1 The Council considered the 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.

Resolved: That the listed planning decisions be noted.

- 29.3 The Council considered the Planning Consultation letters received since 19th May 2026.

- i) ZG2026/0472/HPA – East View, Low Street, Carlton. - deadline 22/06/26
Replacement bay windows and entrance porch.

Emailed to the Cllr's previously.

Resolved: That no comment was required.

30. Action Log

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

Resolved: That the updated Action log be noted.

31. Training

There were no training requests or feedback received since 19th May 2026 meeting.

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

Item 36.2

Notes of the meeting of the Neighbourhood Plan (NP Working Group) held on 14th July 2026 at 7pm, at Carlton Methodist Church.

Present: Cllr's Lowes, Kibble, Quinn, and Taylor, and David Gluck (consultant)

Attending: H. Phillips – clerk and County Cllr M. Jordan.

36. Apologies for Absence

There were no apologies for absence.

37. Declaration of Interest

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

38. Summary notes from the village walkabout/ meeting held on 9th June 2026.

The Notes that were agreed by email when issued by the clerk.

David Gluck assessed the findings of the walkabout, and a discussion/ workshop was held to review and expand the findings. A newly produced document, 'Carlton Village Heart Assessment Framework' was interrogated also.

Suggestions and discussions were as follows:

- To assess and align the village waste bins to make them more aesthetically pleasing, as there are many designs.
- Instigate road narrowing/ traffic calming within the central heart to alleviate the constant pinch-point on the main street.
- To improve the lighting and path surface of Convent Walk. (the clerk already has this as a self-appointed action in the Council's Log). The clerk is also to contact NYC to enquire as to the optimum lux requirement to ensure sufficient lighting is available.
- It was noted that the Advertising boards at the Co-operative Store were supposed to include historical and factual information boards; the clerk to pursue this.
- The greenspace adjacent to the Co-operative store was supposed to have a bench placed on it but this has not happened; the clerk to pursue this.

The Carlton Village Heart document is a working document and will assist in shaping the village for the final version of the Neighbourhood Development Plan.

Within a future planned Public Consultation the Working Group/ Parish Council would encourage public interaction with the points of improvement, to gain their opinion.

39. PID Consultation

The Group received an update from D. Gluck on the next steps in the process, which at present is to expand on the previously set tasks relating to the PID Themes. This will provide relevant information to populate the PID and Plan further.

A Public Consultation is planned for early Autumn, details of which will be advertised nearer the time.

40. PID Themes

- i) The Group received an update from D. Gluck on the themes allocated for work and information gathering from the meeting held on 5th May 2026.

Resolved: That an updated version of the tasks allocation list to be issued by D. Gluck.

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

- Green and Natural Environment.
- Heritage and Conservation.
- Homes.
- Traffic and Transport.
- Community Facilities.
- Business and Commerce.

The focus of the section was the 'Homes' theme, and consideration to the NYC 'Call for Sites' (CfS) document which indicates what is and isn't acceptable for development. This is/will be a very detailed document, and is not yet available to view but when issued this should be used as a reference point. The NDPWG/ Parish Council can earmark potential areas prior to the

Questions from discussion were as follows:

- Where do we/ can we, want the village to expand?
- Where are the alternative areas from the 'CfS' document.
- A Task:- to understand what has been built, where and what style/s over the last 20 years.

- iii) The Housing Survey

From the discussion of the 'Homes' theme it was agreed that a housing survey should be completed. A draft survey has already been produced by D. Gluck and will be distributed to all members. Reference to the 'Village Design Statement' is to be used to enhance the survey.

- It was agreed that the survey should be issued to every household to be completed either via 'Survey Monkey' or a paper copy.
- The draft housing survey is to be collated into an A5 booklet form and will include a new village logo for the survey's purpose.
- There is to be collection boxes in local stores and the doctor's surgery (permission pending) for completed paper copies of the survey.
- A cover letter should be included in the survey booklet to explain what it is and why it is needed.
- A local print service should be used to print the copies (the clerk is to liaise with the contractor for a cost for 1000 copies).
- County Cllr M. Jordan offered the Community House Service for the delivery/ distribution of the booklets to all households in Carlton.
- D. Gluck to assess and expand the draft survey if appropriate and forward to the clerk/ Cllr Quinn.

Resolved: That actions noted to be included in the task allocation document and issued asap by D. Gluck.

41. Photographic Views of Carlton

Cllr Quinn updated the Group on the progress of gathering photographic matter to be included in the Carlton NDP document. It was explained that no further photographic evidence has been proffered therefore Cllr Quin felt it pertinent to put this section on hold until a pint where the Group can target required evidence and complete it at that time.

42. Action Plan

D. Gluck is to update the Action Plan/ Timeline document from the points discussed and allocation at the meeting.

The clerk asked that D. Gluck provide an update as to the status of funds relating to his services before the next meeting.

43. Date & Time of Next Meeting

8th September 2026 at 7pm.