

Carlton Parish Council

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.

ZG2026/0472/HPA – East View, Low Street, Carlton. - deadline 22/06/26

Signed:

Date:

Minute Ref:

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

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

An informal discussion was 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.