

Carlton Town Parish Council

Members of the Parish Council

Peter Dinsdale	Chairman
Raymond Brown	Vice Chairman
Howard Thomas	Councillor
David Suttill	Councillor
Dinah Alonso-Wilkes	Councillor
Carol Brown	Clerk

Minutes of Meeting held on 12th May 2026 at Coverdale Memorial Hall Annexe

Those present:

Councillors Peter Dinsdale, Howard Thomas, Dinah Alonso-Wilkes, Raymond Brown and David Suttill and the Clerk, Carol Brown, attended the meeting along with Jenny Walker from the Water Committee (Working) and Dan Dent, Claire Hodgson and Jess Fall from the Funding and Management Committee.

1. To receive Nominations and elect the Parish Council Chairman for 2026/27.

Cllr Peter Dinsdale was nominated by Councillor Brown and seconded by Councillor Thomas and all voted in favour.

RESOLVED: Cllr Dinsdale was elected as Chairman for the year 2026/27.

2. To receive and elect the Parish Council Vice Chairman for 2026/27

Cllr Raymond Brown was nominated by Councillor Thomas and seconded by Councillor Suttill. All voted in favour.

RESOLVED: Cllr Brown was elected Vice Chairman for the year 2026/27.

3. To receive apologies for absence

None received.

4. To receive any declarations of interest and special dispensations

Councillor Suttill declared an interest in item 7.4 on the agenda.

5. To approve the minutes of the Parish Council meeting held on 26th March 2026

RESOLVED: The minutes from the last meeting were accepted as a true record and duly signed by the Chairman.

6. To receive any public questions, comments or representations

None received

7. To receive a report from the Parish Clerk that includes:

7.1 Completed Actions from Last Meeting

The Clerk asked Councillors to approve the policies that were circulated prior to the meeting on the 26th March 2026.

RESOLVED: All Councillors approved the policies.

Two quotes had been received for the new website and email address, which had been circulated to Councillors prior to the meeting. After discussion it was decided to appoint Parish Online as our website and email provider at a cost of £200.00 plus vat. The Clerk stated that at the moment, it is only statutory for the clerk to have a gov.uk email address and asked if Councillors wished to have one also. Councillors declined this offer at this time.

RESOLVED: The Clerk to contact Parish Online.

All other actions have been dealt with or were items on the agenda.

7. 2 Welcome Letters to New Residents

No new residents

7.3 Items for the June Newsletter

Parish finances will be printed on the reverse of the newsletter. An update on the water plant would also be included.

7.4 Other matters arising

Following the Water Committee (Funding and Management) meeting on the 29th April 2026 it was recommended that the process of drawing down the PWLB Loan be started. An email was circulated to Councillors on 1st May 2026 asking for approval to start the process. All Councillors agreed to start the process, and the Clerk submitted the documents needed on 8th May 2026. The Clerk stated that she would forward the response once it had been received.

A request had been received from Alison Crocker at Barn Cottage to paint the railings opposite her house. After discussion it was agreed to approve her request.

RESOLVED: The Clerk to contact her.

An invoice had been received from Weightmans legal firm for there recent work, which had been circulated to Councillors prior to the meeting. Approval was received to pay the invoice, however the Clerk informed Councillors that they do not accept cheques. The Clerk asked for approval to set up a daily payment limit on the Parish Council bank account to enable invoices to be paid via internet banking. After discussion all agreed to set the daily payment limit at £5000.00.

RESOLVED: The Clerk to arrange.

Councillors Dinsdale and Brown had attended a meeting with James Fawcett at McGarrys Solicitors regarding the easement for the Suttill family spring supply. James Fawcett requested a site plan which had been forwarded; however, he was still awaiting confirmation from the Suttill Family's solicitors to act in this matter.

RESOLVED: Councillor Suttill would follow this up with his solicitors.

7.5 Correspondence

A letter had been received from Coverdale Memorial Hall on the 17th April 2026, which had been circulated to Councillors prior to the meeting. Councillor Dinsdale sent a response on 4th May 2026 stating the Parish Councils position, as yet no response had been received. Councillor Thomas informed the Parish Council that it would be discussed at the next Coverdale Memorial Hall meeting on Thursday.

An email had been received from David Poole from the Leyburn and District Emergency Community Support Organisation requesting a primary and secondary contact name along with a confirmation of our Parish Community Emergency Plan.

RESOLVED: The Clerk to contact the previous Clerk for further information.

An email had been received from David Johnson (formerly of Forge Cottage) regarding his position on paying his outstanding water bill. He had paid only £15.00 towards his £225.00 bill and felt this was all that the Parish Council should receive. After discussion it was agreed for the Clerk to contact him again re-iterating our position and asking for full payment.

RESOLVED: The Clerk to contact David Johnson.

An email had been received from EDF Energy (our electricity supplier) regarding fitting a new electric meter for the water plant, as our current meter had reached the end of its lifespan. After discussion it was agreed to contact them after the new water plant had been installed and a new sight found for the meter. At present the meter is on the back of the Methodist Chapel.

Councillor Suttill informed the Parish Council that he had spoken to Damien Heneghan regarding a contribution to Coverham Churchyard upkeep. He stated that Damien Heneghan had no fixed costs but would contact the Parish Council if funds were needed. Councillors felt that a donation of £300.00 was appropriate as no donation had been made last year. Councillors also felt that other local Parish Councils should also contribute towards the upkeep.

RESOLVED: The Clerk to contact them.

Councillor Brown enquired as to who had planted trees up Melbecks. Councillor Thomas stated that his son had planted them with his permission.

8. To Consider the Funding and Management Committee Report

The Clerk had forwarded a list of businesses given by North Yorkshire Council extracted from the Business Rates database on 13th April 2026, to Councillors prior to the meeting, along with a list she had compiled for 2025/26 year, and 2026/27 year based on the information received. The Clerk explained that she had to request this information through a 'Freedom of Information' request to North Yorkshire Council. She also stated that she believed this list to be incorrect as some holiday let properties were still on the list after being sold earlier in the year. She had contacted North Yorkshire Council to query this and was told that the current status of properties does not reflect the present position, which may be due to work awaiting processing as there is currently a backlog. Also, in addition they stated that some cases may be outstanding with the Valuation Office, pending a change in status.

Following the meeting held on 29th April 2026 the Funding and Management Committee proposed the following to the Parish Council for the 2025/26 and 2026/27 years:

Agricultural Buildings - £750.00 per year plus admin fee of £50.00

Troughs - £75.00 per trough per year plus admin fee of £50.00

Holiday Let Properties – as per Council Tax Banding per year plus admin fee of £50.00

Businesses - Ghyll Farm £750.00 plus admin fee of £50.00 per year

Foresters Arms £600 plus admin fee of £50.00 per year

Coverdale Memorial Hall £300.00 plus admin fee of £50.00 per year

The Funding and Management Committee felt that an admin fee would help cover the costs of setting up contracts as well as helping towards legal fees incurred, as well as the Clerks time.

After discussion it was agreed to adopt the Funding and Management Committee's proposal by 4 votes to 1.

RESOLVED: The Clerk and Dan Dent to gather Council Tax Bandings and forward information to Councillors.

The Funding and Management Committee also suggested asking the YDNP (Yorkshire Dales National Park) for a time extension on the SDF grant money as the date for completion was initially stated as the end of June 2026. As the PWLB Loan has not been received yet, and therefore the plant is not installed yet, it was felt to extend this so the Parish Council did not lose the grant money.

RESOLVED: The Clerk to contact YDNP

9. To receive the Water Report from Jenny Walker and consider any financial expenditure.

Jenny Walker from the Water Committee (Working Group) read out the following report:

Water Report for Parish Council 12th May 2026

The water supplied to the residents of Carlton is currently safe to drink.

Two days after the last Parish Council meeting on 26th March, when all the water supplying the village was coming from the Melbecks source, "something serious happened" within the quarry face at Melbecks which reduced the flow of water greatly. Even switching on the borehole supply did not produce adequate water volume to supply the village.

Raymond investigated immediately on that Saturday with help from Pete Hill and also John Ellerton, and water was piped directly from the Suttill spring into the Hut compound reservoir, where it was chlorinated before going to supply the village.

The actual configuration of the pipe connections from the three supplies – Melbecks, Borehole and Suttill spring – has been altered since then so that all the water is now filtered and chlorinated.

The current water supply to the Hut has now been in this 'temporary' configuration for over 7 weeks. I am unaware of arrangements for the water source within Melbecks quarry face to be investigated before the summer, despite the current favourable conditions due to the dry weather producing very low water flow from the rockface.

The change in pipe connections and directions of flow appears to have altered the registering of the two flowmeters within the Hut, and the current apparent water usage is now 40-45 cubes/day.

I remain very concerned about the ability of our current system of supply and treatment of the water to continue to produce adequate safe water for the residents in the village of Carlton.

The sooner this whole system is replaced with the new water treatment plant the better it will be for the residents and users of Carlton water, thank you.

Jenny Walker, on behalf of Carlton Water Committee

Councillor Dinsdale thanked Jenny Walker for her report.

Councillor Alonso-Wilkes asked why there seemed to be a lot of chlorine in the water.

RESOLVED: Jenny Walker stated she would investigate.

Councillor Dinsdale stated that our contractors H & H would fit a new meter in the middle hut when they install the new plant to help gauge usage. A revised quote had been received from H & H for the new plant of £47979.00 + Vat = £57574.80, this also stated that a new flow meter would be extra at £349.00 + Vat = £418.80. The new pump had already been paid for of £6469.00 + Vat = £7762.80, which was not part of the quote. Councillor Dinsdale stated that H & H would require a 50% deposit of £28787.40 (inc vat) before the plant could be installed. The Clerk stated that the invoice for the 50% deposit had not yet been received but would forward this to Councillors for approval to pay once it was received.

RESOLVED: The Clerk to forward H & H invoice to Councillors for approval.

Councillor's Dinsdale and Brown stated that the quote needed firming up with H & H with a better breakdown of equipment and costs.

RESOLVED: Councillor's Dinsdale and Brown to speak to H & H.

Councillor Dinsdale stated that H & H would service the current plant for insurance purposes until the new plant was installed. He also stated that the pipe in Melbecks supply was dislodged and needs replacing. It was suggested that now the better weather is here Andrew Dent would be asked to investigate.

Jenny Walker informed the Parish Council that she was going away a week tomorrow, back for a week and then away again. Councillor Brown and Peter Hill would also be away at the end of the month therefore cover would be needed for the daily visits to the water plant. It was agreed by the working water committee that Matthew Wilkes would cover this.

10. To consider the areas the areas of grass cutting required in the village to ensure that they are maintained

All areas are covered and are being maintained satisfactorily.

11. To discuss and consider the Parish financial report

The Clerk gave the following information to the meeting:

Bank balances as at 10th May 2026:

Current Account	£20387.18
Deposit Account	£16796.65
Total	<u>£37183.83</u>

Expenditure since the last meeting

		£
C Brown	Salary payments March & April 2026	1171.86
HMRC	PAYE Feb, March & April 2026	426.60

11.1 Requests for payment

The Council approved the following invoices that had either been paid but not yet minuted or have not been paid and needed approval before payment

		£
Amazon, Hewsons, Microsoft	Expenses – Ink, Paper, Stamps, Microsoft Sub	158.67
YLCA	Subscription 2026	72.00
HSBC	March 2026 Bank Charges	1.00
EDF Energy	Electricity to water plant March 2026	134.54
Eden Farm Supplies	Chlorine for water plant	103.20
North Yorkshire Council	Water Sampling x 2 Months	374..18
Weightmans	Legal Advice	2670.00

Income since the last meeting

		£
North Yorkshire Council	50% Precept	18000.00
R Kirkman	Car Park Letting at Beech Cottage	50.00
Sir G Verity	Bull Park Letting	230.00
R Suttill	Melbecks Letting	100.00
D Johnson	Water Contribution Forge Cottage	15.00

11.2 Outstanding Requests for Payment

Contributions are outstanding from the following:

P Dinsdale & Son - £200.00

D Johnson Forge Cottage - £210.00

Coverdale Memorial Hall - £300.00

11.3 Consider and Approve the Parish Council Insurance Renewal

The renewal quote for 2026-27 is £715.62. This is £15.37 higher than last year. The cover documents were circulated to all Councillors before the meeting to check that cover was adequate.

RESOLVED: The Councillors agreed and asked the Clerk to contact Zurich Municipal accordingly.

11.4 To note that Carlton Town Parish Council are not exempt from external audit for fiscal year 2025/2026

RESOLVED: The Council confirmed that Carlton Town Parish Council is NOT exempt from external audit for the year 2025/26 as its expenses exceeded £25,000. Therefore, AGAR Form 3 is approved by Carlton Town Parish Council and a basic review will be conducted by PKF Littlejohn.

The Clerk also informed councillors that Frank Fletcher had highlighted the 'Explanation of High Reserves' which had been submitted in previous years due to the Council having a buffer fund of £40,000.00 and box 7 being twice the amount of box 2 on the AGAR form page 5. However, due to the reserves being depleted and no buffer fund set for the coming year it was felt that an 'Explanation of High Reserves' did not need to be included this year as box 7 was lower than box 2. The Council confirmed this statement.

11.4 (a) To note the Annual Internal Audit Report for 2025/26

The council noted the Annual Internal Audit Report for 2025/26 included at page 3 of the Annual Governance and Accountability Return (AGAR) 2025/26 carried out by Frank Fletcher.

11.4 (b) Consider and approve the Annual Governance Statement

The Annual Governance Statement is a statement that the financial controls operated by this council are carried out with correct procedure. The governance statement and accounts were emailed with this financial report and are on Page 4 of the 2025/26 return. The council were asked to formally approve the Annual Governance Statement.

RESOLVED: The council formally approved Section 1 the Annual Governance Statement 2025/26 for Carlton Town Parish Council on Page 4 of the Annual Governance and Accountability Return (AGAR) 2025/26.

11.5 Consider and approve the Accounting Statements

The Council were asked to formally approve the Section 2 - Accounting Statements which were on Page 5 of the 2025/26 return.

RESOLVED: The council formally approved Section 2 – Accounting Statements 2025/26 for Carlton Town Parish Council on page 5 of the AGAR 2025/26.

11.6 Signing of the Accounting Statements by the Chairman

The Accounting Statements were duly signed by the Chairman

11.7 Approval of publication of documents

RESOLVED: In accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities, Carlton Town Parish Council will publish the following documents on a public website:

Annual Internal Audit Report 2025/26

Section 1 – Annual Governance Statement 2025/26

Section 2 – Accounting Statements 2025/26 Page 5

Analysis of Variances

Bank reconciliation to 31 March 2026

Notice of the period for the exercise of public rights and other information required by the regulation 15(2), Accounts and Audit Regulations 2015

The Clerk informed the Councillors that Frank Fletcher is completely retiring from all accounting work and therefore will not be the Parish Councils internal auditor next year. The Clerk therefore asked Councillors as last year, to approve the purchase of a £50 voucher for the Foresters Arms in lieu of payment for Frank Fletcher for his services.

RESOLVED: After discussion it was agreed for the Clerk to purchase a voucher and write to Frank Fletcher to thank him for his service over the years.

As in previous years the accounts will be circulated to the village on the reverse of the June 2026 Newsletter.

12. To consider items for the next Parish Council meeting agenda July 2026 including items for the September newsletter.

This would be looked at nearer the time.

There being no further business the meeting closed at 9.10pm.

CARLTON TOWN PARISH COUNCIL ACCOUNTS 2025/26

RECEIPTS	2025/26	2024/25	2023/24
Precept	22,000.00	20,000.00	20,000.00
Bank interest	611.94	935.52	806.69
Rent	380.00	290.00	290.00
Water contributions	11,890.00	3,116.67	3,417.50
Water repairs	2,400.00	0.00	0.00
Wayleaves	5.74	5.74	11.48
VAT	14,061.09	0.00	1006.49
Grass Cutting Payment	32.84	32.84	30.79
Donations	0.00	0.00	0.00
Grants	0.00	0.00	0.00
Total receipts	£51,381.61	£24,380.77	£25,562.95

PAYMENTS			
Administration	940.69	1,826.96	965.11
Clerk Salary	7,106.40	4,539.98	4,351.53
Insurance	700.25	633.85	593.30
Charity / Donations (s137)	0.00	250.00	0.00
Open spaces	1,415.47	22.70	605.95
Precept refunds	1,115.77	942.93	925.42
Water plant costs	5,472.40	10,034.36	3,957.16
Water repairs	5,000.00	10,085.75	800.00
VAT	10,105.20	3,729.95	671.03
New Plant Costs	41,109.99	0.00	0.00
Total payments	£72,966.17	£32,066.48	£12,869.50

RECEIPTS AND PAYMENTS SUMMARY

Funds brought forward	40,950.53	48,636.24	35,942.79
Receipts added	51,381.61	24,380.77	25,562.95
Less payments	72,966.17	32,066.48	12,869.50
Balance carried forward on 31st March	£19,365.97	£40,950.53	£48,636.24