Carlton Town Parish Council

Members of the Parish Council

Peter Dinsdale, Chairman	Town Foot (☎ 640480)
Raymond Brown, Vice Chairman	Park View (☎ 640409)
Howard Thomas	Littleside (☎ 640689)
David Suttill	Lane House (☎ 640380)
Dinah Alonso-Wilkes	High Barn (☎640566)
Carol Brown, Clerk	Park View (☎ 640409)

Minutes of Meeting held on 25th November 2025 at 7pm at Coverdale Memorial Hall Annex.

Those present:
Councillors Peter Dinsdale, Howard Thomas, Dinah Alonso-Wilkes, David Suttill and the Clerk, Carol Brown, attended the meeting along with Jenny Walker from the Working Water Committee, Dan Dent and Jess Dinsdale from the Funding and Management Water Committee and three parishioners.

1. To receive apologies for absence
Apologies received from Marina Briggs, Claire Hodgson and Stephen Pritchard

Councillor Brown arrived at 7.30pm and gave his apologies due to unforeseen circumstances.

2. To receive any declarations of interest and special dispensations
No declarations of interest were made.

3. To approve the minutes of the Extraordinary Parish Council meeting held on 11th September 2025
RESOLVED**:** The minutes from the last meeting were accepted as a true record and duly signed by the Chairman.

4. To receive any public questions, comments or representations
None

5. To receive a report from the Parish Clerk

5.1 Completed Actions from meeting held on 10th July 2025
All actions have been dealt with or are items on the agenda.

RESOLVED: A discussion took place regarding a donation to Coverham Churchyard as one was not made last year. In previous years Freddie Lawson had approached the Parish Council for a contribution. After discussion it was decided that Councillor Suttill would approach Damien Henegan, who maintains the churchyard, and ask if he needs anything.

5.2 Completed Actions from the extraordinary meeting held on 11th September 2025
All actions have been dealt with or are items on the agenda.

5. 3 Welcome Letters to New Residents
RESOLVED: The council asked the Clerk to send new residents letters to Greenlea, Avonlea, The Old School, The Old Church, Thistle Cottage and West End Cottage. A new welcome letter is still to be compiled by the clerk.

5.4 Items for the December Newsletter
The clerk to contact Margaret Simpson regarding dates for the Carol singing.
The clerk to also contact the Foresters Arms for any events over Christmas, the WI and provide an update to residents on the water plant.

5.5 Other Matters Arising
Correspondence received
RESOLVED: The clerk informed the Councillors that full planning permission had now been granted from Yorkshire Dales National Parks (YDNP) for the installation of the water tanks. The clerk to now remove the notice.

An email had been received from Yorkshire Water following the recent sewage blockage at Melbecks Studio. It asked if the Parish Council could inform its householders not to place any products down the toilet that may cause a blockage. The clerk informed the Parish Council that some posters had appeared at her house from Yorkshire Water which they asked if the clerk could distribute to properties above where the blockage occurred. The clerk informed Councillors that she had already put one poster in the village noticeboard. After discussion it was unanimously agreed to put it in the December newsletter.

6. To receive the Water Report from Jenny Walker. Update on water plant.

Jenny Walker circulated the following report:

Water Report for Parish Council 25th November 2025

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

After the major leak at South View and Pinfold was repaired in early September water usage dropped by 70 cubes a day to 38-42 cubes a day for a few weeks. Water usage has gradually increased since then.
In October water usage was 40-45-50 cubes per day, up to 50-55 cubes per day in early November, and it is now running at 55-60 cubes per day.

When the water leak was at its highest in late August in that very dry weather it was necessary to use the water from the Suttill spring to maintain adequate water volume as well as Melbecks water and also the Borehole..
After the leak was repaired in early September, it was initially possible to continue using only the Suttill spring supply, but as the usage increased additional volume from the borehole was required. The borehole was also used when torrential rain coloured the Suttill spring water.

Richards Water Solutions mended a leak at Carder Cottage on 14th October, but this only reduced water usage by about 3-5 cubes per day.

In mid-October J Ellerton Groundworks began work to install the new tanks and pipework to bring all five supplies – 3 new springs, Melbecks and the Borehole - into holding tanks above the Water Hut.
The water from the Suttill spring is now not connected to the Hut, and the water supplied to the Hut for treatment and distribution to the village again comes from Melbecks, plus Borehole water when torrential rain colours the water.

The work to install the tanks and pipework from the 3 new springs plus Melbecks and the borehole was extremely difficult, but the main work has been completed. The water from the springs cannot be connected into the Water Hut until the new treatment plant is installed
There is some work needed to tidy the area of the tank installation and to make it safe for visitors including children and dogs accessing this public land. The broken

tank lid – damaged by the heavy plant machinery required - over the Borehole connections is being replaced and the tank cleaned out to comply with NYC Environmental Health legislation. J Ellerton Groundworks have this work in progress.

There is no prospect of the new Treatment Plant being installed this year, and I remain still more than concerned about the ability of our current Water treatment system to continue to produce adequate safe water for the residents in the village of Carlton, thank you.

Jenny Walker, on behalf of Carlton Water Committee

Councillor Dinsdale thanked Jenny for her report.

Update on Water Plant

Councillor Dinsdale stated that the tanks were now installed and that the process had been more difficult than planned. He informed the Parish Council that parts had come wrong, the elbow supply had not been as expected, and poor weather conditions had all contributed.

Councillor Brown informed the Parish Council that the extraction licence was still ongoing with further investigations needed.

RESOLVED: A discussion took place regarding an automatic variable chlorine dosing system which alters the chlorine automatically, helping to lessen the manual hours needed to monitor the plant. Councillors Dinsdale and Brown had spoken to H & H about this and had received a quote for approximately £10000.00. The quote was for two separate systems, one for dosing and one for monitoring levels. However, it was uncertain if this was an automatic dosing system. Each system would have an annual recurring subscription cost which would need to be factored into the costs. It was decided that a Working Water Committee meeting would need to be arranged to discuss this further and decide on a suitable system. Councillor Brown also stated that he was trying to communicate with another supplier regarding an alternative system. A grant is available from the Yorkshire Dales National Parks (YDNP) for up to £10000.00 for sustainable development. The Funding and Management Committee are looking into this.

7. To receive a report from the Funding and Management Committee regarding the household questionnaire results and proposal to the Parish Council

A report from the Funding and Management Committee had been circulated to Councillors prior to the meeting along with a budget forecast, cash flow, business case and results from the recent questionnaire. Councillor Brown asked that it be minuted that he had been unhappy with the questionnaire and letter sent out to households and felt it had been one sided.

Dan Dent from the Funding and Management Committee read out the following report and business case proposed, supporting the PWLB loan option.

Business Case for the Carlton Community Water Supply Project

1. Carlton Parish Council (CPC) has been managing the water supply under the auspices of a Water Charter which dates from 1891. The supply currently serves over 100 properties in the village. The responsibility for maintenance and repairs of the primary distribution and plant rests with the Parish Council.

2. Currently domestic properties contribute to the running costs of the water supply through a precept on the Council Tax. Separate arrangements are made with businesses, including holiday lets run as businesses, who are invoiced directly by the Parish Council.

3. Over the past two years, the CPC, supported by the Water Committees, have been working to resolve the challenges facing our village's water supply. The need to replace the Mel Beck treatment plant combined with regulatory pressures means that investment can no longer be delayed.

4. In 2024 community meetings were held to discuss solutions to the problems with the water supply and initially it was agreed to investigate the feasibility of connecting the village supply to the Yorkshire Water system, however this proved to be very costly and not feasible for the CPC to facilitate.

5. Since then, quotations have been obtained by the CPC for a replacement treatment plant, new pipework, and holding tanks at Mel Becks. The total costs including fees and recoverable VAT are estimated to be approx. £125,000.

6. A nearby alternative supply has been identified which meets the appropriate standards, this will become the primary source with Melbecks acting as a backup.

7. Timelines for installation are in place, with new tanks installed in October and the new plant due to be installed in early 2026 when funds are available.

8. Cash flow projections have been prepared to test how the work can be afforded, while maintaining reserves for emergency repairs. It has been estimated that a loan of £75,000 will be required alongside contributions from CPC reserves (see financial cash flows).

9. At the extraordinary meeting on 11th September, the CPC reviewed funding options in order to cover the projected £75,000 shortfall by Spring 2026. It was agreed to consult the local community on two approaches:

    a. Borrowing from the Public Works Loan Board (PWLB) – a loan over 5 years, repaid through the parish precept and contributions from businesses.
    b. Voluntary property contributions – each property making a one-off donation to avoid borrowing. This required every property to contribute promptly and in full; if some cannot or do not pay, the project cannot proceed.

10. A survey was carried out of all water consumers in the village. An explanatory letter was issued on 9th October 2025 with a questionnaire seeking a yes/no answer on a) whether respondents approved of the Carlton Water Supply Project; b) whether respondents agreed that this could be paid for through an increase in the precept and c) whether respondents would agree to pay a one-off voluntary contribution of £750.

11. An invitation was issued to attend series of Open Events Monday 13th October, Wednesday 22nd October and Saturday 25th October to discuss the project and ask questions of the CPC and members of the water funding group about the proposals. These were well attended and deemed to be successful with responses and clarifications provided.

12. The survey was open for a month concluding on 9th November 2025. A total of 99 questionnaires were issued with 70 returned 69 (98%) were in favour of the CPC proceeding with the project. 60 (85%) were in favour of the CPC proceeding funded through an increase to the precept.

13. 46 (66%) were in favour of making a voluntary contribution of £750. (20) 30% voted against this option with the balance being uncompleted forms. On this basis, as the 100% threshold has not been met, this option has been discounted as unviable. It would not raise the required amount of capital and there is no means of enforcing payment.

14. CPC is now asked to resolve to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £75,000 over the borrowing term of 5 years for the Carlton Community Water Supply Project. The annual loan repayments will come to around £17,000. This will be funded through an increase in the precept, contributions from businesses and drawing on reserves.

15. It is proposed to increase the council tax precept for the purpose of the loan repayments by the equivalent of an additional £103 a year for a Band D property. This has been subject to a precept increase consultation which evidences substantial majority support for the project and for a precept increase.

RESOLVED: Following a vote, it was unanimously agreed to accept the proposal.

The Parish Council therefore **resolved** to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a borrowing approval of £75,000 over the borrowing term of 5 years for the Carlton Community Water Supply Project. The annual loan repayments will come to around £17,000.

This will be funded through an increase in the precept, contributions from businesses and drawing on reserves. It is proposed to increase the council tax precept for the 'purpose of loan repayments' by 50% which is the equivalent of an additional £103 a year for a Band D property. This has been subject to a precept increase consultation which evidences substantial majority support for the project and for a precept increase.

The Clerk, to gather all necessary documentation for the application. Dan Dent to help fill in the application form.

8. To receive an update on the broken wall at the village garden and collapse of the beck wall

RESOLVED: Councillor Dinsdale had approached a local builder to investigate the walls however nothing has yet been sorted. Councillor Brown wondered if the fault was anywhere near the pub gas tank. Councillor Dinsdale to investigate further.

9. To receive an update on the repairs to Melbecks Wall

RESOLVED: Councillor Dinsdale to speak to Andrew Dent regarding repairing the wall.

10. To receive an update regarding the electricity box on the chapel

RESOLVED: Councillor Brown to speak to Mike Hammond at Northern Powergrid. A suggestion was made about using the telephone box as an alternative electrical connection for the water plant. A resident stated that due to the poor mobile phone signal in the village, the telephone box was essential for emergency usage.

11. To discuss and consider the Parish financial report including:

The Clerk gave the following information to the meeting:

Bank balances as at 19th November 2025:

Current Account	£2181.21
Deposit Account	£55069.54
Total	£57250.75

11.1 Expenditure since the last meeting

C Brown	Salary Payments for Sept & Oct 2025	936.00
HMRC	PAYE	426.60

Requests for payment

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

		£
HSBC	Bank Charges Aug, Sept & Oct 2025	14.00
EDF Energy	Electricity to Water Plant	731.98
North Yorkshire Council	Water Analysis (4 Months)	748.36
Coverdale Memorial Hall	Hall Hire	54.00
North Yorkshire Council	Section 50 Licence	150.00
Environment Agency	Water Abstraction Licence	564.30
Richards Water Solutions	Water Leak	2760.00
Carol Brown	Expenses – Ink/Stamps/Tea & Coffee for drop in	54.66

Income since the last meeting

		£
HSBC	Interest on Savings Account	195.12
North Yorkshire Council	Half Yearly Precept	11000.00
L & A Dent	Agri Water Contribution - Trough	75.00
L & A Dent	Water Contribution Ghyll Farm	400.00
H & S Pritchard	Water Contribution Heathlands	300.00
E Ireland/C Buzazi	Water Leak Repair South View	800.00
M Stott	Water Contribution Coverdale Lodge	300.00
D Boucherat	Water Contribution Carlton Old Hall	600.00
D Johnston	Water Contribution Forge Cottage	300.00

11.2 Outstanding contributions from business properties towards the water supply

Contributions are outstanding for P Dinsdale & Sons for agri contributions.

Contributions are outstanding for A Dent (Thistle Cottage, Church Manor & The Old School), A Cowings (Barn Acre, Half), R Kirkman (Beech Cottage, Two Thirds).

Contributions are outstanding for the water leak for D Coleman (Pinfold & Simes Yard)

RESOLVED: Councillors instructed the clerk to send reminders to those businesses still outstanding.

RESOLVED: A discussion took place regarding charging Coverdale Memorial Hall for water services as it had never been charged before. It was felt that the Memorial Hall was classed as a user of the water and should be charged accordingly. A resolution was put forward to charge the Memorial Hall £600 reduced to £300 for last year 1st April 2024 to 31st March 2025 due to it being a charity and community asset. A vote was called and resulted in 4 against 1 voting in favour of charging. The clerk to write to the Coverdale Memorial Hall Committee.

11.3 Agreement of the water buffer fund

The councillors considered the half year accounts and given that the new plant will be in the region of at least £100,000, it was agreed not to set the buffer at this time until the new plant is paid for. This will be looked at again once the PWLB loan has been received and all invoices for the new plant have been received.

11.4 Half Year Finance Report

	£
C/F Balance on 01/04/2025	£40950.53
Total expenditure for period	-12858.36
Total revenue for period	9008.08
Precept	22000.00
Interest	384.83
Total as at 30/9/25	**£59485.08**

Councillors were given the six-monthly budget sheet that detailed receipts and expenditure and is therefore more detailed than the statement above. This document provided more detail needed to consider setting the precept, showing actual amounts of receipts and expenditure for the year (in black) as well as amounts of receipts and expenditure to date, ie for six months (in red). The amounts in red will increase but it is a problem to quantify these amounts as costs are always unknown eg amounts of chlorine, spares or maintenance required on the water plant and leakage repairs and therefore difficult to forecast. Councillors were also given the detailed cash flow and budget provided by the Funding and Management Committee for the new plant.

11.5 To consider setting of the precept

Councillor Dinsdale stated that the budget provided by the Funding and Management Committee had provided two options for the precept required for 2026/27. The first option set the precept at £33000.00 which is a 50% increase on last year's precept. It also stated that due to 5 holiday let businesses now becoming residential and therefore paying council tax, the business contributions would drop to £6750.00. After total expenditure including the PWLB loan repayments it would only leave approximately £4618.00 for reserves and emergency repairs. The second option put the precept at £35400.00 with business contributions at £6750.00, after expenditure it would leave approximately £7018.00 for reserves and emergency repairs. The clerk had received two invoices from our contractor H & H, one for £7604.50 and the other for £1252.46 for fittings for the water tanks which had been circulated to Councillors prior to the meeting. Councillor Dinsdale stated that these were extras and not included in the original quote either from H & H or J Ellerton, and were unexpected, however he would enquire further. The final invoice from J Ellerton Groundworks had also been received on 24th November 2025 which had been circulated to Councillors before the meeting. The invoice was for £32274.43 (inc vat) which was slightly over the original quote of £30000.00 (inc vat), however Councillors were happy for this to be paid as J Ellerton had put an extra tank in and had laid the stone for the track up Melbecks which had been provided by YDNP.

RESOLVED: After discussion and considering the information provided by both the Clerk and the Funding and Management Committee, the Parish Council unanimously agreed to

set the precept level at £36000.00 for the year 2026/27. The Clerk to fill in the required form and send to NYC before 31st December 2025 deadline.

RESOLVED: Councillor Dinsdale to contact Mike Guerney at YDNP to ask for further stone to complete the track following the tank installation. Councillors asked the clerk to send thank you letters to YDNP for the stone and North Yorkshire Highways for the recent road repairs from Carlton to Wensley road end.

A discussion also took place regarding the charging mechanism for businesses going forward for water services. Councillor Dinsdale proposed charging holiday let businesses double the comparable council tax band that is currently used for similar residential properties, plus an administration fee of £50. Farm buildings charged double a band H (the highest band) property or charged per rateable value. The Clerk stated that she receives a list of business properties with their rateable value, who receive business rate relief at the beginning of April each year.
RESOLVED: Councillors asked the clerk to work out the banding for each holiday let business from their rateable value and forward her findings to Councillors.
A member of the public disagreed with the administration fee of £50 being added and felt this was excessive. Councillor Dinsdale asked that the charging mechanism be charged in advance rather than in arrears and proposed that those holidays let businesses still operating as businesses have this current year (2025/26) wrote off and then billed in advance in April 2026 for the 2026/27 year. After discussion it was unanimously agreed to implement the changes discussed, however the administration fee would not be charged.

The Clerk asked Councillors if they could provide her with information regarding the sewage disposal works at the bottom of the village as this had been included on the list of business properties given by NYC. The clerk asked if this was connected to the water supply and if so, should they have an invoice for water charges.
RESOLVED: Councillor Dinsdale stated this was owned by Yorkshire Water but believed they were not connected to the Community Water Supply but would enquire further.

11.6 To consider precept refunds
Following the recent survey some second homeowners had questioned if the Parish Council could refund them the double charge for the water put on their bills by NYC. The Clerk stated that as NYC was the billing authority, second homeowners should apply to NYC for a refund, however she had written to NYC asking this question; and was awaiting a response. She would inform Councillors once a response had been received. Councillor Brown stated that he felt it was unfair for second homeowners to pay twice for water.

Council tax bills - Refunds are due to villagers who are not connected to the water supply. The Clerk to send out the usual letters to Mr F Lawson, Sir Gary Verity, Mr A Parr and Mr & Mrs M Suttill. Letters would also be sent to Highfield House and West Highfield Farm.

12. To consider and set the calendar of Parish Council meetings for 2026
Agreed dates were 29th January 2026, 19th March 2026, 7th May 2026, 9th July 2026 and 8th October 2026.

13. To Consider items for the next Parish Council meeting agenda in January 2026
Items to include review of risk assessment and asset register, water contributions and land letting rates, VAT refund claim, update on the water plant and items for the March 2026 Newsletter.

There being no further business the meeting closed at 8.55pm

CARLTON TOWN PARISH COUNCIL ACCOUNTS 2025/6 - HALF YEAR						
	Half Year	Full Year	Full Year			
RECEIPTS	**2025/26**	**2024/25**	**2023/24**			
Precept	22,000.00	20,000.00	20,000.00			
Bank interest	384.83	935.52	806.69			
Rent	380.00	290.00	290.00			
Water contributions	6,675.00	3,116.67	3,417.50			
Water repairs	0.00	0.00	0.00			
Wayleaves	5.74	5.74	11.48			
VAT	1,914.50	0.00	1,006.49			
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	**£31,392.91**	**£24,380.77**	**£25,562.95**			
PAYMENTS						
Administration	759.66	1,826.96	965.11			
Clerk Salary	3,445.20	4,539.98	4,351.53			
Insurance	700.25	633.85	593.30			
Charity / Donations (s137)	0.00	250.00	0.00	Coverham Churchyard		
Open spaces	1,415.47	22.70	605.95			
Precept refunds	0.00	942.93	925.42			
Water plant costs	2,465.96	10,034.36	3,957.16			
Water repairs	2,550.00	10,085.75	800.00			
VAT	1,156.99	3,729.95	671.03			
New Plant Costs	364.83	0.00	0.00			
Total payments	**£12,858.36**	**£32,066.48**	**£12,869.50**			
RECEIPTS AND PAYMENTS SUMMARY						
Funds brought forward	40,950.53	48,636.24	35,942.79			
Receipts added	31,392.91	24,380.77	25,562.95			
Less payments	12,858.36	32,066.48	12,869.50			
Balance carried forward on 31st March	**£59,485.08**	**£40,950.53**	**£48,636.24**			
Red figures are six month totals and therefore subject to change						