

Carlton Town Parish Council

Members of the Parish Council

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

Minutes of Meeting held on 26th March 2026

Those present:

Councillors Peter Dinsdale, Raymond Brown, Howard Thomas, Dinah Alonso-Wilkes and David Suttill and the Clerk, along with Jenny Walker from the water committee (working) along with Dan Dent from the water committee (funding and management) and 3 members of the community.

1. To receive apologies for absence

No apologies were received.

2. To receive any declarations of interest and special dispensations

No declarations of interest were made.

3. To approve the minutes of the Parish Council meeting held on 29th January 2026

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

3.1 To approve the amendment made to the 25th November 2025 minutes.

RESOLVED: The amendments made had been circulated via email to all Councillors prior and were accepted as a true record and signed by the Chairman.

4. To receive any public questions, comments or representations

None received.

5. To receive a report from the Parish Clerk

5.1 Completed Actions from the Last Meeting

All actions had been dealt with or are items on the agenda.

The Clerk asked if the wall up Melbecks Track had been repaired. Councillor Dinsdale stated this had been repaired by Andrew Dent.

5.2 To consider the renewal of the Parish insurance cover

The Clerk informed Councillors that it was a bit early for renewal documents, but these would be circulated to the councillors once they have been received. These would be discussed at the next meeting in May 2026. The insurance last year was £700.25 with Zurich Insurance.

5.3 Review of the Clerk's salary and hours

The Clerk informed the meeting that she started working as Parish Clerk on 1st August 2024 with a starting rate of pay of £13.50 per hour for 6 hours per week. Due to the establishment of a new subcommittee and the amount of work required regarding the new water plant her hours were increased to 10 hours a week at the same rate of £13.50 per hour on 20th March 2025. The current salary range for a parish clerk and Responsible Financial Officer for this size of council (LC1) is £13.26 to £16.08 per hour.

The hours can be reviewed again to bring them back down to the 6 hours or lower depending on the outcome of the new subcommittee and the installation of the new water plant.

The Clerk asked the Parish Council to review her hours and hourly rate. The Clerk then left the room.

RESOLVED: The Parish Council agreed to increase the Clerks hours to 14 hours per week at a rate of £14.50 per hour. The Clerk thanked the Parish Council.

5.4 Welcome Letters to New Residents

None.

5.5 Invoices for Water Contributions

The Clerk circulated the finance report to Councillors prior to the meeting listing Agricultural buildings and Business properties who have been asked for contributions towards the water supply in the past. The Clerk asked for the Parish Council to confirm that the following amounts to be charged are correct.

J Simpson	Agricultural Buildings	£600.00
P Dinsdale & Son	Agricultural Buildings	£200.00
R Suttill	Agricultural Buildings	£150.00
R Utley	Cattle Trough	£75.00
M Horner	Cattle Trough	£75.00
M Suttill	Cattle Trough	£75.00

Donations from business properties in the village are also due for the past year 1st April 2025 to 31st March 2026. The Clerk asked the Parish Council to confirm that the following amounts were correct.

		£
Mr M Stott	Coverdale Lodge Cottage	600.00
Mrs J Hayes	Old Hall Byre	600.00
L & A Dent	Ghyll Farm	400.00
Warren & Charlotte	Foresters Arms	600.00
D Boucherat	Carlton Old Hall	600.00
Yvonne Hall	Midsummer House	600.00
Mr Bob Inch	Lyndhurst	600.00
Mr M Yeatts	Coverlea	600.00
C Buzari	South View	600.00
T Powis & A Cowings	Barn Acre	600.00
Hebe & Steve Pritchard	Heathlands	600.00
Rev R Kirkman	Beech Cottage	600.00
Coverdale Memorial Hall	Coverdale Memorial Hall	300.00

RESOLVED: Councillors would discuss this at the next meeting in May 2026 where the Funding and Management Water Committee would report with a new pricing strategy following advice from Clive Mottram at Weightmans.

The Clerk has also requested information from North Yorkshire Council for an up-to-date list of business properties to ensure all properties are included but as yet have not received this information.

5.6 Parish Council Website and email

The Clerk informed the Parish Council that new requirements were coming into force for the upcoming year regarding the Annual Governance and Accountability Return (AGAR). The new requirement is pertaining to ascertain 10, digital and data compliance, regarding the Council Website and email addresses. The Clerk also stated that some residents were struggling to find the website and there was an increasing amount of pop-up adverts appearing.

RESOLVED: After discussion the Councillors agreed to update the website and Parish Council email address for the Clerk only, to meet the Digital and Data Compliance. The Clerk to get quotes and discuss at the next meeting in May 2026.

5.7 Damage to wall at Butchers Bridge

Councillor Thomas stated that there had been some damage to the wall at Butchers Bridge and asked if this could be looked at. Councillor Suttill stated that he had looked at it and reported that a stone had become dislodged.

RESOLVED: After discussion it was decided for Councillor Dinsdale to ask J Ellerton to rectify this when he next comes to the water plant.

5.8 Correspondence Received

Planning Application R/67/17P/LB – The Foresters Arms

Listed building consent for the replacement of existing timber windows to the North, West and East elevations with double-glazed heritage timber windows and for the replacement of storeroom door with new double-glazed door and window arrangement.

RESOLVED: This was circulated via email to Councillors prior to the meeting. No objections were raised.

Planning Application R/67/45C – East Farm

Full planning permission for erection of two bay extension to existing agricultural building.

RESOLVED: This was circulated via email to Councillors prior to the meeting. No objections were raised.

SDF Grant

An email had been received from YDNP (Yorkshire Dales National Park) stating that our application for a SDF (sustainable Development Fund) grant had been approved. This was circulated to Councillors prior to the meeting.

D Wilkinson Precept Refund

Following the Parish Council letter sent to D Wilkinson at Highfield House regarding a precept refund an email reply had been received stating that they were not aware of the precept refund for those properties not connected to Carlton Water Supply. They asked if the precept refund was retrospective as they had been on their own private water supply for 50 years. This had been circulated to Councillors prior to the meeting.

RESOLVED: After discussion it was agreed for the Clerk to send a reply stating that the precept refunds are at the Parish Council's discretion and if they wish to pursue a retrospective refund they would have to apply to NYC (North Yorkshire Council) as they are the billing authority.

Dog Fouling

The Clerk had received several emails from residents regarding dog fouling in the village. Residents had also stated that dog waste was being left in residents bins as well as on public land and footpaths and asked if a dog waste bin at the bottom of the village along with appropriate signage encouraging dog owners to pick up after their animals, could be provided. The Clerk stated that a section had been included in the newsletter.

RESOLVED: After discussion it was decided to install a bin on the roadside wall near the Memorial Hall and another one at the bottom of the village. The Clerk to obtain quotes for two new bins as well as signage and a dispenser for dog waste bags.

H & H Water Services Ltd Invoice

An email had been received from H & H requesting payment of the outstanding invoice for the water pump for the new plant, which had been invoiced separately from the new plant. The Clerk stated that the PWLB Loan application had not yet been approved and asked Councillors to approve payment for the invoice out of the Parish Council's reserved funds.

RESOLVED: After discussion it was agreed to pay the outstanding invoice. Clerk to arrange.

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

Jenny Walker gave the following report:

Water Report for Parish Council 26th March 2026

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

Water usage had settled to 60-65 cubes per day in January. This rose in early February to 70-75 cubes per day and in the third week to 80 cubes and then 93 cubes per day. A late-night leak detection outing by Raymond and Pete found there was a 33 cube leak below the pub and a 20 cube leak between the pub and Melbeck Studio. Investigating for the leak below the pub located a recently used but unnoticed flowing tap and closing this reduced the water usage by about 30 cubes, and repairing a leaking pipe in a field supplying a trough reduced usage further to 55-60 cubes per day where it continues now.

A village this size is expected to use up to 35-40 cubes per day.

Our water supply is currently coming from Melbecks only, adding the Borehole when heavy rain produces a lot of colour in Melbecks. Melbecks has been fairly clear recently and the Borehole has been able to be switched off for over 3 weeks in the last 2 months, saving power.

Connection of the new spring supplies to the new tanks above the Hut was completed over 4 months ago but still cannot be used until the new Filtration and Treatment Plant is installed in the Hut, which cannot happen until funding is available.

The last annual service of the equipment in the Hut by the Culligan engineer was on 26th February 2025. Most of the equipment in the Hut is obsolete and cannot be serviced.

This annual service has always been needed for the Insurance which covers the volunteers who keep the water supplied to the residents and visitors to the 100+ houses in Carlton safe to drink.

The conduit protecting the electricity cable carrying the supply up to the Hut has been damaged near the gate of the track to Melbecks. This may be at further risk due to heavy traffic using the track and running over the concrete posts producing more landslip in that area above the cable.

I remain very concerned about this whole situation, 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

Jenny Walker asked about the electric cable that is exposed and asked if this could be covered up. Councillor Brown stated that this is an armoured cable and the exposure had been caused by water flow. Councillor Dinsdale stated that J Ellerton would investigate this on his next visit.

Councillor Dinsdale stated that H & H would come to look over the current plant for insurance purposes until the new plant is installed.

Councillor Brown stated that the application for the abstraction licence was held up until the easement was sorted with the Suttill family. This would need to be sorted as soon as possible.

RESOLVED: The Clerk to arrange an appointment with McGarrys Solicitors for Councillors Dinsdale and Brown to attend.

7. Update on Legal Advice

The brief received from Clive Mottram at Weightmans had been circulated to Councillors via email on 6th March 2026 for their information and comments. A Teams meeting had also been held with Clive Mottram, Dan Dent and Stephen Pritchard from the Funding and Management Committee and the Clerk to discuss the brief. An email of questions had also been forwarded to Clive Mottram from Councillor Dinsdale as he was unable to attend the Teams meeting.

Dan Dent and the Clerk stated that the meeting had been informative and that Clive Mottram had suggested not to hurry into changing the charging mechanism at present. He advised looking at putting contracts in place for businesses along with a new Charter. He stated that Domestic properties have priority over the water and Holiday Lets are classed as domestic properties and fall within the category of residential properties.

He advised that the Council Tax banding system was an acceptable and defensible charging mechanism and the use of the word 'voluntary' should be omitted from the Parish Council's invoices when issuing to businesses. The Parish Council are classed as a Private Water Supplier and North Yorkshire Council is the regulator for quality.

RESOLVED: After discussion it was agreed for the Funding and Management Water Committee to report back to the Parish Council with a charging mechanism going forward. The Clerk to arrange a meeting of the Funding and Management Committee.

8. Update on PWLB Loan

The Clerk informed the Parish Council that the application for the PWLB Loan had still not been officially approved. She stated that the original application form had been sent on 29th January 2026 with it being returned to the Parish Council three times requiring more information each time. The Clerk stated that she had contacted Karen Mann at YLCA (Yorkshire Local Councils Association) prior to the meeting to ask for an update on the application. Karen Mann responded stating that she had followed this up on our behalf and

the application was now with the loan approver, who would forward the Parish Council a notice of approval or a request for more information soon. The Clerk would forward the response as soon as it is received.

9. Review of Standing Orders, Financial Regulations, Records Management Policy & GDPR Data Audit

The policies had been circulated to the councillors prior to the meeting. However, these had been sent late by the Clerk, and the Councillors required more time to inspect them.

RESOLVED: After discussion it was agreed for the Clerk to contact Councillors via email before the next meeting to seek approval of the policies.

10. To discuss and consider the Parish financial report

The Clerk gave the following information to the meeting:

Bank balances as at 24th March 2026:

Current Account	£3540.42
Deposit Account	<u>£25296.65</u>
Total	<u>£28837.07</u>

10.1 Expenditure since the last meeting

		£
Carol Brown	Clerks Salary Jan & Feb 2026	936.00

Requests for payment

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

		£
Sir G Verity	Precept Refund	237.79
F Lawson	Precept Refund	237.79
M Suttill	Precept Refund	237.79
H Parr	Precept Refund	201.20
D Wilkinson	Precept Refund	201.20
HSBC	Bank Charges Jan & Feb 2026	7.00
EDF Energy	Electricity to water plant Jan & Feb 2026	821.20
Coverdale memorial Hall	Hire of Hall for meetings	18.00
Camlab	Chlorine Testing Tablets	121.53

Income since the last meeting

		£
HMRC	VAT Refund	12146.59
R Kirkman	Water Contribution Beech Cottage Balance	400.00
A Cowings	Water Contribution Barn Acre Balance	300.00
A Dent	Water Contribution Church Manor	850.00
A Dent	Water Contribution Old School	800.00
A Dent	Water Contribution Thistle Cottage	850.00
C Buzazi	Water Contribution Elm Tree Cottage	500.00
HSBC	Deposit Account Interest	51.23

Outstanding refunds on Water precept

All are paid and up to date. The Clerk has written to Mr Slingsby at West Highfield Farm, but no reply has been received yet.

10.2 Outstanding requests for payment

The Clerk stated the following:

Outstanding contributions from business properties towards the water supply from 1st April 2024 to 31st March 2025:

P Dinsdale & Sons for Agri Contributions - £200

Coverdale Memorial Hall - £300

Contributions were also asked from the following businesses that had ceased trading from 1st April 2025 to cessation date and were pro rata'd:

D Johnson at Forge Cottage - £225

To consider Parish Land letting rates

RESOLVED: The councillors confirmed the rates for the land lettings are to stay the same

Bull Park - £230.00

Parking Space by Beech Cottage - £50.00

Melbecks - £100.00

11. To consider items for the Annual Parish Council meeting agenda on 14th May 2026

Election of Chairman and Vice Chairman, End of year accounts, Annual return, June newsletter and Parish Grass Cutting.

RESOLVED: Councillors agreed for Frant Fletcher to be asked to audit the Parish Council Accounts.

There being no further business the meeting closed at 8.55pm