

# 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 at Coverdale Memorial Hall Annexe on 29th January 2026 at 7.30pm

## Those present

Councillors, Peter Dinsdale, Dinah Alonso-Wilkes, Howard Thomas and the Clerk, along with Jenny Walker from the water committee and 8 members of the community.

Councillor Brown arrived at 7.40pm and apologised for his lateness.

### 1. To receive apologies for absence

Apologies received from Councillor Suttill, Stephen Pritchard and Martin Stott.

### 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 25<sup>th</sup> November 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

**RESOLVED:** It was brought to the Parish Councils attention that the Parish Council meeting due to be held on Thursday 7<sup>th</sup> May 2026 would coincide with the Coverdale Memorial Hall General Meeting. Therefore, all Councillors agreed to move the Parish Council meeting to the 14<sup>th</sup> May 2026. Clerk to adjust dates on the website.

**Question:** Jenny Walker asked if the recent water bill for £300, sent to the Coverdale Memorial Hall for period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025 was fair and reasonable. She stated that the query was more due to the timing of receiving the bill and the lack of knowledge that this was being charged as in the past the Coverdale Memorial Hall has never been billed for water.

Councillor Dinsdale stated that historically all water bills were charged in arrears. Following a Parish Council resolution made on 25<sup>th</sup> November 2025, the Parish Council voted to start charging the Memorial Hall for water, but due to it being a community building had voted to reduce the charge from £600 to £300.

Jenny Walker stated that there was to be a Memorial Hall Meeting next week and this would be discussed.

Councillor Dinsdale suggested that following the Memorial Hall meeting, members of the memorial Hall Committee should contact the Parish Council with their thoughts.

### 5. To receive a report from the Parish Clerk

#### 5.1 Actions from Last Meeting

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

The Clerk asked if Damien Heneghan had been asked if he required anything towards Coverham Churchyard. Councillor Suttill had been tasked with this action. Clerk to contact Councillor Suttill.

The Clerk asked Councillor Dinsdale if more stone had been asked for from Mike Guerney at North Yorkshire Highways to finish the track up Melbecks.

Councillor Dinsdale stated that this would be requested once the new water plant had

been installed, and vehicles would no longer be going up and damaging the track. He felt this was better done after the works had finished. The Clerk to send thank you letter to North Yorkshire Highways for the stone already received and the recent main road works from Melmerby to Wensley.

The Clerk had also emailed Ian Godfrey at North Yorkshire Council regarding working out Council Tax Banding for holiday let businesses. She had not received a reply yet but would forward the information to Councillors once received.

Following a query from the Clerk regarding the Sewage Works at the bottom of the village as to whether they were on our water supply or not, Councillor Dinsdale stated that they were not on our supply.

### **5.2 Welcome Letters to New Residents**

The Clerk to send welcome letters to the following:

Elm Tree Cottage – Mr & Mrs Hoyle

Forge Cottage – Kevin (Councillor Thomas would find out his surname)

### **5.3 Items for the March 2026 Newsletter**

Councillor Alonso Wilkes asked that the availability of newspapers in the village box from Hewsons newsagents in Leyburn be included.

The Clerk had also received information regarding the Muker Band Concert in April 2026 which would be included.

### **5.4 Update on PWLB Loan Application**

The Clerk informed the meeting that the Water Committee (Funding and Management) had completed the application form, and this had now been sent to Sheena Spence at Yorkshire Local Councils Association (YLCA) for her approval.

### **5.5 Update on Village Garden and Beck wall**

Councillor Dinsdale stated that he had approached Dave Moore but due to the bad weather this would be looked at in the Summer and a quote would be obtained.

### **5.6 Update on Melbecks wall**

**RESOLVED:** The wall has still not been repaired. Councillor Dinsdale to speak to Andrew Dent.

### **5.7 Update on Electricity Box on Chapel**

Daniel Dent stated that this could be left on the Chapel for now, until the new plant had been installed and a decision made regarding relocating it.

### **5.8 Other Matters Arising – Parish Council Website and Email Address**

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 regarding the Council Website and email addresses. The Clerk informed the Parish Council that she would look into this further and report her results at the next meeting.

### **Added item not on the agenda**

#### **Phone Call from Rishi Sunak (MP) Office**

The Clerk stated that she had received a phone call from a Malcolm Warne who works for Rishi Sunak (MP) regarding a visit to Coverdale Memorial Hall on Friday 6<sup>th</sup> February 2026. He stated that Rishi Sunaks visit was not a surgery but a meet and greet and asked if his visit could be advertised on the Parish Council website and a poster placed in the noticeboard.

**6. To receive the water report from Jenny Walker and consider any financial expenditure including electricity contract for the Water Plant (fixed for 3 years) and update on new Water Plant.**

Jenny Walker read out the following report:

## **Water Report for Parish Council 29<sup>th</sup> January 2026**

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

Water usage was at the reasonable level of 38-42 cubes/day in September for a few weeks after the major leak down the village was repaired, but it steadily rose to 55-60 cubes/day by mid-November. It stayed at that level until the Christmas holiday period when there was a rapid rise to 89 cubes/day on Christmas Morning. Usage then decreased gradually and it has now settled to 60-65 cubes/day. This is nearly twice what the village should be using.

Since mid-October the water supplied to Carlton has been from Melbecks only, with Borehole water added during heavy rains. The borehole has been used intermittently for a total of only 4 out of 12 weeks, until the last two weeks when the Borehole has been needed continuously.

John Ellerton's team completed the installation of the new water tanks above the Hut between mid-October and mid-November. The new spring supplies are connected to the Tanks, but will not be connected to the Water Hut until the new Treatment Plant is installed.

There are still some issues of public safety in the Parish land around the new tank installations and pipework, and some environmental health risks with the Borehole access reservoir on the main track going past the Water Hut. Both these issues were mentioned in my report to the last Parish Council meeting in November and were apparently being addressed, but nothing has yet happened. I have been reassured this week that these will be dealt with.

The last annual service of the equipment in the Hut by the Culligan engineer was on 26<sup>th</sup> February 2025.

This annual service is needed for our Insurance.

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

Councillor Dinsdale thanked Jenny Walker for her report. He stated that the new tanks have been successfully installed, and the Parish Council are now awaiting a decision on the Public Works Loan Board (PWLB) application before giving the go ahead for the new plant to be installed. Jenny Walker asked about an automatic dosing system for the new plant. Councillor Dinsdale stated that this could be retrofit once the new plant is installed. The Clerk also stated that the electricity contract will be up for renewal in 2028.

A discussion took place regarding a grant from the Sustainable Development Fund (SDF). Claire Hodgson from the Water Committee (Funding and Management) had been looking

into this and stated that funding was available for environmental projects. It was felt that the water supply would fit the criteria and to apply now as there was a meeting coming up at Yorkshire Dales National Park (YDNP) in February.

**RESOLVED:** All Councillors agreed for the Funding and Management Water Committee to apply for the funding.

### 7. Update on Abstraction Licence

**RESOLVED:** Councillor Brown stated that the abstraction licence was on going. He asked for a resolve to apply for three sources of abstraction, Suttills, the Borehole and Melbecks (for emergencies). Each source would roughly cost £300 and was charged by the Environment Agency. All Councillors agreed to apply for the three sources stated.

### 8. To consider quotes received from Legal Firms regarding water charges

**RESOLVED:** Two quotes had been received from Legal Firms following the brief sent by the Water Committee (Funding and Management) which had been circulated to Councillors prior to the meeting. One quote was from Clive Mottram at Weightmans for £2250.00 + Vat and the other was from Dr Michael J Bowes, Barrister for £4500.00 + Vat. After discussion Councillors agreed to contract Clive Mottram of Weightmans. The Clerk also informed the Councillors that a grant was available from North Yorkshire Council (NYC) for the cost of this. The Clerk to contact Clive Mottram and NYC.

### 9. To review and update the parish risk assessment and asset register

**RESOLVED:** The risk assessment and asset register were circulated prior to the meeting and were duly approved. The asset register would need to be reviewed again once the new water plant had been installed. Clerk to upload to website.

### Question: What is the Land called around the Chapel?

The Clerk would look at the Land Registry Deeds and re-word on the Asset register if necessary.

### 10. To discuss and consider the Parish financial report

The Clerk gave the following information to the meeting:

Bank balances @ 25th January 2026:

Current Account	£11404.99
Deposit Account	<u>£12245.42</u>
Total	<u>£23650.41</u>

### 10.1 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. This was circulated prior to the meeting.

		£
Carol Brown	Clerks Salary Nov, Dec 2025	936.00
EDF Energy	Electricity Water Plant Nov, Dec 2025	810.46
North Yorkshire Council	Water Analysis	374.18
HSBC	Bank Charges Nov & Dec 2025	8.00
HMRC	PAYE Oct, Nov, Dec 2025	426.60
Eden Farm Supplies	Chlorine	154.80
J Ellerton Groundworks	New Water Tanks	32274.43
H & H Water Services	New Water Tank Connections	8856.96
Coverdale Memorial Hall	Council and water meetings	90.00
H & H Water Services	New Pump for Water Plant	7762.80

**Income since the last meeting**

		£
HSBC	Interest on Deposit Account	175.88
D Coleman	Water Leaks Simes Yard/Pinfold	1600.00

**10.2 Outstanding refunds on Water precept**

**RESOLVED:** Approval received for 80% of the Council Tax portion for Carlton Town Parish Council would be refunded for those not on the water supply. The Clerk to arrange the usual letters and refunds. The Clerk also brought to the Parish Councils attention West Highfield Farm and Highfield House as private residences and not on our water supply, but these could also be second homes and asked if these properties were to be refunded as well. Due to second homes being charged double the parish precept the clerk asked if double was to be refunded to these two properties. The Clerk had contacted Yorkshire Local Councils Associations (YLCA) about this and received a response from Karen Canadine stating:

'The Associations can advise that as it is North Yorkshire Council (NYC) that is the billing authority and issues the council tax bill to all residents, any queries or requests for refunds from residents should be directed to NYC. There is no legal mechanism for a parish council to give residents a refund on their council tax bill' Clerk to contact owners for clarification'.

**RESOLVED:** Councillors therefore resolved to only refund 80% of the single Council Tax portion for Carlton Town Parish Council. The Clerk to contact the two mentioned properties.

**RESOLVED:** A discussion also took place regarding disconnecting Freddie Lawson from the community water supply as he has his own borehole, and the question was asked if this could cross contaminate into our supply. The Water Committee (working) would investigate this.

**10.3 Annual VAT refund claim**

The Council are asked to note that the provisional amount of VAT due back for the period 1<sup>st</sup> February 2025 to 31<sup>st</sup> January 2026 is **£10011.97**. More VAT may be due on purchases made between now and the 31<sup>st</sup> January so this figure may alter.

**10.4 To consider invoicing for Water contributions.**

Donations are requested annually from villagers who use water to fill water troughs and supply agricultural buildings. The Council are requested to confirm that the names and amounts are correct for the past year 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026. Councillors would discuss this at the next meeting in March 2026 where the Funding and Management Water Committee would look at a new pricing strategy following advise from Clive Mottram at Weightmans

		£
Mr John Simpson	Agricultural buildings	600.00
P Dinsdale & Son	Agricultural buildings	200.00
Mr R Suttill	Agricultural buildings	150.00
Mr Roger Utley	Cattle trough	75.00
Mr Michael Horner	Cattle trough	75.00
Mr M Suttill	Cattle trough	75.00

Donations are also due from business properties in the village for the past year 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026. The Council are requested to confirm that the names and amounts are correct. Councillors would discuss this at the next meeting in March 2026 where the Funding and Management Water Committee would look at a new pricing strategy following advise from Clive Mottram at Weightmans.

		£
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

I have requested information from NYC about which properties pay business rates to ensure all properties are included but have not received the information yet.

**Contributions are still outstanding for the 24/25 year from the following:**

P Dinsdale & Son for agri contributions - £200.00

A Dent (Thistle Cottage) - £600.00

A Dent (Church Manor) - £600.00

A Dent (The Old School) - £600.00

A Cowings (Barnacre) - £300.00

R Kirkman (Beech Cottage) - £400.00      Councillor Thomas to speak to him.

Coverdale Memorial Hall - £300.00

**Contributions have also been requested for the 25/26 year from the following due to the properties ceasing to be businesses:**

A Dent (Thistle Cottage ceased 31/10/25) - £350.00

A Dent (Church Manor ceased 31/08/25) - £250.00

A Dent (The Old School ceased 31/07/25) - £200.00

C Buzazi (Elm Tree Cottage ceased 30/01/26) - £500.00

D Johnson (Forge Cottage) have yet to be informed of the cessation date

**10.5 To consider Parish Land letting rates**

Are the councillors still happy with the rental rates for the parish land as follows:

Bull Park - £230.00

Parking Space by Beech Cottage - £50.00

Melbecks - £100.00

Councillors would discuss this at the next meeting in March 2026.

**11. To consider items for the Annual Parish Meeting and the March 2026 Parish Council meeting agenda including Standing Orders, Financial Regs and GDPR Data Audit, Renewal of Insurance Cover and review of Clerks salary and hours.**

This would be considered nearer the time.

There being no further business the meeting closed at 9pm