

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 29th May 2025

Those present:

Councillors Peter Dinsdale, Howard Thomas, Dinah Alonso-Wilkes and David Suttill and the Clerk, Carol Brown, attended the meeting along with Jenny Walker from the Water Committee, and four parishioners.

1. To receive Nominations and elect the Parish Council Chairman for 2025/26.

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

RESOLVED: Cllr Dinsdale was elected as Chairman for the year 2025/26.

2. To receive and elect the Parish Council Vice Chairman for 2025/26

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 2025/26.

3. To receive apologies for absence

Apologies were received and accepted from Councillor Brown. Apologies were also received from Martin Stott and David Llewellyn.

4. To receive any declarations of interest and special dispensations

No declarations of interest were made.

5. To approve the minutes of the Parish Council meeting held on 20th March 2025

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

Question. A question was raised by a member of the public regarding the increase in business Holiday lets water contributions by 3 ½ times and why this was such a significant increase?

Councillor Dinsdale stated that the reason for the increase had been explained in the accompanying letter which was sent out to all business holiday lets. Traditionally holiday let businesses had only been charged 80% of what a small residency would be charged on the Council Tax basis that all other residents are charged. The rates asked for are in line with what a second home are charged via the Council Tax, and businesses and holiday lets often result in higher usage and/or irregular water flow. The increase had not been taken lightly by the Parish Council, but all Councillors agreed that it was a fair and

reasonable request.

Councillor Dinsdale also explained the immediate need for funding the new plant and the possibility of the mains replacement in the future. A separate funding group had been set up to gather information on how the community water supply could be run going forward and possible funding avenues.

Question. A member of the public asked for clarification on what were businesses and what were second homes in the village?

Councillor Dinsdale explained that Holiday let businesses paid no Council Tax due to Small Business Rate Relief, therefore contributed nothing financially to the community water supply or Parish Council costs, hence why a contribution is asked for from holiday let businesses. Second homes do pay Council Tax and from the 1st April 2025, North Yorkshire Council have been charging double Council Tax on these properties which has resulted in a decrease on the precept charged to permanent residents on their Council Tax bill by 3%. There are 109 properties in the village, of which 19 are classed as businesses and 18 are classed as second homes.

7. To receive a report from the Parish Clerk

7.1 Actions from Last Meeting

RESOLVED: Village Garden and Becksidestonework – This is ongoing, Councillor Dinsdale to investigate further.

The Queen Elizabeth II sign has now been cemented in.

Signage and dog fouling – Councillor Wilkes has made a sign and put this up and reports that it is working to deter dog owners discarding dog waste in residents' bins.

RESOLVED: Contact H & H and JR Ellerton regarding quotes – Councillor Dinsdale has contacted both for updated quotes. JR Ellerton has informed Councillor Dinsdale that he can install the tanks in Aug 2025. Clerk to arrange Working Water Committee meeting to finalise plans for the plant.

RESOLVED: Repairs to Melbecks track – This is ongoing, Councillor Suttill explained that the track would be repaired when the water source has been tapped into and water has ceased running down the track as he felt it would just wash away the repairs.

RESOLVED: Repairs to Melbecks wall – This is ongoing, Councillor Dinsdale to speak to Andrew Dent.

Contact A Crocker regarding trees – Councillor Thomas had contacted A Crocker and informed her that the trees were her responsibility. She informed Councillor Thomas that she would deal with the trees.

The Clerk had contacted Carol Little from North Yorkshire Council regarding monthly water sample testing until new plant is installed. Carol Little explained she is happy to do this; however, she is taking an extended leave of absence and has asked a colleague to pick up the monthly sampling. She has also asked for two contacts in the village as her colleague does not know the area. Councillor Dinsdale informed the Parish Council that someone had been out today to collect a sample from Councillor Dinsdale's house and would inform the clerk when the results are available.

The Clerk informed the Parish Council that she had negotiated a new three-year contract with EDF Energy for electricity supply to the water plant.

All other actions from the previous meeting had been completed.

7.2 Welcome Letters to New Residents

The Clerk had sent welcome letters to the following:

Liam Rabjohn and Tigan – Rover Cottage
Ash Powell – Town Head Cottage
Danny and Kim Daniels – Hillcrest Cottage
Warren and Charlotte Pearson – Foresters Arms

No further new residents.

7.3 Items for the June Newsletter

Parish finances will be printed on the reverse of the newsletter. Jenny Walker will send the Clerk details of the playing field grand opening to go in the newsletter.

7.4 Other matters arising

Three emails had been received from Holiday Let Businesses regarding the increase in contribution towards the Community Water Supply which had been circulated to councillors prior to the meeting. Councillor Dinsdale had contacted them personally to discuss their issues.

A letter had also been received from HSBC Bank regarding completing a safeguarding review of the Parish Councils bank accounts. This had been completed by Councillor Dinsdale.

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

Jenny Walker circulated the following report:

Water Report for Parish Council 29th May 2025

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

After the second repair to the Mains water pipe in the village on 26th February, water usage dropped initially to 35-38 cubes/day for a few days and then rose steadily over a matter of days to 45-47 cubes/day and within a month was up between 50 and 60 cubes/day, where it has remained.

The water coming from the Quarry face at Melbecks has been as clear as it could be for months now, and the Borehole was switched off on 28th Feb, which was as soon as the hole in the road was closed again, which this time went without incident of renewed leaks.

It had been essential to keep the Borehole switched on to maintain adequate water supply to the village when water usage was over 100 cubes/day.

On Saturday 26th April the flowmeter which measures the water usage had stopped working. It is the rotation of the flowmeter which sends a signal to the Dosing pump to dose chlorine, and without this signal there is no sterilization of the water.

Fortunately there was adequate residual chlorine in the system for the water to be still healthy to drink. I tried various manoeuvres to bring the flowmeter into action, and Raymond also went up to look for something to correct. Fortunately the flowmeter started turning again and the water was being chlorinated again.

The flowmeter had stopped again on 2nd May and on this occasion air could be heard bubbling within the water pipes in the Hut. Raymond went to the Quarry face but it is too dangerous to enter the Face due to potential rockfall, but he managed to manoeuvre the supply pipes coming from the face to stop the entry of air into the system, which interferes with the functioning of the Plant, and the flowmeter worked again.

On 14th May the flowmeter stopped again, the water supply within the top reservoir was down and the level of the reserve tank at the Hut was going down. This was due to inadequate water coming from the single pipe in the pool within the Quarry face due to the very dry spring that we have had.

In order to maintain the water supply to the village, it was necessary to restart the Borehole pump to supply an adequate volume of water.

This extra volume of supply water went through the Filters and enabled the flowmeter to function again, restarting the chlorination of the water and hence a safe supply of water to the village.

Each time there is a problem with the safety of the water going to the Village it requires at least 4 or more visits to the Hut that day to monitor the attempted corrective actions to ensure the water is flowing and adequately treated and hence it not be necessary to put out a Boil Order. Once a Boil Order is in place it requires further additional daily visits to monitor and assess testing results to know when the water is again adequately treated and safe to drink. The Boil Order can then be then lifted.

Using the Borehole increases the weekly electricity usage immediately from 12-14 kWh per week to over 385 kWh per week, at a great increase of the cost.

The Borehole has been on for the last two weeks and is currently being used to bolster the volume of water which is needed to enable the Filtration and Chlorination Treatment system to work. The Borehole is producing 35 cubes/day.

Even after these last few days of steady rain, the flow of water coming down Melbecks hasn't yet altered as the ground is so dry.

Water usage since the end of March has continued between 50 and 60 cubes/day.

I am more than concerned about the ability of our Water treatment system 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 also highlighted her concerns over the state of the current plant and the time its taking to install the new plant. Councillor Dinsdale stated that he was wanting to move things forward with the new plant as soon as possible and that the two tanks would need to be installed first.

Jenny informed the Parish Council that she would be away for the next three weeks and was concerned about the plant in her absence. Councillor Dinsdale reassured Jenny that a member of the Water Committee would be going up to the plant daily in her absence and the plant would be monitored.

Jenny also stated that the invoice for the water plant service conducted by Culligans in March had not yet been received.

Councillor Dinsdale thanked Jenny Walker for her report and highlighting her concerns.

9. 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.

RESOLVED: Cllr Thomas requested the purchase of some Beers for Dan for cutting the village green. This was unanimously agreed and Councillor Thomas to purchase.

Thanks were given to all the grass cutters in the village.

10. To discuss and consider the Parish financial report

The Clerk gave the following information to the meeting:

Bank balances as at 22nd May 2025:

Current Account	£5157.08
Deposit Account	<u>£50684.71</u>
Total	<u>£55841.79</u>

Expenditure since the last meeting

		£
C Brown	Salary payments March & April 2025	748.80
HMRC	PAYE Jan, Feb, March 2025	210.60

10.1 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

		£
Coverdale Memorial Hall	Hire Charges for Nov, Feb & March	46.00
YLCA	Subscription 2025	69.00
McGarrys Solicitors	Registration of Land for Land Registry	1122.00
Amazon & Microsoft	Ink, Paper, Envelopes and Microsoft Subscription	198.87
HSBC	April and May 2025 Bank Charges	22.00
EDF Energy	Electricity to water plant March, April & May 2025	776.77
Camlab	Water Testing Tablets	111.66
Zurich Municipal Insurance	2025/6 Insurance	700.25

Income since the last meeting

		£
HSBC	Interest on Deposit Account March 2025	220.99
North Yorkshire Council	50% Precept	11000.00
Foresters Arms	Water Contribution Foresters Arms	600.00
D & J Hayes	Water Contribution Old Hall Byre	600.00
Julia O'Connor	Water Contribution ?	600.00
R Kirkman	Car Park Letting	50.00
R Utley	Agri water Contribution	75.00
Sir G Verity	Bull Park Letting	230.00
M Suttill	Agri Water Contribution	75.00
J Simpson	Agri Water Contribution	600.00
M Yeatts	Water Contribution Coverlea	600.00
R Suttill	Agri Water Contribution and Melbecks Letting	250.00
EAGA Trust	Water Contribution Midsummer House	600.00
H & S Pritchard	50% Water contribution Heathlands	300.00

10.2 Outstanding Requests for Payment

Contributions are outstanding from the following:

P Dinsdale & Son, Michael Horner, Coverdale Lodge Cottage, Ghyll Farm, Carlton Old Hall, Lyndhurst, Thistle Cottage, Church Manor, The Old School, South View, Elm Tree Cottage, Barn Acre, Beech Cottage and Forge Cottage.

RESOLVED: However, the Clerk informed councillors that a payment of £600.00 had been received from a Julia O'Connor but no payment reference had been made to which property this was for. The Clerk asked councillors if they knew which property this pertained to. Councillor Thomas to make enquiries.

10.3 Consider and Approve the Parish Council Insurance Renewal

The renewal quote for 2025-26 is £700.25. This is £66.40 higher than last year. The cover documents were circulated to all Councillors before the meeting to check that cover was adequate. Due to the renewal date and the time taken to raise a cheque and send to Zurich Insurance this was approved by three councillors via email and deemed adequate.

10.4 To note that Carlton Town Parish Council are not exempt from external audit for fiscal year 2024/2025

RESOLVED: The council confirmed that Carlton Town Parish Council is NOT exempt from external audit for the year 2024/25 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 informed councillors that an error in the previous 2023/24 years accounts was highlighted by PKF Littlejohn due to a direct debit being wrongly included and income exceeded £25,000 thus the wrong AGAR form had been submitted. This was rectified in July 2024 following a review by PKF Littlejohn and brought forward figures from last year had been amended and correctly entered on to the 2024/25 AGAR Form 3.

The Clerk informed councillors that Frank Fletcher highlighted that the total fixed assets figure was also incorrect on the 2023/24 accounts due to a new laptop being purchased and the new price not being inserted correctly. This was amended and correctly entered on to the 2024/25 AGAR Form 3.

The Clerk also informed councillors that Frank Fletcher had highlighted the 'Explanation of High Reserves' suggesting £40,000 be ear marked as – Reserve 1 Water Plant Buffer, and

the remainder of £951 as General Reserves, as per Carlton Town Parish Council Risk Assessment. The Council confirmed this statement.

10.4 (a) To note the Annual Internal Audit Report for 2024/25

The council noted the Annual Internal Audit Report for 2024/2025 included at page 3 of the Annual Governance and Accountability Return (AGAR) 2024/25 carried out by Frank Fletcher.

10.4 (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 2024/25 return. The council were asked to formally approve the Annual Governance Statement.

RESOLVED: The council formally approved Section 1 the Annual Governance Statement 2024/25 for Carlton Town Parish Council on Page 4 of the Annual Governance and Accountability Return 2024/25.

10.5 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 2024/25 return.

RESOLVED: The council formally approved Section 2 – Accounting Statements 2024/25 for Carlton Town Parish Council on page 5 of the AGAR 2024/25.

10.6 Signing of the Accounting Statements by the Chairman

The Accounting Statements were duly signed by the Chairman

10.7 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 2024/25

Section 1 – Annual Governance Statement 2024/25

Section 2 – Accounting Statements 2024/25 Page 5

Analysis of Variances

Bank reconciliation to 31 March 2025

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

RESOLVED: The Clerk asked Councillors as in previous years, to approve the purchase of a bottle of Whiskey in lieu of payment for Frank Fletcher for his services. After discussion it was decided that the Clerk write to Frank Fletcher to thank him for his service and invite him to the next Water Committee and Grass Cutters Meal. Clerk to write to Frank Fletcher.

As in previous years the accounts will be circulated to the village on the reverse of the June 2025 Newsletter.

11. To consider items for the next Parish Council meeting agenda July 2025

Councillor Wilkes asked that an agenda item be included regarding vehicles and equipment parked around the Chapel as she had had three residents approach her about this.

Councillor Thomas highlighted that the kissing gate up Melbecks needs some repair work. Melbecks road is classified as a C road and is therefore not the National Parks Ranger's responsibility. Councillor Suttill stated he would investigate this.

Items for the September Newsletter and updates on agenda items.

There being no further business the meeting closed at 8.50pm.

CARLTON TOWN PARISH COUNCIL ACCOUNTS 2024/25

RECEIPTS	2024/25	2023/24	2022/23
Precept	20,000.00	20,000.00	15,000.00
Bank interest	935.52	806.69	163.38
Rent	290.00	290.00	245.00
Water contributions	3,116.67	3,417.50	2,923.00
Water repairs	0.00	0.00	0.00
Wayleaves	5.74	11.48	0.00
VAT	0.00	1,006.49	885.43
Grass Cutting Payment	32.84	30.79	28.74
Donations	0.00	0.00	75.00
Grants	0.00	0.00	923.25
Total receipts	£24,380.77	£25,562.95	£20,243.80

PAYMENTS			
Administration	1826.96	965.11	927.97
Clerk Salary	4,539.98	4,351.53	4,040.40
Insurance	633.85	593.30	524.16
Charity / Donations (s137)	250.00	0.00	200.00
Open spaces	22.70	605.95	1,092.40
Precept refunds	942.93	925.42	689.57
Water plant costs	10,034.36	3,957.16	5,384.12
Water repairs	10,085.75	800.00	2,745.00
VAT	3,729.95	671.03	1,458.18
Total payments	£32,066.48	£12,869.50	£17,061.80

RECEIPTS AND PAYMENTS SUMMARY

Funds brought forward	48,636.24	35,942.79	32,760.79
Receipts added	24,380.77	25,562.95	20,243.80
Less payments	32,066.48	12,869.50	17,061.80
Balance carried forward on 31st March	£40,950.53	£48,636.24	£35,942.79