

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)
Marina Briggs, Clerk	Quakers Garth (☎ 640058)

Minutes of Meeting held on 9th May 2024

Those present:

Councillors Peter Dinsdale, Howard Thomas, Dinah Alonso-Wilkes and David Suttill and the Clerk, Marina Briggs, attended the meeting along with Jenny Walker from the Water Committee, David Llewellyn from the YWFC and eight parishioners.

1. To receive Nominations and elect the Parish Council Chairman for 2024/25 and signature of Declaration of Acceptance of Office

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

RESOLVED: Cllr Dinsdale was elected as Chairman for the year 2024/25 and duly signed the Declaration of Acceptance of Office.

Thanks were given to Cllr Thomas for all his hard work as Chairman in recent years. Thanks were also given to the Clerk who is stepping down after 10 years in the role.

The Clerk role is to be advertised on the noticeboard, YLCA and Bridge

2. To receive and elect the Parish Council Vice Chairman for 2024/25

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

RESOLVED: Cllr Brown was elected Vice Chairman for the year 2024/25.

3. To receive apologies for absence

Apologies were received and accepted from Cllr Brown.

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 7th March 2024

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

Freddie Lawson requested funds for the maintenance of Coverham Churchyard.

RESOLVED: £250 is to be given as a donation to the Churchyard Maintenance Fund.

Cllr Thomas raised the issue of the walling and a misplaced sleeper in the Village Garden

RESOLVED: Matthew Wilkes is look at repairing the wall and replace sleeper.

7. To receive a report from the Parish Clerk

7.1 Actions from Last Meeting

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

7.2 Welcome Letters to New Residents

None

7.3 Items for the June Newsletter

Parish Clerk advert and parish finances on reverse

7.4 Correspondence received

Thanks were given to Matthew Wilkes for putting in the QEII memorial stone. A query had been raised as to whether any mortar was to be put around the stone to make it more secure. Matthew confirmed that is was.

RESOLVED: Andy Morson to provide Matthew with sand to complete the job.

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

Jenny Walker circulated the following report:

“The water supplied to the residents of Carlton continues to be safe to drink.

The leak on the main pipe carrying treated water from the Water Hut to the village in the track alongside Melbecks was repaired the week before the last Council meeting in March. Initially village water usage fell and at the last meeting was only 50-55 cubes per day. Water usage quickly returned to the previous values of 60-65 cubes per day. A village of the size of Carlton should only be using 30-35-40 cubes per day, which is what we have used in the past, and there must still be one or more leaks in the system.

Another blockage of the pipe to the Backwash tank inside the Hut was cleared on the 2nd April. Pressure from this blockage had also caused the separation of one of the pipe-joints leading to the Tank and was causing a high water loss within the Hut, but fortunately this was discovered and dealt with before the supply to the village was affected.

The two temporary blue pipes coming from Melbecks quarry-face to the top reservoir are flowing adequately, but one of the joint connections is leaking near the Quarry face and will be replaced.

The annual service by Culligan was completed on 13th March 2024.

The Project and Service engineer from Culligan who has been working with us over the last 5 years and who spoke to the Parish Council in October 2020 when he explained the different ways of renewing the Treatment system and prepared quotes for us then, and updated them in the autumn of 2023, retired in March this year. The new Project Manager and the Service Manager from Culligan came to visit the Plant and to meet us in mid-April in order to be able to understand our situation here and to be able to update the quote. They met members of the water committee and parish councillors and visited the Water Hut. They are planning to have the water from the proposed new water sources analysed, and Culligan will then provide an updated quote for the replacement of the Water Treatment Plant.”

9. To receive and update from the YWFC

David Llewelyn from the YWFC circulated a report to the councillors prior to the meeting outlining the progress of the subcommittee to date.

The key points outlined were:

- It is obvious that little to no grant funding is available, although an application for the UKSPF is being put together to be submitted by the PC to go towards installing water meters at each property.
- A loan model has been put together which sets out the cost implications of taking on debt to fund YW.
- Rishi Sunak has referred our case to DEFRA and is awaiting a response.

The recommendations to the PC from the YWFC are to:

- Consider winding up the YWFC early in the absence of funding opportunities
- Present the information to the residents of the village of the findings of the YWFC including the full cost implications of the YW option including loan funding and up front contributions from householders.
- Present the proposed way forward for a PWS including full cost implications including replacement of the main and recurrent costs and sinking fund in order to be able to compare like with like between the two options.
- It was also suggested that if a steer from the village was required again that it should be by household rather than by number of residents.

Cllr Dinsdale thanked the YWFC for all their hard work. He informed the meeting that the consensus from Howard Rodney who are groundwork and infrastructure company was that the main is generally sound and is not in need of urgent replacement.

RESOLVED: The council resolved to hold a village meeting to present the findings of YWFC and outline a way forward for the PWS. A vote would not be required Date to be confirmed.

10. To discuss and agree formation of a PWS Subcommittee

Cllr Dinsdale informed the meeting that Raymond Brown and Matthew Wilkes had stepped forward to form a sub committee of the Parish Council to investigate more fully the upgrading of the PWS plant and infrastructure. The aim is to move away from the Melbecks supply and investigate a cleaner source from David Suttill's field. Stephen Pritchard has offered to help the Clerk in making any applications for funding.

RESOLVED: The council agreed to employ John Ellerton to install a collection tank to analyse the quality and production of water from the new source. Once this has been done, samples will be taken for Culligans to make recommendations as to the best treatment of the supply

RESOLVED: Raymond Brown is to contact NYC regarding the water abstraction licence for the new source.

RESOLVED: Solicitors are to be contacted with regards to getting a legal agreement in place between the PC and David Suttill.

The Clerk informed the meeting that early indications from COF show that the water supply upgrade may not be a suitable project for COF grant funding. It was agreed that only the essential work of upgrading the plant should be applied for on the basis that the mains are not in urgent need of replacement as it was more likely a smaller amount requested would be successful.

RESOLVED: Stephen Pritchard to make a response to COF to outline the strengths of our case. The Clerk is to complete and EOI with a value of £200k to include legal costs, plant upgrade and investigative works for the new supply.

RESOLVED: Investigate if funds are available from the Sustainability Fund and Millenium Fund.

11. 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 to request Robin Houseman to cut the verges outside Hall Ing Cottage as and when required. He is also to arrange the grass cutter and water committee thank you meal.

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

12. To discuss and consider the Parish financial report

The Clerk gave the following information to the meeting:

Bank balances as at 1st May 2024:

Current Account	£10,805.48
Deposit Account	<u>£47,749.19</u>
Total	<u>£58,554.67</u>

Expenditure since the last meeting

		£
M Briggs	Salary payments March & April 2024	1295.66

12.1 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

		£
Opus Energy	Electricity to water plant March & April	1040.61
HSBC	Bank Charges for March, April and May	33.00
Culligans	Service 2023	2112.96
Culligans	Service 2024	1316.71
YLCA	Subs 2024	64.00
Camlab	Water testing tablets	81.74
Coverdale Memorial Hall	Hire charges for May & water meeting	42.00
Zurich Municipal Insurance	2024/5 Insurance	633.85
Amazon & Post Office	Paper & Stamps	44.19
Environment Agency	Water abstraction licence	513.00

Income since the last meeting

		£
HSBC	Interest on Deposit Account	238.61
M Yeatts	Water Contribution Coverlea	175.00
H Pritchard	Water Contribution Heathlands	175.00
Foresters Arms	Water Contribution Foresters Arms	116.67
M Stott	Water Contribution Coverdale Lodge	175.00
R Kirkman	Car Park Letting	30.00
A Dent	Water Contribution Thistle, School, Game, Church	700.00
J Hayes	Water Contribution Old Hall Byre	175.00
Eaga Trust	Water Contribution Midsummer House	175.00
Roger Utley	Agri Water Contribution	50.00

J Simpson	Agri Water Contribution	150.00
NYC	50% Precept	10000.00
R Inch	Water Contribution Lyndhurst	175.00
D Boucherat	Water Contribution Carlton Old Hall	175.00
R Suttill	Agri Water and Melbecks rent	210.00

12.2 Outstanding Requests for Payment

Contributions are outstanding from the following: P Dinsdale & Son, Michael Horner, Malcolm Suttill, South View, Elm Tree Cottage and Barn Acre

12.3 Consider and Approve the Parish Council Insurance Renewal

The renewal quote for 2024-25 is £633.85. This is £40.55 higher than last year. The council tied into a contract with them until June 2025. The cover documents were circulated to you all before the meeting to check that cover was adequate.

RESOLVED: The Councillors agreed to check that the cover was adequate and asked the Clerk to contact Zurich Municipal accordingly.

12.4 Certify Carlton Town Parish Council as exempt from external audit for fiscal year 2023/2024

RESOLVED: The council confirmed that Carlton Town Parish Council is exempt from external audit for the year 2023/24 as its annual turn-over does not exceed £25,000

12.5 To note that that Annual Internal Audit Report for 2023/24

The council noted the Annual Internal Audit Report for 2023/2024 included at page 4 of the Annual Governance and Accountability Return 2023/24 carried out by Frank Fletcher.

12.6 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 5 of the 2023/24 return. The council were asked to formally approve the Annual Governance Statement.

RESOLVED: The council formally approved Section 1 the Annual Governance Statement 2023/24 for Carlton Town Parish Council on Page 5 of the Annual Governance and Accountability Return 2023/24.

12.7 Consider and approve the Accounting Statements

The Council were asked to formally approve the Section 2 - Accounting Statements which were on Page 6 of the 2023/24 return.

RESOLVED: The council formally approved Section 2 – Accounting Statements 2023/24 for Carlton Town Parish Council on page 6 of the AGAR 2023/24.

12.8 Signing of the Accounting Statements by the Chairman

The Accounting Statements were duly signed by the Chairman

12.9 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:

Certificate of Exemption
Annual Internal Audit Report 2023/24
Section 1 – Annual Governance Statement 2023/24
Section 2 – Accounting Statements 2023/24 Page 6
Analysis of Variances
Bank reconciliation to 31 March 2024
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 Council approved of the purchase of a bottle of whisky in lieu of payment for Frank Fletcher for his services.

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

13. To consider items for the next Parish Council meeting agenda July 2024

Items for the September Newsletter and updates on agenda items including new clerk, water system upgrade.

There being no further business the meeting closed at 9.04pm

CARLTON TOWN PARISH COUNCIL ACCOUNTS 2023/24			
RECEIPTS	2023/24	2022/23	2021/22
Precept	20,000.00	15,000.00	15,000.00
Bank interest	806.69	163.38	3.78
Rent	290.00	245.00	245.00
Water contributions	3,417.50	2,923.00	2,238.00
Water repairs	0.00	0.00	0.00
Wayleaves	11.48	0.00	5.74
VAT	1,006.49	885.43	1,637.73
Grass Cutting Payment	30.79	28.74	28.74
Donations	0.00	75.00	0.00
Grants	0.00	923.25	0.00
Total receipts	£25,562.95	£20,243.80	£19,158.99
PAYMENTS			
Administration	965.11	927.97	545.77
Clerk Salary	4,351.53	4,040.40	3,196.70
Insurance	593.30	524.16	516.02
Charity / Donations (s137)	0.00	200.00	150.00
Open spaces	605.95	1,092.40	300.77
Precept refunds	925.42	689.57	676.39
Water plant costs	4,388.37	5,384.12	8,831.50
Water repairs	800.00	2,745.00	0.00
VAT	757.27	1,458.18	1,612.79
Total payments	£13,386.95	£17,061.80	£15,829.94
RECEIPTS AND PAYMENTS SUMMARY			
Funds brought forward	35,942.79	32,760.79	29,431.74
Receipts added	25,562.95	20,243.80	19,158.99
Less payments	13,386.95	17,061.80	15,829.94
Balance carried forward on 31st March	£48,118.79	£35,942.79	£32,760.79