Carlton Town Parish Council

Members of the Parish Council

Peter Dinsdale	Chairman
Raymond Brown	Vice Chairman
Howard Thomas	Councillor
David Suttill	Councillor
Dinah Alonso-Wilkes	Councillor
Carol Brown	Parish Clerk

Minutes of Meeting held on 9th July 2026 at 7.30pm at Coverdale Memorial Hall Annexe

Those present:
Councillors Peter Dinsdale, Howard Thomas, Dinah Alonso-Wilkes, Raymond Brown and David Suttill along with the Clerk. Also attending the meeting were Jenny Walker and Matthew Wilkes from the Water Committee (Working) and Jessa Dinsdale from the Funding and Management Committee.

1. To receive apologies for absence
None received.

2. To receive any declarations of interest and special dispensations
None received.

3. To approve the minutes of the Parish Council meeting held on 12th May 2026
RESOLVED: The minutes from the last meeting were accepted as a true record and duly signed by the Chairman. The Clerk to post onto the website.

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

5. To receive a report from the Parish Clerk that includes:

5.1 Actions from Last Meeting
All actions have been dealt with or are items on the agenda.

The Clerk asked Councillor Suttill to confirm that he had been in touch with his Solicitors regarding the easement of the new spring. He informed the Parish Council that he had, and his solicitors were awaiting instruction from our solicitor.
RESOLVED: The Clerk to follow up with McGarrys Solicitors.

The Clerk informed Councillors that a reply had not yet been sent to D Johnson (formerly of Forge Cottage) regarding his outstanding water bill. This was due to the new charging mechanism for the water, which needed to be agreed by Councillors at Item 7.3 on the agenda.

5. 2 Welcome Letters to new residents
Councillor Thomas informed the Clerk that a welcome letter would need to be sent to the new residents at the Old Joiners Shop.

5.3 Items for the September Newsletter
Items would be left until nearer the time for the September newsletter.

5.4 Website and Email
The Clerk informed Councillors prior to the meeting that the new website and email were now operational. The Clerk had requested the approval of an extra £25.00 cost per year to enable Parish Online to migrate the old emails to the new email address. This was approved by all Councillors prior to the meeting.

The new email address is – clerk@carltontownparishcouncil.gov.uk
The new website address is – http://carltontownparishcouncil.gov.uk

5.5 Other Matters Arising
The Clerk informed Councillors that a reply had been sent to David Poole regarding emergency contact information and stating that Carlton Town Parish Council did not have a Parish Community Emergency Plan in place. This had been discussed at the previous meeting where Councillors elected not to have an Emergency Plan.
David Poole replied attaching a template if needed in the future.

Alison Crocker had been contacted regarding painting of the railings opposite her house. She informed the Clerk that she had hurt her shoulder but would inform us of her progress.

5.6 Correspondence
An email had been sent to YDNP requesting a time extension to the grant funding as this ran out on the 30th June 2026. This was accepted and extended to the 30th September 2026.

A thank you card had been received from Damien Heneghan for the £300 donation towards the upkeep of Coverham Churchyard.

An email had been received from Elizabeth Whistler regarding the emergency telephone at the village hall and the implications for the defibrillator as the phone lines are in the process of being changed to digital. The previous clerk had been contacted and would liaise with Elizabeth and inform of any update.

An invoice had been received from H & H Water Services ltd for the 50% deposit for the new plant which had been circulated prior to the meeting. The Clerk asked for approval to pay the invoice, which was granted.

The PWLB Loan official loan confirmation letter had been received, and monies had been paid into the bank account on 27th May 2026. All Councillors had been informed via email prior to the meeting.

A confirmation receipt for the 2025/26 AGAR form had been received from PK Littlejohns and is now being processed.
RESOLVED: The Clerk to forward the outcome once complete.

An email had been received from Sharon Hudson at North Yorkshire Council regarding the invoice received from Weightmans for legal fees, which had been forwarded to her to claim the grant money offered. She stated that she was going away on holiday but would sort out on her return.

An email had been received from the Monitoring Officer at North Yorkshire Council stating that all Councillors usual residential addresses would be removed from the public 'Register of Members Interests'. This aims to improve Councillor safety, reduce harassment, modernise transparency rules and ensure personal data is handled proportionately.

An email had been received from YLCA (Yorkshire Local Councils Association) regarding log in details for all Parish Councillors to gain access to there website. This had been forwarded to Councillors prior to the meeting.

An email and invoice had been received from H & H Water Services for servicing of the old plant. This had been circulated to Councillors prior to the meeting for approval to pay. All agreed.

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

Jenny Walker circulated the following report:

Water Report for Parish Council 9th July 2026

It is with great relief that I start today's report confirming what was written in the latest Carlton Newsletter which was distributed this week, that the New Water Plant was successfully installed by the contractors H&H Water Services Limited and has been producing safe and clear drinking water to the residents of Carlton since 23rd June 2026.

As stated in the Newsletter, there are still various outstanding jobs to be done by both H&H Water Services Limited and John Ellerton and his team before the project is completed.
Also, the site around and inside the Water Hut and its Compound needs clearing of redundant equipment, as well as other work needing to be completed to make the area safe and acceptable to Environmental Health etcetera.
Further work is also required to ensure the reliable availability of the various new spring and original water sources to produce adequate water volumes in case of a drought or a large leak within the system or the village of Carlton itself.

Also outstanding is the installation of a suitable monitoring system which will replace the need for daily visits to the Plant.

Water usage since the installation of the new plant, as recorded by the new flowmeter, is 35-40 cubes per day. There is a known small leak in the village.

Jenny Walker, on behalf of Carlton Water Committee

Councillor Dinsdale thanked Jenny Walker for her report.

Councillor Suttill expressed his thanks to Councillors Dinsdale and Brown along with both Water Committees for achieving the installation of the new plant and gaining funding towards the costs.

Councillor Brown stated that the new plant was working well and the water is clean, despite the recent cloud burst. He also explained that the water was now filtered by 2 filters, then a micron filter, then UV'd before being chlorinated. Councillor Alonso Wilkes asked about the amount of chlorine in the water as the water at her house seemed strong. Councillor Brown stated that the chlorine was at a set rate. Councillor Dinsdale had discussed the chlorine

levels with Carol Little who stated that if there was a trace present at the furthest taps, it was acceptable.

RESOLVED: Matthew Wilkes to test chlorine levels at his house and report findings at the next working water committee meeting.

Councillor Brown also informed the council that he had contacted Lee Richards at Richards Water Solutions regarding the leak outside Green Lea.

Councillor Dinsdale had contacted Carol Little from Environmental Health and she would be visiting next week to see the new plant and test the water. He had also discussed with her the monthly testing, and it was decided to go back to quarterly testing now that the new plant had been installed.

Councillor Dinsdale stated that there were still some jobs to do up at the water plant and a working water committee meeting needed to be arranged to decide a plan of action. He explained that he would be getting a skip and the rubbish from the plant could be put into it. Matthew Wilkes volunteered to help with the clean-up operation.

RESOLVED: The Clerk to arrange Working Water Committee Meeting to discuss plan of action and outstanding jobs. Also to arrange Funding and Management Water Committee Meeting to discuss funding for the monitoring system which is phase three of the project.

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

The Clerk gave the following information to the meeting:
Bank balances as at 6th July 2026:

Current Account	£36415.11
Deposit Account	£40837.64
Total	£77252.75

7.1 Expenditure since the last meeting

		£
C Brown	Clerks Salary for May & June 2026	1057.32
HMRC	PAYE Feb, March & April 2026	426.60

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

		£
Eden Farm Supplies	Chlorine for Water Plant	165.24
HSBC	Bank Charges	16.00
H & H Water Services Ltd	50% Deposit for new plant	28787.40
Zurich Municipal Insurance	Insurance for 2026/27	715.62
D Heneghan	Coverham Churchyard Donation	300.00
EDF Energy	Electricity to water plant May & June 2026	1055.11
RW Brown	Reimbursement for Direct Water Tanks Invoice	61.12
Weightmans LLP	Legal Advice	2670.00
H & H Water Services Ltd	Servicing of old plant	731.40
Parish Online	New Website and Email	240.00

Income since the last meeting

		£
HSBC	Deposit Account Interest	40.99
PWLB Loan	Loan for new water plant	74973.75
Coverdale Memorial Hall	Water contribution	300.00

7.2 Outstanding requests for payment
Contributions are still outstanding from the following:

D Johnson (formerly of Forge Cottage) - £210.00

7.3 Water Charges for Agricultural and Businesses
Following the resolution made at the meeting held on 12th May 2026 regarding how to charge businesses, troughs and agricultural buildings for water, a list for the 2025/26 year and the 2026/27 year was circulated prior to the meeting informing Councillors of the amounts. This was compiled by the Funding and Management Water Committee Group for approval by the Council.

The Clerk explained that the charges for holiday let properties were based on the Council Tax banding of the property plus an admin fee of £50. She also asked Councillors for confirmation that refunds could be issued to those properties that had ceased being a holiday let business during the 2025/26 year, who were charged up to cessation based on the original £600 charge.
RESOLVED: Councillors agreed to the refunds and the Clerk to contact the property owners.

After discussion it was agreed to reduce the admin fee to £25.00 for the troughs only.
RESOLVED: The Clerk to adjust the figures for the troughs only

8. To consider items for the next Parish Council meeting agenda on 8th October 2026

This meeting has now been moved to 15th October 2026.

Items to include half yearly budget, parish precept, precept refunds, items for the December Newsletter, calendar of council meetings and a water update.

This would be considered nearer the time.

There being no further business the meeting closed at 8.30pm

Date Chairman