

Carlton Town Parish Council

Members of the Parish Council

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|-------------------------------|--------------------------|
| Howard Thomas, Chairman | Little side (☎ 640689) |
| Peter Dinsdale, Vice Chairman | Town Foot (☎ 640480) |
| Raymond Brown | Park View (☎ 640409) |
| Dawn Suttill | Haydn Carr (☎ 640276) |
| David Suttill | Lane House ((☎ 6400380) |
| Marina Briggs, Clerk | Quakers Garth (☎ 640058) |

Minutes of Meeting held on 10th March 2022

The meeting was held in the Coverdale Memorial Hall and started at 7.30pm.

Those present

Councillors Howard Thomas, Raymond Brown, Dawn Suttill, Dave Suttill, and Peter Dinsdale and the Clerk, Marina Briggs, attended the meeting along with Jenny Walker from the Water Committee and 2 members of the community.

1. To receive apologies for absence

None

2. To receive any declarations of interest and special dispensations

None received.

3. To approve the minutes of the Parish Council meeting held on 20th January 2022

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

Edgar Jenkins asked the council to help trying to contact Yorkshire Water regarding lowering the manhole cover outside his house.

RESOLVED: Howard Thomas is to contact YW on Edgar's behalf.

Howard Thomas reported that the cherry trees by the beck near Little side were compromising the wall and had been advised that they should be removed.

RESOLVED: The councillors agreed that the trees should be removed and Howard will arrange this accordingly.

Jubilee Tree

The trees sent by the Woodland Trust are extremely small. Some are to be planted in the village garden, but Peter Dinsdale suggested that the council buy a larger tree to commemorate the Jubilee.

RESOLVED: Raymond Brown is to purchase a suitable tree up to the value of £70.

5. To receive a report from the Parish Clerk

5.1 Actions from Last Meeting

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

Funding for a new newspaper box and noticeboard is a bit thin on the ground at the moment as the focus is on the Jubilee, but the clerk will keep an eye on things and apply as and when funds are available.

Bank Charges – we have received a copy of the correspondence from the bank regarding bank charges which came into effect in November - £8 per month and £1 for each cheque written.

Virgin Money has free bank account if the number of transactions are less than 10 each month which we do. Further information will be circulated to the councillors in due course. If we are to change it would make sense to do it after the elections in May when we will be needing to amend the signatories anyway.

5.2 To Consider renewal of Parish council cover and buildings values

The Clerk informed the meeting that the council is tied into a long-term contract with Zurich Municipal for 5 years, and renewal will be roughly the same costs. Documents will be circulated when received to check it is adequate for our needs.

The Clerk had correspondence from Zurich informing of the need to make sure that the value of the assets is adequate to cover the reinstatement costs. If it isn't the risk is that in the event of a problem, the council will not get the full pay out. The Clerk asked the councillors if they were happy with the reinstatement costs of £27,932.28 for the building and £51,117.52 for the contents.

RESOLVED: The councillors felt the cost for the building was adequate but asked the clerk to check with Zurich what the cost would be for £100k for the contents and whether the policy is old for new.

5.3 Welcome Letters to New Residents

RESOLVED: Letter to be sent to Craig & Lisa Lovett at Barn Cottage

5.4 Invoices for Water Contributions

Letters have been raised and will be sent out at the end of the month.

5.5 May 2022 Elections

The Clerk informed the meeting of the timetable for the upcoming elections in May and will let any councillors who are interested in standing have the relevant paperwork.

5.6 Items for the June Newsletter

Details of newly elected councillors, request for water volunteers.

No further correspondence received

6.To receive the Water Report from Jenny Walker and consider any financial expenditure including renewal of the electricity contract for the water plant.

Jenny Walker circulated the following report:

“The water supply to the residents of Carlton village continues to be safe to drink, but not without continued effort and input from the volunteers.

Usage was around 55 cubes per day in January. It gradually fell to 45-50 cubes but then increased over a few days to 75-80 cubes per day last week.

This increased usage was associated with falling levels within the reservoir tank at the Hut and low water pressure at the top of the village last weekend.

Raymond Brown and Pete Hill investigated and corrected the situation, including a sticking flowmeter. They identified increased water usage in the top half of the village, but the source has not yet been identified.

Usage has dropped this week to 66 cubes per day and the water is flowing well through the treatment system and to the village.

Increased water usage puts extra pressure on the current Plant's ability to treat the water, which makes it necessary for daily ongoing monitoring and tweaking."

Jenny then outlined two main concerns she had with the water supply:

Firstly, that despite considerable work being done to obtain quotes for upgrading the plant, no further action had been taken by the council and she urged the council to give it consideration.

Secondly that the current system is erratic in both the supply and the treatment of the water and therefore it needs to be monitored daily at present. She encouraged water committee volunteers and any new volunteers to go to the plant to see the system as it is now so that they can be fully trained in how the system works as it is now as procedures are different to how they have been in the past. Jenny told the meeting that she is happy to stay as part of the committee to be able to impart the information that she has amassed on the current system and help train volunteers.

Thanks were given to Jenny for all her hard work.

RESOLVED: It was agreed that there needed to be a water committee meeting in the near future and Raymond Brown is to invite Carol Little along if possible to ask her for her input into the regulations.

7. To receive an update on the registration of Parish land.

Howard Thomas informed the meeting that he had spoken to James Fawcett at McGarry's Solicitors who has said the council can obtain ownership of the land through adverse possession and possessory title. Once the documents have been submitted the council will have the freehold of the land after 12 years. Details for the Statement of Truth have been submitted to the solicitor but nothing has been forwarded for signature as yet.

8. Review of Standing orders, financial regulation and GDPR Data Audit

RESOLVED: The documents had been circulated prior to the meeting and were duly approved. The Clerk will upload these to the website.

9. To discuss and consider the Parish financial report

Bank balances as at 3 March 2022:

| | |
|-----------------|------------------|
| Current Account | £1578.90 |
| Deposit Account | <u>£30278.03</u> |
| Total | <u>£31856.93</u> |

9.1 Expenditure since the last meeting

| | | £ |
|---------------|------------------|--------|
| Marina Briggs | Jan & Feb Salary | 520.00 |
| | | |

Requests for payment

The Council were asked to formally approve the following invoices that had either been paid but not yet minuted or had not been paid and needed approval before payment

| | | £ |
|--------------------|---|---------|
| Opus Energy | Electricity Supply to the water plant for Jan & Feb | 556.74 |
| Culligans | Water plant service | 3846.50 |
| HSBC | Account charges for Jan & Feb | 20.00 |
| Coverdale Mem Hall | Hall hire for March 2022 meeting | 12.00 |

| | | |
|--------------------|--------------------|-------|
| Antylia Scientific | Chlorine pump pipe | 42.10 |
|--------------------|--------------------|-------|

Income since the last meeting

| | | |
|--|--|---|
| | | £ |
| | | |

None

9.2 Outstanding refunds on Water precept

None

Annual VAT refund claim

The Council were asked to note that the final amount of VAT due back for the period 1st February 2021 to 31st January 2022 is **£1637.73** which will be due back any time.

9.3 Review of the Clerk's Salary and hours

The Clerk informed the meeting that she believed that six hours per week remains a realistic expectation to carry out the work involved for Carlton Town Parish Council and the Carlton Water Committee efficiently and effectively. She therefore requested that the hours are kept at their present level. She also told the meeting that she had not had any change in salary for two years so requested that the council consider revising her current hourly rate. The range for a parish clerk and Responsible Financial Officer for this size of council is £10.21 - £12.95. She is currently on £10 per hour.

The Clerk left the room for the councillors to discuss revising the hourly rate.

RESOLVED: The council agreed to raise the hourly rate to £12.95 per hour. The Clerk will amend the standing order accordingly.

10. To consider items for the Annual Parish Council meeting agenda on 12th May 2022

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

There being no further business the meeting closed at 8.40pm.