

Carlton Town Parish Council

Members of the Parish Council

Howard Thomas, Chairman	Little side (☎ 640689)
Peter Dinsdale, Vice Chairman	Town Foot (☎ 640480)
Raymond Brown	Park View (☎ 640409)
David Suttill	Lane House (☎ 640380)
Dinah Alonso-Wilkes	High Barn (☎ 640566)
Marina Briggs, Clerk	Quakers Garth (☎ 640058)

Minutes of Meeting held on 11th May 2023

Those present:

Councillors Howard Thomas, Peter Dinsdale, and David Suttill and the Clerk, Marina Briggs, attended the meeting along with Jenny Walker from the Water Committee, Andy Morson and three parishioners.

1. To receive Nominations and elect the Parish Council Chairman for 2023/24 and signature of Declaration of Acceptance of Office

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

RESOLVED: Cllr Thomas was elected as Chairman for the year 2023/24 and duly signed the Declaration of Acceptance of Office.

2. To receive and elect the Parish Council Vice Chairman for 2023/24

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

RESOLVED: Cllr Dinsdale was elected Vice Chairman for the year 2023/24.

3. To receive apologies for absence

Apologies were received and accepted from Cllr Brown and Cllr Alonso-Wilkes

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 9th March 2023

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

None

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

Foresters Day, Clothing bank, Supplies box, parish finances on reverse

7.4 Correspondence received

None

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 is safe to drink, but there are continuing issues in the supply of the water, the treatment of the water to current standards, and the distribution to and within the village.

Water usage has remained at 55-60 cubes per day since the leak at a house in the village was stopped on 19th February this year. This usage is still higher than the expected 35-40 cubes per day, but no other leaks have been seen.

Following comments from Culligan some years before about the age of the equipment in the Water Hut, I was asked by the Parish Council at their meeting in early 2020 to investigate different companies to service and/or give their advice or recommendations and options to supply safe drinking water to the residents of Carlton. I am summarising here the outcome of those investigations in 2020/2021.

Representatives of 9 different companies dealing with Private Water supplies and Water Treatment agreed to come and look at our System. After visiting the site, reports were provided by 8 of them, but only 3 were prepared to give us a quotation for their recommendations. These were Culligan, Daleswater and Yorkshire Water.

Mark Evans from Culligan sent us 3 different options and quotes in February 2020. The most practical option and the one he recommended, which was also the cheapest, was the option to replace the Filtration system. Covid then arrived in March and it wasn't until October 2020 that Mark could make a presentation to a meeting with the Parish Councillors about his recommended new Filtration system and answered the Councillors' queries. Mark was asked about some specific additions to the System, and 6 weeks later he sent us a new quote with all the additional details separately itemised.

Daleswater visited after the first Lockdown and sent a report with a very high quotation figure in July 2020. Their two Directors were booked to come to a meeting with the Parish Councillors on 6th October 2020, but they backed out 2 days before and have not responded to queries since.

Phil Ward from Yorkshire Water visited Carlton in June 2020 and sent preliminary costings for 4 different options. Phil presented these 4 options to a meeting with the Parish Councillors in June 2021. At the meeting he was asked for more accurate figures. Phil visited Carlton again with some technical colleagues in August 2021 and sent us accurate quotes for 2 options in September 2021.

In October 2021, in planning for the service that year by Culligan, the Parish Council was reminded that some of the parts required were becoming obsolete and/or unavailable, but the service was able to be carried out that year.

The latest service was carried out by the Culligan engineer in March 2023, but not all the spare parts required were available. Following the service, a letter from the Service Manager at Culligan pointed out several problems with the equipment in the Water Hut and servicing it in its current state. Culligan recommended that the Water Treatment Plant should be replaced as soon as possible.

A meeting was held of the Water committee on 26th April to discuss the situation and resolutions were made to be acted upon and brought to this Parish Council meeting.

It was agreed that there are 3 main elements that produce safe water to supply to the village residents. These being:
 the Source and Supply of water to be treated,
 the Treatment of the water – which should be to DWI (Drinking Water Inspectorate) 2016 regulations for Private Water Supplies, and
 the Distribution after treatment to all the residents of Carlton.

It was agreed that full costings for these 3 elements should be made, from different appropriate companies, and that somebody with experience in this type of procurement and producing consistent comparisons between options and companies be approached to do this.

Costing will also need to be done of the ongoing annual costs associated with a new Water Treatment Plant, both to the council and therefore to residents versus the cost to residents for their water usage each year with Yorkshire Water.

It was stated that when quotes have been collated, the next steps will be agreed as to holding a village meeting and contacting governmental agencies for assistance.

I was asked to make contact again with Yorkshire Water, and I am able to report that Phil Ward and his team are willing to attend discussion meetings as requested, and to update their quote from September 2021.

Culligan are continuing to offer engineer advice and help with the functioning of the equipment in the Hut with which our water is being treated.

I am very grateful to the Parish Council for their support to ensure the ongoing supply of safe drinking water to the residents of Carlton.”

RESOLVED: The Parish Council agreed the proposed actions of the water committee and thanked Andy Morson for agreeing to coordinate quotes.

Arising from the letter from Culligans was the fact that there is no First Aid Kit or eyewash station in the water hut. The Clerk informed the meeting of where to purchase these items.

RESOLVED: The Council instructed the Clerk to purchase a first aid kit and eye wash station

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 to request Robin Houseman to cut the verges outside Hall Ing Cottage as and when required.

10. To discuss and consider the Parish financial report

The Clerk gave the following information to the meeting:

Bank balances as at 2nd May 2023:

Current Account	£5,271.09
Deposit Account	<u>£42,942.50</u>
Total	<u>£48,213.59</u>

10.1 Expenditure since the last meeting

		£
M Briggs	Salary payments March & April 2023	673.40

10.2 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:

		£
Opus Energy	Electricity to water plant	437.74
NYC	Water Analysis	147.98
Defib Warehouse	Defib Pads	61.14
Lifesystems	Emergency First Aid Kit	27.99
First Aid 4 Less	Eyewash Station	16.74
YLCA	Subs for 2023-24	60.00
Coverdale Memorial Hall	Hire charges for May & water meeting	21.00
Zurich Municipal Insurance	2023/4 Insurance	593.30

Income since the last meeting

		£
HSBC	Interest on Deposit Account	88.40
RDC	Coronation grant	174.0
M Yeatts	Water Contribution Coverlea	175.00
H Pritchard	Water Contribution Heathlands	218.75
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	627.08
J Hayes	Water Contribution Old Hall Byre	175.00
Dales Dreams	Water Contribution Elm Tree Cottage	175.00
C Buzasi	Water Contribution South View	175.00
Eaga Trust	Water Contribution Midsummer House	175.00
C Lovell	Water Contribution Barn Cottage	175.00
C Utley & Sons	Agri Water Contribution	50.00
J Simpson	Agri Water Contribution	150.00
NYC	50% Precept	10000.00
G Verity	Bull Park Rent	200.00
M Horner	Agri Water Contribution	50.00
M Suttill	Agri Water Contribution	50.00
R Suttill	Agri Water Contribution & Melbecks Rent	210.00

Proposed contributions from business properties towards the water supply

Contributions are outstanding from the following: P Dinsdale & Son, Carlton Old Hall, Lyndhurst, Barn Acre

10.3 Consider and Approve the Parish Council Insurance Renewal

The renewal quote for 2023-24 is £593.30. This is £69.14 higher than last year. We are 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 approved the renewal of the parish council insurance and asked the Clerk to contact Zurich Municipal accordingly.

10.4 Certify Carlton Town Parish Council as exempt form external audit for fiscal year 2022/2023

RESOLVED: The council confirmed that Carlton Town Parish Council is exempt from external audit for the year 2022/23 as its annual turn-over does not exceed £25,000

10.5 To note that that Annual Internal Audit Report for 2022/23

The council noted the Annual Internal Audit Report for 2022/2023 included at page 4 of the Annual Governance and Accountability Return 2022/23 carried out by Frank Fletcher.

10.6 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 2022/23 return. The council were asked to formally approve the Annual Governance Statement.

RESOLVED: The council formally approved Section 1 the Annual Governance Statement 2022/23 for Carlton Town Parish Council on Page 5 of the Annual Governance and Accountability Return 2022/23.

10.7 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 2022/23 return.

RESOLVED: The council formally approved Section 2 – Accounting Statements 2022/23 for Carlton Town Parish Council on page 6 of the AGAR 2022/23.

10.8 Signing of the Accounting Statements by the Chairman

The Accounting Statements were duly signed by the Chairman

10.9 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 2022/23

Section 1 – Annual Governance Statement 2022/23

Section 2 – Accounting Statements 2022/23 Page 6

Analysis of Variances

Bank reconciliation to 31 March 2023

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.

11. To discuss the proposed memorial to QEII

RESOLVED: It was agreed that the final decision regarding a memorial would be made at the July meeting when more councillors would be present.

12. To consider items for the next Parish Council meeting agenda July 2023

Items for the September Newsletter and updates on agenda items, QEII memorial and Water quotes.

There being no further business the meeting closed at 8.15pm

CARLTON TOWN PARISH COUNCIL ACCOUNTS 2022/23

RECEIPTS	2022/23	2021/22	2020/21
Precept	15,000.00	15,000.00	10,000.00
Bank interest	163.38	3.78	12.39
Rent	245.00	245.00	220.00
Water contributions	2,923.00	2,238.00	2,130.00
Water repairs	0.00	0.00	0.00
Wayleaves	0.00	5.74	5.74
VAT	885.43	1,637.73	904.64
Grass Cutting Payment	28.74	28.74	28.74
Donations	75.00	0.00	75.00
Grants	923.25	0.00	336.24
Total receipts	£20,243.80	£19,158.99	£13,712.75
PAYMENTS			
Administration	927.97	545.77	456.68
Clerk Salary	4,040.40	3,196.70	3,120.00
Insurance	524.16	516.02	510.97
Charity / Donations (s137)	200.00	150.00	150.00
Open spaces	1,092.40	300.77	81.90
Precept refunds	689.57	676.39	450.54
Water plant costs	5,384.12	8,831.50	5,124.64
Water repairs	2,745.00	0.00	0.00
VAT	1,458.18	1,612.79	982.56
Total payments	£17,061.80	£15,829.94	£10,877.29
RECEIPTS AND PAYMENTS SUMMARY			
Funds brought forward	32,760.79	29,431.74	26,596.28
Receipts added	20,243.80	19,158.99	13,712.75
Less payments	17,061.80	15,829.94	10,877.29
Balance carried forward on 31st March	£35,942.79	£32,760.79	£29,431.74