

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)
Margaret Simpson	Gilders Green (☎ 640200)
Dawn Suttill	Haydn Carr (☎ 640276)
Marina Briggs, Clerk	Quakers Garth (☎ 640058)

Minutes of Meeting held on 12th October 2017

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

Those present

Councillors Howard Thomas, Raymond Brown, Peter Dinsdale, Margaret Simpson and Dawn Suttill and the Clerk, Marina Briggs, attended the meeting along with John Herbert from the water committee

1. To receive apologies for absence

No apologies were received.

2. To receive any declarations of interest and special dispensations

No declarations of interest were made.

3. To approve the minutes of the Parish Council meeting held on 13th July 2017

RESOLVED: The minutes from the last meetings were accepted as a true record and duly signed by the Chairman.

4. To receive any public questions, comments or representations

No questions, comments or representations were made.

5. To receive a report from the Parish Clerk

5.1 Actions from Last Meeting

All actions had been completed or were to be discussed under agenda items.

5.2 Welcome Letters to New Residents

Welcome letters are to be sent to the new residents of Gable End. A letter has already been sent to Thistle Cottage

5.3 Items for the December Newsletter

Items to be included are: Children's Service, Muker Band, Pocket Panto and emergency telephone.

5.4 Other Matters Arising

The Clerk informed the meeting that since the support for the Parish Website has been withdrawn, she has managed to find a free website service called Spanglefish. The website is up and running and the Clerk is gradually adding the information on to it, as time permits. The council is now compliant again with the Transparency Code. The new website address is www.parish-council.com/carltontown. Councillors photos will be added shortly and the Clerk requested the Councillors to take a look at the website and let her know if there is anything they would like included.

The Planning application for Coverlea has been withdrawn.

6. To receive the Water Report from John Herbert and consider any financial expenditure.

John Herbert read out the following report:

"Firstly, I would like to thank the Carlton Town Parish Council for the Christmas meal 2016, held on 30 September 2017, a good time was had by all who attended.

We seem to be having rather large usage lately and I'm presuming that more building work, etc is going on. 55-70m³ per day. I haven't seen any leaks but would ask everyone to keep an eye out for them, sometimes harder than hen's teeth to find.

Update on the update, The Parish Council has already agreed to the updating of the electrics at the plant and the electrician is due to turn up, hopefully this decade.

There have been a couple of anomalies at the plant but they have been sorted out or have sorted themselves out.

I know that Jenny has sent round a "history and update" of the workings of the plant to keep everyone in the picture, thanks Jenny

That is it apart from my usual personal thanks to all the water committee for their unstinting efforts to keep us all with water."

RESOLVED: The leak is to be investigated by Cllr Brown and John Herbert and Cllr Brown will purchase a set of walkie talkies to help with this.

The Clerk informed the meeting that the Culligans contract was up for renewal and that the scope for what is being done is better than it has been in the past.

RESOLVED: The councillors agreed the renewal of the contract and asked the Clerk to inform Culligans accordingly.

RESOLVED: Cllr Thomas is to look at further funding opportunities to help with the water plant upgrade.

7. To receive a final update on the emergency telephone

The Clerk informed the meeting that the emergency telephone has now been installed and is working. It will only make 999 calls. Thanks were expressed to all those who had been involved in arranging this facility.

8. To receive an update on the registration of Parish Land

The Clerk informed the meeting that no further information has been received regarding the Land Registry and that Mr Birtles would be in touch when there is more to report.

9. To receive a final update on pest control.

The Clerk informed the meeting that further to the previous meeting she contacted Pest Control to ask if any areas in particular were affected by the rats and who was responsible for dealing with them and the likely costs associated with it.

The Pest Control department replied that there was not one area in particular that was problematic and that it would be down to each individual property to pay for the treatment. The cost is £78 inc VAT which covers 3 visits if required.

This information was conveyed to Matthew Wilkes since he had expressed concern regarding the situation.

10. To consider a tree planting initiative

Cllr Simpson informed the meeting that trees would be desirable down the edge of the new playing field and it was discussed that the Parish Council might like to get involved with the project.

RESOLVED: Funding sources re to be explored for the purchase of trees for the village.

11. To discuss and consider the Parish Financial report

The Clerk gave the following information to the meeting:

Finance Report

Bank balances as at 30th September 2017:

Current Account	£8,586.23
Deposit Account	<u>£23,371.75</u>
Total	<u>£31,957.98</u>

11.1 Expenditure since the last meeting

		£
Marina Briggs	July, Aug & Sept 2017 Salary	671.58

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 need approval before payment

		£
RDC	Water Analysis August 2017	133.67
Opus Energy	Electricity for water plant for Jul, Aug & Sept	516.17
Dawn Suttill	Wine for Defibrillator Trainer	11.48
Allan Ryder	Repair of Bull Park Wall	55.00
Marina Briggs	Stamps, Ink & Emergency Telephone	718.07
Robin Houseman	Cutting of Verges past Ivy Cottage	35.00
PKF Littlejohn	Audit for 2016/17	120.00
Jenny Walker	Water Analysis for Culligans	197.58
Howard Thomas	Plaque for Pinfold Bench	18.00
Coverdale Memorial Hall	Hire of Hall for October meeting	10.00

The bill for the Water Committee meal from the Foresters has been received, but their water contribution is still outstanding.

RESOLVED: The council asked the Clerk to write to The Foresters and ask whether they wanted the meal bill offset against the water contribution.

RESOLVED: The councillors agreed to ask Robin Houseman to cut the verges past Ivy Cottage again.

Income since the last meeting

		£
J Beddington	Water Contribution Barn Cottage	120.00
Mrs Molyneux	Bench for Pinfold	109.00
NYCC	Grass Cutting for 2017/18	28.74
HSBC	Interest on D/A	2.32
RDC	Parish precept 2nd instalment	5,000.00

11.2 Contributions from business properties towards the water supply

The only outstanding water contribution is for the Foresters Arms

11.3 Annual external audit and accounting statement

The external auditors have approved the Council's accounts for 2017 without comment and the notice of conclusion has been displayed on the notice boards. A bottle of Whisky will be purchased for Frank Fletcher as agreed previously – he has agreed to audit the accounts again next year.

RESOLVED: The councillors agreed that a buffer fund for the water plant of £20,000 continued to be sufficient.

11.4 Half Year Finance Report

Bank balances as at 30th September 2017:

£		£		£	
Current account at 1/4/17	3054.36	Deposit account at 1/4/16	25646.63	Total at 1/4/16	28700.99
				Unpresented 2017 accounts	-611.48
				Total expenditure for period	-7698.25
				Total revenue for period	1561.60
				Precept	10000.00
				Interest	5.12
Current account at 30/9/16	8586.23	Deposit account at 30/9/16	23371.75	Total as at 30/9/16	31957.98

The six-monthly budget sheet was circulated (below) which detailed receipts and expenditure and is therefore more detailed than the statement above. This document helped the councillors in deciding the precept for the next year.

11.5 Precept Required for 2018/19

The attached statement of half-year accounts shows actual amounts of receipts and expenditure for the year (in black) as well as amounts of receipts and expenditure to date, ie for six months (in red). The amounts in red will increase but it is a problem to quantify these amounts as costs are always unknown eg amounts of chlorine, spares or maintenance required on the water plant and leakage repairs and therefore difficult to forecast. The red figures are therefore subject to change.

The Clerk informed the meeting that she envisaged that the Council is going to spend at least £4,500 more than its income this year due to the large amount of expenditure necessary to update the water plant and therefore the balance at the end of the year will decrease to around £23,500; the reserve for the water plant should be in the region of £20,000. However, the update to the water plant is a one off outgoing and things should be back in balance by next year. The Councillors were asked to consider whether to keep the precept the same as the previous year of £10,000.

RESOLVED: The councillors resolved to maintain the precept at £10,000 and asked the Clerk to instruct RDC accordingly.

11.6 Council tax bills

RESOLVED: The Councillors asked the Clerk to send out the usual letters to Mr F Lawson, Mr G Verity, Mr A Parr and Mr & Mrs M Suttill for the refunds due to villagers who are not connected to the water supply.

CARLTON TOWN PARISH COUNCIL HALF YEAR ACCOUNTS 2017-2018

RECEIPTS	2017/18	2016/17	2015/2016
Precept	10,000.00	10,000.00	11,000.00
Bank interest	5.12	7.92	7.16
Rent	245.00	180.00	245.00
Water donations	905.00	960.00	1,145.00
Water repairs	0.00	0.00	0.00
Wayleaves/Grass cutting	28.74	5.74	5.74
VAT	0.00	0.00	0.00
Grant	0.00	2,200.00	4,570.60
FOI Requests	0.00	0.00	7.50
Donations	159.00	22.40	0.00
Unpresented Payments	223.86		
Total receipts	£11,566.72	£13,376.06	£16,981.00

PAYMENTS			
Administration	208.87	706.79	302.98
Clerk Salary	1,343.16	1,119.30	1,314.36
Insurance	536.28	456.64	478.37
Charity / Donations (s137)	50.00	0.00	100.00
Open spaces	1,032.15	1,908.44	3,295.00
Precept refunds	108.70	108.70	127.14
Water plant costs	3,595.02	2,460.83	2,066.03
Water repairs	0.00	0.00	0.00
VAT	824.07	886.13	969.62
Total payments	£7,698.25	£7,646.83	£8,653.50

RECEIPTS AND PAYMENTS SUMMARY

Funds brought forward	28,700.99	25,941.76	23,875.74
Receipts added	11,566.72	13,376.06	16,981.00
Less payments	7,698.25	7,646.83	8,653.50
Less unpresented chq	611.48	10.00	14.00
Balance carried forward	£31,957.98	£31,660.99	£32,189.24

Red figures are six-month totals and therefore subject to change

12. To consider and set the calendar of Parish Council meetings for 2018

RESOLVED: The councillors agreed to the proposed dates and asked the Clerk to post them on the website.

13. To consider items for the next Parish Council meeting agenda on 25th January 2017

Risk Assessment and asset register, Electricity contract if appropriate, water contributions and land lettings, VAT reclaim, March newsletter items

There being no other business the meeting closed at 8.20pm.