

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 12th May 2022

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.

1. To receive Nominations and elect the Parish Council Chairman for 2022/23 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 2022/23 and duly signed the Declaration of Acceptance of Office.

Cllr Thomas and the Clerk expressed thanks to Dawn Suttill for her service during her years on the council.

2. To receive and elect the Parish Council Vice Chairman for 2022/23

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 2022/23.

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 10th March 2022

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

Plant a tree – thanks to Raymond Brown for the tree donation. Jubilee celebrations, plant sale, parking request.

7.4 Review of Policy for Storing Data

RESOLVED: The reviewed policy, circulated prior to the meeting was duly approved. This is to be uploaded to the website.

7.5 Other Matters Arising

The Clerk informed the meeting that she had received an email about a note left on a car windscreen at the top of the village regarding parking. It was agreed that whilst no one has the right to park outside their house on the road, that consideration should be given to permanent residents by holiday cottage owners and a polite request should be put in the newsletter accordingly.

RESOLVED: A plaque is to be put up by the new tree for the Jubilee – the clerk will circulate suggested wording accordingly.

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

Jenny Walker circulated the following report:

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

Usage has been maintained at 75-80 cubes per day since early March.

This increased usage was investigated by Raymond Brown and Pete Hill in early March and they found increased water usage in the top half of the village, but the source of this presumed leak has not yet been investigated further.

A new person has been identified who is insured to put in new stop-taps to water supplies for Carlton Parish Council.

A couple of residents at the top of the village are wanting to fit a new stop-tap connection to the Main pipe for their own personal domestic supply.

The water committee have agreed that if this work is carried out that Carlton would benefit by having an additional stop-tap at that site, and all parties will benefit by the sharing of the cost of digging the main hole in the road.

There will also be a new stop-tap at Melbecks Studio for the benefit of the village.

There has as yet been no further progress with future plans for the water supply to the 100 houses in the village and the treatment of the water to the standards required in 2022 and beyond.

A meeting will be arranged with the Environmental Health Officer at Richmond District Council, and with the engineer who has recently serviced and worked on the equipment in the Water Hut and knows the system and its problems but as he is not employed by Culligans, he will be an independent opinion.”

Howard Thomas reported that Phil Fullerton has been in touch with Kim Nunn and they will be contacting the council if they wish to go ahead with the stop tap cover work.

RESOLVED: The council asked the Clerk to contact Marcus Metcalf (07764306621) as another possibility for fixing leaks.

9. To consider the areas the areas of grass cutting required in the village to ensure that they are maintained and receive an update on the Village Garden Sign

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 receive an update on the registration of Parish land.

Howard Thomas informed the meeting that all the paperwork for the Declaration of Truth regarding the parish land had been submitted by McGarry's and we await further correspondence from them when the Land Registry have been in touch.

11. To discuss and consider the Parish financial report**The Clerk gave the following information to the meeting:**

Bank balances as at 5th May 2022:

Current Account	£20,654.17
Deposit Account	<u>£28,779.12</u>
Total	<u>£49,433.29</u>

11.1 Expenditure since the last meeting

		£
M Briggs	Salary payments for March and April 2022	673.40

Requests for payment

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

		£
HSBC	Bank Charges March & April	17.00
Eden Farm	Chlorine for Water Plant	102.60
RDC	Water Analysis	139.65
YLCA	Subs for 2022/3	59.00
Marina Briggs	Stamps & Envelopes	18.54
Opus Energy	Electricity for Water Plant	394.80
Coverdale Memorial Hall	Hall hire for May meeting	12.00

Income since the last meeting

		£
M Buckman	Orchard Cottage Water Contribution	155.00
M Stott	Coverdale Lodge Water Contribution	155.00
M Yeatts	Coverlea Water Contribution	155.00
A Johnson	Thirdale House Water Contribution	116.25
R Kirkman	Car Park Space Letting 2022-3	25.00
R Inch	Lyndhurst Water Contribution	155.00
J Hayes	Old Hall Byre Water Contribution	155.00
J Simpson	Agri Water Contribution	130.00
J Clemson	Cragg View Water Contribution	150.75
Craig Lovell	Barn Cottage Water Contribution	155.00
Dales Dreams	Elm Tree Cottage Water Contribution	155.00
P Dinsdale	Agri Water Contribution	70.00
L & A Dent	Thistle, Manor & Ghyll Farm Water Contrib	465.00
C Utley & Son	Agri Water Contribution	35.00
Eaga Trust	Midsummer House Water Contribution	155
G Verity	Bull Park Rent 2022-3	180.00
R Suttill	Melbecks Rent & Agri Water Contribution	170.00
M Suttill	Agri Water Contribution	35.00
RDC	Parish Precept 2022-3	15000.00
Michael Horner	Agri Water Contribution	35.00

11.2 Proposed contributions from business properties towards the water supply

Contributions are outstanding from the following: Foresters Arms, Carlton Old Hall, South View and Barn Acre.

RESOLVED: The council asked the Clerk to ask the Foresters if they wished to offset their bill for the water against the cost of the water committee meal.

11.3 Consider and Approve the Parish Council Insurance Renewal

The renewal quote for 2022-23 is £524.16. This is £8 higher than last year and we are tied into a long-term agreement until 2025. However, I do believe that we are underinsured for the water plant. Whilst I understand that the council believes that nothing is likely to happen to the water plant, to be underinsured would be unwise in case the worst does happen. We are currently quoted for a replacement cost of £30,585 for the building and £52,712 for the contents. The last quote from Culligans was for around £66,000.

RESOLVED: The council confirmed that they wished to keep the buildings replacement at £30,585 but to request that the plant replacement cost be increased to £75,000. They instructed the Clerk to contact Zurich for a revised quote.

11.4 Certify Carlton Town Parish Council as exempt from external audit for fiscal year 2021/2022

RESOLVED: The council confirmed that Carlton Town Parish Council is exempt from external audit for the year 2021/22 as its annual turn-over does not exceed £25,000

11.5 To note that that Annual Internal Audit Report for 2021/22

The council noted the Annual Internal Audit Report for 2021/2022 included at page 4 of the Annual Governance and Accountability Return 2021/22 carried out by Frank Fletcher.

11.6 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 2021/22 return. The council were asked to formally approve the Annual Governance Statement.

RESOLVED: The council formally approved Section 1 the Annual Governance Statement 2021/22 for Carlton Town Parish Council on Page 5 of the Annual Governance and Accountability Return 2021/22.

11.7 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 2021/22 return.

RESOLVED: The council formally approved Section 2 – Accounting Statements 2021/22 for Carlton Town Parish Council on page 6 of the AGAR 2021/22.

11.8 Signing of the Accounting Statements by the Chairman

The Accounting Statements were duly signed by the Chairman

11.9 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 2021/22

Section 1 – Annual Governance Statement 2021/22

Section 2 – Accounting Statements 2021/22 Page 6

Analysis of Variances

Bank reconciliation to 31 March 2022

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.

Cllr Thomas asked the council if they were prepared to make a contribution to the Memorial Hall towards the phone line for the emergency telephone.

RESOLVED: Howard Thomas to find out how much the line rental is and report back.

13. To consider items for the next Parish Council meeting agenda July 2021

Items for the September Newsletter and updates on agenda items.

There being no further business the meeting closed at 8.40pm

CARLTON TOWN PARISH COUNCIL ACCOUNTS 2021/22

RECEIPTS	2021/22	2020/21	2019/20
Precept	15,000.00	10,000.00	10,000.00
Bank interest	3.78	12.39	52.58
Rent	245.00	220.00	270.00
Water contributions	2,238.00	2,130.00	2,088.72
Water repairs	0.00	0.00	0.00
Wayleaves	5.74	5.74	5.74
VAT	1,637.73	904.64	1,507.69
Grass Cutting Payment	28.74	28.74	28.74
Donations	0.00	75.00	1,300.88
Grants	0.00	336.24	888.71
Total receipts	£19,158.99	£13,712.75	£16,143.06

PAYMENTS			
Administration	545.77	456.68	1,172.18
Clerk Salary	3,196.70	3,120.00	2,767.44
Insurance	516.02	510.97	546.72
Charity / Donations (s137)	150.00	150.00	1,328.88
Open spaces	300.77	81.90	89.20
Precept refunds	676.39	450.54	332.55
Water plant costs	8,831.50	5,124.64	8,503.54
Water repairs	0.00	0.00	0.00
VAT	1,612.79	982.56	1,595.40
Total payments	£15,829.94	£10,877.29	£16,335.91

RECEIPTS AND PAYMENTS SUMMARY			
Funds brought forward	£29,431.74	£26,596.28	£26,789.13
Receipts added	£19,158.99	£13,712.75	£16,143.06
Less payments	-£15,829.94	-£10,877.29	-£16,335.91
Balance carried forward on 31st March	£32,760.79	£29,431.74	26,596.28