

# 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)
Dawn Suttill	Haydn Carr (☎ 640276)
Marina Briggs, Clerk	Quakers Garth (☎ 640058)

## Minutes of Meeting held on 13<sup>th</sup> May 2021

The meeting was held in the Coverdale Memorial Hall and started at 7.55pm after the Annual Parish Assembly. The meeting was held in line with the government guidelines for social distancing due to the Coronavirus pandemic and a risk assessment and track and trace record were carried out accordingly.

### Those present

Councillors Howard Thomas, Raymond Brown, Peter Dinsdale, and Dawn Suttill and the Clerk, Marina Briggs, attended the meeting along with Jenny Walker from the Water Committee and 3 members of the community.

### 1. To receive Nominations and elect the Parish Council Chairman for 2021/22 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 2021/22 and duly signed the Declaration of Acceptance of Office.

### 2. To receive and elect the Parish Council Vice Chairman for 2021/22

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

**RESOLVED:** Cllr Dinsdale was elected Vice Chairman for the year 2021/22.

### 3. To discuss the election/co-option of a new member of the Council

Cllr Thomas informed the meeting that Cllr Simpson had resigned from the council and thanked her for her years of service. A presentation of a voucher £50 to spend at the Foresters Arms was then presented to Mrs Simpson.

The Clerk informed the meeting that RDC and Democratic Services was leading the appointment of a new councillor and that a notice of election had been displayed and if less than 10 people had requested an election, then the position could be filled by co-option. The Clerk will circulate the next steps to the Councillors once the information had been received.

### 4. To receive apologies for absence

None

### 5. To receive any declarations of interest and special dispensations

No declarations of interest were made.

### 6. To approve the minutes of the Parish Council meeting held on 15<sup>th</sup> October 2020

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

**7. To receive any public questions, comments or representations**

None

**8. To receive a report from the Parish Clerk****8.1 Actions from Last Meeting**

Regarding the savings rates on the funds on deposit, the Clerk had put a call out to other councils and none were able to come up with suggestions. If we swap accounts we may find that charges are applied to our accounts anyway which will offset any gains from interest. Added to which we may need tie the money up in order to secure a good rate, and we need to have immediate access to it at all times. The Clerk therefore suggested the Council leave things as they are for now and this was agreed by the council.

Regarding the village garden sign about parking as discussed at the previous meeting, this has been ordered and received and will be put up shortly.

All other actions have been dealt with or are items on the agenda

**8.2 Welcome Letters to New Residents**

None

**8.3 Items for the June Newsletter**

Item from Caroline Harrison regarding the Village Hall committee, Item from Peter Dinsdale regarding Foresters Day, Annual Accounts, possible Defib training.

**8.4 Other Matters Arising**

None

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

Jenny Walker circulated the following report:

“14 months on and we are still under the strong effects of the Coronavirus pandemic. It has not helped us make progress with the upgrade of the supply and treatment of water to the 100 houses and few farms in Carlton, but we have stayed drinking safe water throughout.

Water Supply to the Hut

Tremendous rainfall in early November 2020 resulted in a very low supply of water getting to the Hut. This was found to be due to a landslip next to the Quarry face which had damaged and broken the earthenware pipe. A team of volunteers spent a cold and wet afternoon clearing the blockage and making the pipework continuous again, very grateful thanks to them.

This functioned adequately until the second half of April, when supply to the Hut again was poor, and was found to be due to a blockage at the area of the pipe which had been damaged in November. A temporary bypass was created with good effect, but for only 12 days when the pipe system blocked again and was rodded clear.

A meeting of the water committee last Friday have agreed that the pipe in this area needs to be replaced from the Quarry face to the top manhole reservoir, and enquiries are being made of contractors to find somebody with the appropriate equipment to do this on such a precarious piece of land.

It was also agreed at that meeting that the Borehole pump should be serviced and cleaned, last done in March 2017, and Cumbrian Pumps have agreed to do that. Other remedial actions in the area at the Hut are also planned by the volunteers.

Water usage and Leaks

Water usage was in the 50's at the beginning of the year. It rose to 60's during the extreme cold in January, and to the 70's and over 80 in early February. A tap near Orchard Cottage was the culprit. Water usage went down but was still in the 50-60's and a leak was seen in late April on

the track to farm buildings in the village. The owners repaired the leak, and usage fell immediately to early 40's where it now is.

Discussions with different companies to upgrade the Water supplied to Carlton

Mark Evans from Culligan met the Parish Council on 19<sup>th</sup> October and explained his proposal to replace the current Filtration system. It is expected that this modern and up to date equipment will function much better than the current system of two Filters installed in 1998, a third Filter added in 2000 and a Borehole added in 2011 in attempts to improve the colour of the water supplied to the Village. Councillors asked questions about the proposal as presented and asked for additional equipment to be quoted for (Tannin filter, Remote alarm system, Generator for emergency power back-up). This information was sent to Councillors in December.

A meeting with Phil Ward from Yorkshire Water in November had to be postponed due to the second Lockdown, and again in January with the third Lockdown.

New dates have been requested and will be circulated to the Councillors to find a date for them to meet him, along with the members of the Water committee."

The Clerk confirmed that dates had now been circulated and a date would be agreed in the next few days for the Yorkshire Water visit.

Cllr Brown informed the meeting that Howard from Ken Rodney would be coming to look at the water pipe from the quarry face to the top manhole cover as a matter of urgency. It was agreed that since it was essential work, if it could be carried out easily by Ken Rodney there and then, that they should be instructed to do so, but if large scale digging and works was required, that a quote would be obtained.

**10. 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. Cllrs Brown and Dinsdale to cut the bottom of the village grass area.

**11. To review the parish risk assessment, asset register, standing orders, financial regulations, GDPR data audit and records management policy**

**RESOLVED:** These polices had all been circulated by the Clerk to the councillors prior to the meeting and all were approved.

**12. To receive an update on the registration of Parish land.**

The Clerk informed the meeting that she had contacted McGarry Solicitors for an update but they had responded with a generic email that they were too busy to respond for the time being. The Clerk will endeavour to get more information for the next meeting.

**13. To discuss and consider the Parish financial report**

**The Clerk gave the following information to the meeting:**

Bank balances as at 4<sup>th</sup> May 2021:

Current Account	£6716.27
Deposit Account	<u>£37975.34</u>
Total	<u>£44691.61</u>

**13.1 Expenditure since the last meeting**

		£
M Briggs	Salary payments for October 2020-April 2021	1820.00
G Verity	Precept Refund	117.14
F Lawson	Precept Refund	117.14
H Parr	Precept Refund	99.12

**Income since the last meeting**

		£
HSBC	Interest on Deposit Account	1.46
HMRC	VAT Refund 2020/21	904.64
M Buckman	Water Contribution Orchard Cottage	120.00
M Yeatts	Water Contribution Coverlea	144.00
C Utley & Sons	Agri Water Contribution	30.00
J Beddington	Water Contribution Barn Cottage	144.00
L & A Dent	Water Contribution Dealers & Thistle Cottage	288.00
Eaga Trustees	Water Contribution Midsummer House	144.00
Gary Verity	Rent for Bull Park	180.00
M J Suttill	Agri Water Contribution	30.00
M Horner	Agri Water Contribution	30.00
R Suttill	Agri Water Contribution & Melbecks Rent	160.00
J Hayes	Water Contribution Old Hall Byre	144.00
M Stott	Water Contribution Coverdale Lodge	144.00
Rec Kirkman	Car Park Space rent	25.00
RDC	Precept 2021-2022	15000.00

**13.2 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

		£
Jenny Walker	Hamper for John Herbert	50.31
Eden Farm Supplies	Chlorine for Water Plant x 3 deliveries	156.60
RDC	Water Analysis for Dec 20 & April 21	279.30
Opus Energy	Electricity to the Water Plant Dec 20-April 21	2218.38
Dawn Suttill	Defibrillator Pads	44.28
Marina Briggs	Paper, Ink, Envelopes & Stamps	170.60
YLCA	Membership Fees	58.00
Coverdale Memorial Hall	Meetings x2	48.00
Culligans	Service of Water Plant 2020	2127.96
The Sign Shed	Sign for Village Garden	22.97

**Outstanding contributions from business properties towards the water supply**

Contributions are outstanding from the following: J Simpson, Cragg View, Lyndhurst, F Dinsdale & Sons and Foresters Arms.

The Council agreed that payment from F Dinsdale & Sons for the year 2019/20 should be offset against the purchase and fitting of a new gate at the Bull Park.

**13.3 Consider and Approve the Parish Council Insurance Renewal**

The renewal quote for 2021-22 is £516.02. This is £6 higher than last year. The cover documents were circulated to the councillors before the meeting to check that cover was adequate. The Clerk drew the council's attention to the fact that communicable diseases are now no longer covered by the policy.

**RESOLVED:** The Council asked the Clerk to forward the documents to David Suttill who will arrange a quote from Broadleys. The Clerk is also to look elsewhere for a quote and email the councillors with the information.

#### **13.4 Certify Carlton Town Parish Council as exempt from external audit for fiscal year 2020/2021**

**RESOLVED:** The council confirmed that Carlton Town Parish Council is exempt from external audit for the year 2020/21 as its annual turn-over does not exceed £25,000

#### **13.5 To note that that Annual Internal Audit Report for 2019/20**

The council noted the Annual Internal Audit Report for 2020/2021 included at page 4 of the Annual Governance and Accountability Return 2020/21 carried out by Frank Fletcher.

#### **13.6 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 2020/21 return. The council were asked to formally approve the Annual Governance Statement.

**RESOLVED:** The council formally approved Section 1 the Annual Governance Statement 2020/21 for Carlton Town Parish Council on Page 5 of the Annual Governance and Accountability Return 2020/21.

#### **13.7 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 2020/21 return.

**RESOLVED:** The council formally approved Section 2 – Accounting Statements 2020/21 for Carlton Town Parish Council on page 6 of the AGAR 2020/21.

#### **13.8 Signing of the Accounting Statements by the Chairman**

The Accounting Statements were duly signed by the Chairman

#### **13.9 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 2020/21
- Section 1 – Annual Governance Statement 2020/21
- Section 2 – Accounting Statements 2020/21 Page 6
- Analysis of Variances
- Bank reconciliation to 31 March 2021
- 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.

#### **13.10 Review of Clerk's Salary and Hours**

The Clerk informed the meeting that she was happy with the hours and rate of pay for the present time.

**14. To receive an update on the grid at Butchers Bridge and the Guardianship of the Defibrillator Cabinet**

Cllr Brown has fixed the grid and thanks were extended to him for this.  
Cllr Suttill has passed the guardianship of the defibrillator over to Jill Sutherland and thanks were extended to Cllr Suttill for maintaining it for the last few years.

**15. 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 9pm

DRAFT

<b>CARLTON TOWN PARISH COUNCIL ACCOUNTS 2020/21</b>			
<b>RECEIPTS</b>	<b>2020/21</b>	<b>2019/20</b>	<b>2018/19</b>
Precept	10,000.00	10,000.00	10,000.00
Bank interest	12.39	52.58	32.64
Rent	220.00	270.00	220.00
Water contributions	2,130.00	2,088.72	905.00
Water repairs	0.00	0.00	1,500.00
Wayleaves	5.74	5.74	5.74
VAT	904.64	1,507.69	1,103.18
Grass Cutting Payment	28.74	28.74	28.74
Donations	75.00	1,300.88	1,589.29
Grants	336.24	888.71	1800.80
<b>Total receipts</b>	<b>£13,712.75</b>	<b>£16,143.06</b>	<b>£17,185.39</b>
<b>PAYMENTS</b>			
Administration	456.68	1,172.18	2,115.01
Clerk Salary	3,120.00	2,767.44	2,767.44
Insurance	510.97	546.72	541.42
Charity / Donations (s137)	150.00	1,328.88	1,643.29
Open spaces	81.90	89.20	191.47
Precept refunds	450.54	332.55	431.51
Water plant costs	5,124.64	8,503.54	2,963.95
Water repairs	0.00	0.00	1,500.00
VAT	982.56	1,595.40	1,059.43
<b>Total payments</b>	<b>£10,877.29</b>	<b>£16,335.91</b>	<b>£13,213.52</b>
<b>RECEIPTS AND PAYMENTS SUMMARY</b>			
Funds brought forward	26,596.28	26,789.13	22,817.26
Receipts added	13,712.75	£ 16,143.06	17,185.39
Less payments	10,877.29	£ 16,335.91	13,213.52
<b>Balance carried forward on 31st March</b>	<b>£29,431.74</b>	<b>£26,596.28</b>	<b>£26,789.13</b>