

# 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 7<sup>th</sup> March 2024

### Those present

Councillors Howard Thomas, Peter Dinsdale, Raymond Brown, and David Suttill and the Clerk, along with Jenny Walker from the water committee, Andy Morson and Martyn Whistler from the Yorkshire Water Funding Committee and 4 members of the community.

- 1. To receive apologies for absence**  
Apologies were received and accepted for Cllr Alonso Wilkes
- 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 18<sup>th</sup> January 2024**  
**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**  
None received.
- 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.

### 5.2 To consider the renewal of the Parish insurance cover

The council is tied into a contract until 2025 with Zurich Municipal and therefore our insurance premium should not be significantly different to last year (£524). It is a bit early for renewal documents but these will be circulated to the councillors once they have been received.

### 5.3 Review of the Clerk's salary and hours

The Clerk informed the meeting that she last had a review two years ago. Her current rate of pay is £12.95 per hour for 6 hours per week.

Under normal circumstances the Clerk can comfortably fit the council workload into the contracted 6 hours. However, in recent weeks the hours worked have been considerably more than that – more in the region of at minimum of 10 hours.

In light of the establishing of a new subcommittee which will require minutes etc, the Clerk requested that her hours be increased to 10 hours per week until the findings of the committee have been reported back. They can then be reviewed again to bring them back down to the 6 hours or lower depending on the outcome of the findings.

The current salary range for a parish clerk and Responsible Financial Officer for this size of council (LC1) is £12.63 to £14.95.

**RESOLVED:** The Parish Council agreed to raise the Clerk's hourly rate to £14.95 and to increase the hours to 10 hours per week subject to review once the findings of the YWFC have been reported.

#### 5.4 Welcome Letters to New Residents

None needed.

#### 5.5 Invoices for Water Contributions

These will be raised and sent to residents and businesses after the 31<sup>st</sup> March once the billing period has ended.

#### 5.6 Correspondence received

The memorial stone has been collected from A D Calvert Stoneyard and is with Jenny Walker for safekeeping.

**RESOLVED:** Matthew Wilkes is to insert the stone into the Village Garden wall.

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

Jenny Walker gave the following report:

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

Water usage has been around 70-75 cubes per day for some months until last Wednesday teatime.....

The top half of the village suddenly ran out of water. Urgent inspection found no problems with the source or supply of water to the Hut but the small storage reservoir at the Hut was empty. When it is full, this small reservoir produces the head of pressure to send water up to the top of the village, and without that pressure those houses do not receive any water. The Main supply pipe from the Water Hut to the village divides opposite the telephone box. All the properties uphill from the phone-box had progressively reduced pressure, and properties below the phone-box still had water but at a greatly reduced pressure.

A major water leak was the cause and after testing done that night by 2 stalwart volunteers, the leak was declared to be between the Mains divide just below the phone-box and the Water Hut. The leak eventually showed itself about 100 yards above the chapel the following day by bubbling up out of the ground of the track and being visible to an eagle-eyed resident. He and a couple of other very good villagers dug out and exposed the Mains pipe at that site. The pipe was found to have two holes, and a temporary patch was attempted, but without success. Fortunately, an independent water engineer was located who was able to attend urgently the following day. A clamp was applied around the Mains pipe and the holes which immediately effected a seal and that leak was stopped.

It was apparent the following day that the repair was intact, the water was being adequately filtered and treated, and the Boil Order was lifted.

Water usage fell immediately to 47 cubes in the next 24 hours, and has now settled to 50-55 cubes per day. Usage should be about 35-40 cubes a day.

The two temporary blue pipes coming from Melbecks quarry-face to the top reservoir have both required clearing this last week to maintain a good volume of water supply to the Water Hut.

Two Environmental Health Officers from North Yorkshire Council came last month for a follow-up meeting regarding the Risk Assessment that was carried out in September 2023. They acknowledged that work has been done to correct some of the short-term problems they had highlighted, and it was agreed by the Councillor at the meeting that the outstanding

work will be completed, by either replacing the joints in the temporary blue pipes, or preferably by replacing these blue pipes altogether by using the larger black pipe which is already partly in position.

The Officers were pleased to hear that plans are being developed to address the long-term needs for a safe and reliable supply of water to the residents of Carlton.

The annual service due this month by Culligan is booked.”

Thanks were given to Matthew Wilkes for his assistance in helping with the water leak. Matthew has offered to rejoin the water committee which was accepted.

**RESOLVED:** Howard Thomas is to organise the Water Committee and Grass Cutter’s meal including Matthew in recognition of his help.

### 7. To discuss and agree the formation of the Yorkshire Water Funding Committee

Ansy Morson outlined the outcome of the recent meeting with the YWFC volunteers and the minutes from the meeting along with proposed Terms of Reference were circulated to the council prior to the meeting. Howard Thomas agreed to join the YWFC. It was reiterated that the YWFC are solely investigation funding opportunities for the YW and will report back to the parish council in due course. The Clerk asked for agreement to request Withers Worldwide for a free quote for their legal advice.

**RESOLVED:** The Parish Council agreed to the formation of the YWFC with the proposed Terms of Reference and for the Clerk to contact Withers for a free quote.

### 8. To Review the Standing Orders, Financial Regulation, GDPR Data Audit and Records Management Policy

The policies had been circulated to the councillors prior to the meeting. All were duly adopted with just one amendment in the Financial Regulations to increase the Water Buffer fund to £100k.

**RESOLVED:** The policies are to be uploaded to the Council website.

### 9. To discuss and consider the Parish financial report

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

Bank balances as at 28<sup>th</sup> February 2024:

Current Account	£2873.92
Deposit Account	£49510.58
Total	<u>£52384.50</u>

#### 9.1 Expenditure since the last meeting

		£
Marina Briggs	Jan & Feb Salary	673.40

#### Requests for payment

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

		£
Opus Energy	Electricity to Water Plant Jan & Feb	787.18
HSBC	Bank Charges Oct Jan	10.00
Amazon	Ink & Envelopes	66.47
Eden Farm Supplies	Chlorine	148.32

Calverts Stone Yard	QEII Stone	244.86
Coverdale Memorial Hall	Council and water meetings	28.00
Raymond Brown	Black Pipe for water supply	492.76
Marina Briggs	Parish Council laptop & Microsoft Subscription	619.98
Richards Water Solutions	Water Leak Repair	960.00
NYC	Water analysis	157.16

**Income since the last meeting**

		£
HMRC	VAT Refund	1006.49

**9.2 Outstanding refunds on Water precept**

All are paid and up to date.

**10. To consider items for the Annual Parish Council meeting agenda on 9<sup>th</sup> May 2024**

Election Chairman and Vice Chairman, End of year accounts, Annual return, June newsletter  
Parish Grass Cutting, update on Memorial stone, Update from YWFC.

There being no further business the meeting closed at 8.25pm