

CARLTON LE MOORLAND PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 9th April 2025 in Carlton le Moorland Village Hall

Minute		Action
	<p>Chairman Councillor Ewan Marland welcomed all in attendance to April's meeting of the Parish Council.</p> <p><u>Report from NKDC District Councillor</u> District Councillor Mary Green had sent her report which had been circulated to all members.</p> <p><u>Report from LCC County Councillor</u> County Councillor Marianne Overton had forwarded her monthly newsletter. She also reported on the latest solar planning applications, local government reorganisation and the election on 1st May 2025.</p> <p><u>Questions from Residents</u> There were no questions.</p> <p>THE MEETING WENT INTO FORMAL SESSION</p>	

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01/02/25	<u>PRESENT AT THE MEETING</u> Cllrs E. Marland (Chairman), A. Sceeny, M. Waring, F. Jacques, J. Hutchinson, M. Frost five members of the public and the clerk.	
02/02/25	<u>APOLOGIES FOR ABSENCE</u> There were apologies from Cllr. R. Garland and District Cllr. M. Green.	
03/02/25	<u>DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND OUTLINED IN THE COUNCILS CODE OF CONDUCT</u> Cllr. Waring declared an interest at item 9 – Playing Field, Cllr. Frost declared an interest at item 10 – Allotments, Cllr. Sceeny declared an interest at item 7 – Village Hall and item 10 – Allotments, Cllr Jacques declared an interest at item 7 – Village Hall, 8 – Pond, 10 - Allotments and 12 Grass Cutting and Cllr. Hutchinson declared an interest at item 8 – Pond and item 10 – Allotments.	
04/02/25	<u>CONSIDERATION OF ITEMS TO BE DISCUSSED IN CLOSED SESSION</u> There were no items to discuss in closed session.	
05/02/25	<u>TO APPROVE THE NOTES OF THE PREVIOUS MEETING</u> The minutes of the last Parish Council meeting held on 12 th March 2025 were proposed by Cllr. Waring, seconded by Cllr. Jacques and agreed by all members to be a true record.	
06/02/25	<u>MATTERS ARISING FROM THE MINUTES</u> There were no matters arising.	
07/02/25	<u>VILLAGE HALL</u> <u>i)Painting of Hall</u> The council had received a quotation of £175 per day from Mr. Hook for painting the hall (for 2 people completing work) which was proposed by Cllr. Frost, seconded by Cllr. Waring and agreed by the council. The paint and two rollers had been purchased so that the work could go ahead over the Easter break. The clerk would contact Mr. Hook to confirm. <u>ii)Maintenance Issues</u> The door wedges and folding table tool had been purchased. An extension lead and door edge protector was still to be sourced. The members agreed that Cllr. Jacques could seek a price for an external tap and hose for the hall. <u>iii)Other Matters</u> There was no further information from Booker Electrical on the invoice for the PAT testing, the hot cupboard or the nest heating control.	
08/02/25	<u>POND AND SURROUNDING AREA IN SANDS LANE</u> i) Cllr. Jacques reported that the planters had been purchased and would be concreted in position and planted in due course. ii) Trees – Cllr Frost was looking after the trees from the Woodland Trust which would be planted in the field off Back Lane. The clerk would contact John Hollis to ask if the field could be levelled ahead of planting.	

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09/03/25	<p><u>PLAYING FIELD</u></p> <ul style="list-style-type: none"> a) Wicksteed had installed the new swing equipment and there was discussion about the fitting of the safety matting on uneven ground. The Chairman had met the Wicksteed representative at the playing field prior to the meeting and confirmed that it met EN1776 safety requirements. The outcome of the funding bid with the Lost Village was still awaited. b) Phase 2 Playing Field Equipment – the second consultation had taken place and a copy of the summary report would be circulated to members. c) Other matters discussed:- <ul style="list-style-type: none"> i) Grass cutting – the contractor would be asked to cut the grass shorter and increase frequency. ii) Working party to complete the removal of zip wire and some of the tasks identified by the inspection report. The clerk would seek availability of members to organise this work. 	
10/03/25	<p><u>ALLOTMENTS</u></p> <ul style="list-style-type: none"> a) An allotment inspection took place on 30th March 2025 and Cllr. Frost and the clerk provided a report. All but one allotment had shown that cultivation was in progress. It was agreed to write to the tenant on allotment 9 to offer the renewal of tenancy and also give 3 months' notice of a further inspection after which the tenancy will be reviewed again. b) Trees – all trees were monitored, and a number were in a poor state with overhanging boughs. If individual allotment holders had issues with trees, they should write to the PC to raise their concerns c) Vacant allotments – a resident who had contacted the clerk regarding the vacant allotment 2 on Sands Lane, only wished to be considered for half a plot. It was agreed to split this allotment and issue the tenancy (2a). d) Tenancy Agreements – following comments raised at the previous meeting, the clerk had reviewed the council's tenancy agreement with LALC members from other parish councils. The majority of the tenancy agreements were similar in content. To address the matter raised regarding responsibility for trees/hedges on allotments, it was noted that the tenant should maintain these and it was addressed in the tenancy agreement. However, if trees were on boundaries affecting neighbours/other landowners, then the council may step in to deal with any problems. The council resolved to make no changes to their current tenancy agreement. 	
11/03/25	<p><u>HIGHWAYS AND FOOTWAYS</u></p> <p>It was noted that old Fix My Street requests for drains to be cleared had been closed and that this work may have been completed recently by LCC Highways contractors.</p>	
12/03/25	<p><u>GRASS CUTTING AND MOLE WORK</u></p> <p>The grass contractor would be asked to cut the playing field grass shorter and more frequently.</p>	

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13/04/25	<p><u>VE DAY 80TH CELEBRATION – 8TH MAY 2025</u></p> <p>i) A donation of £500 had been received by the parish council from a resident with the wish that a commemorative bench would be purchased for the village to be installed on the playing field. A plaque would also be purchased and fitted. The clerk would order a bench (Marmax) and arrange delivery.</p> <p>ii) VE Day Event – Village Hall The Parish Council confirmed that the hire fee would be waived for the event taking place in the hall which was raising funds for charity.</p>											
14/04/25	<p><u>PLANNING</u></p> <p>24/1035/FUL Proposal: Corner Farm, Bassingham Road – Following further updates on the plans and comments from Highways Officer Sarah Heslam regarding the improved access and visibility splays, the council had submitted their observations on the application by the deadline set by NKDC.</p>											
15/04/25	<p><u>NEWSLETTER</u></p> <p>It was agreed that a newsletter would be published during May.</p>											
16/04/25	<p><u>CORRESPONDENCE</u></p> <p>i) PKF Littlejohn – Audit 2024-25</p> <p>ii) Fosse Green – Community Liaison Group meeting on 28th April at Witham St. Hughs Village Hall – 5pm to 6.30pm</p> <p>All correspondence had been circulated to members prior to the meeting.</p>											
17/04/25	<p><u>FINANCE</u></p> <p>1. <u>Finance Risk Assessment Review 2025-25</u> It was proposed by Cllr. Hutchinson, seconded by Cllr. Jacques and approved by the Council to accept the Finance Risk Assessment.</p> <p>2. <u>Financial Regulations Review 2025-26</u> It was proposed by Cllr. Hutchinson, seconded by Cllr. Frost and agreed by the Council to adopt the 2025 financial regulations as circulated.</p> <p>3. <u>Audit of Accounts 2024-25</u> i) The clerk advised the council that the 2024-25 audit was underway and that the internal auditor had been approached to complete the process on behalf of the council. ii) It was also noted that the External Auditors had supported the new ruling that all councils should have a '.gov.uk' e-mail address and fines would be issued to those councils without them from 1st April 2026. The Council resolved to seek further advice/costs with a view to migrating to a .gov.uk e-mail address before the end of the current year.</p> <p>4. <u>Finance Report and Bank Reconciliation April 2025</u> The Income and Expenditure Accounts had been circulated and the Finance report summary presented was accepted. The balances on the accounts as of 1st April 2025 were as follows:</p> <table><tr><td>Treasurer's Account</td><td>£1,231.66</td></tr><tr><td>Village Hall Account</td><td>£12,199.28</td></tr><tr><td>Savings Account</td><td>£46,203.14</td></tr><tr><td>Village Hall Development Fund – Fundraising</td><td>£9,567.07</td></tr><tr><td>TOTAL</td><td>£69,201.15</td></tr></table>	Treasurer's Account	£1,231.66	Village Hall Account	£12,199.28	Savings Account	£46,203.14	Village Hall Development Fund – Fundraising	£9,567.07	TOTAL	£69,201.15	
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17/05/25	<p>5. <u>Payment of Accounts</u> The following accounts were approved for on-line payment during April:</p> <table><tr><td>Clerk's Admin Expenses – March 2025</td><td>£10.00</td></tr><tr><td>CB Grounds Maintenance-Grass Cutting March 2025</td><td>£115.00</td></tr><tr><td>M. Harwood-Litter picking & Handyperson Mar 2025</td><td>£40.00</td></tr><tr><td>Information Commissioner – Annual Free</td><td>£52.00</td></tr><tr><td>Wicksteed – Disposal of Equip/Installation of Swings</td><td>£11,471.00</td></tr><tr><td>Planters/compost–Sands Area from Lost Village Fund</td><td>£77.25</td></tr><tr><td>Bank charges 4/3-3/4/25</td><td>£8.00</td></tr><tr><td>Clerks Salary April 2025</td><td>£341.04</td></tr><tr><td>Microsoft - Software subscription April 2025</td><td>£12.36</td></tr><tr><td>Allied Westminster – Village Hall insurance renewal</td><td>£930.41</td></tr><tr><td>A Hook - Cleaning of Hall March 2025</td><td>£240.00</td></tr><tr><td>Brewers – Paint to match existing in V Hall</td><td>£190.01</td></tr><tr><td>Harvey's Window Cleaning</td><td>£20.00</td></tr><tr><td>Amazon – 2 paint rollers for decorating work</td><td>£18.52</td></tr><tr><td>Amazon – 3 rubber door stops</td><td>£4.99</td></tr><tr><td>Gopak – Fast fold tool for tables</td><td>£13.80</td></tr><tr><td>Lindum Fire Services – Fire Alarm Inspection</td><td>£102.00</td></tr><tr><td>Hall Hire deposit refund: M. Kitchen 6.4.25</td><td>£72.00</td></tr><tr><td>Hall Hire deposit refund: R Marwood 29.3.25</td><td>£16.00</td></tr><tr><td>Hall Hire deposit refund: R. Holland 30.3.25</td><td>£68.00</td></tr><tr><td>Hall Hire deposit refund: A Harding 28.3.25</td><td>£36.0</td></tr><tr><td>Bank charges 4/3-3/4/25 Village Hall A/C</td><td>£8.00</td></tr><tr><td>Octopus Energy – 1/3– 31/3/25</td><td>£114.59</td></tr><tr><td>BT Broadband Contract (monthly £19.45 plus VAT)</td><td>£26.18</td></tr><tr><td>Wave Water 1/4/25</td><td>£40.00</td></tr></table>	Clerk's Admin Expenses – March 2025	£10.00	CB Grounds Maintenance-Grass Cutting March 2025	£115.00	M. Harwood-Litter picking & Handyperson Mar 2025	£40.00	Information Commissioner – Annual Free	£52.00	Wicksteed – Disposal of Equip/Installation of Swings	£11,471.00	Planters/compost–Sands Area from Lost Village Fund	£77.25	Bank charges 4/3-3/4/25	£8.00	Clerks Salary April 2025	£341.04	Microsoft - Software subscription April 2025	£12.36	Allied Westminster – Village Hall insurance renewal	£930.41	A Hook - Cleaning of Hall March 2025	£240.00	Brewers – Paint to match existing in V Hall	£190.01	Harvey's Window Cleaning	£20.00	Amazon – 2 paint rollers for decorating work	£18.52	Amazon – 3 rubber door stops	£4.99	Gopak – Fast fold tool for tables	£13.80	Lindum Fire Services – Fire Alarm Inspection	£102.00	Hall Hire deposit refund: M. Kitchen 6.4.25	£72.00	Hall Hire deposit refund: R Marwood 29.3.25	£16.00	Hall Hire deposit refund: R. Holland 30.3.25	£68.00	Hall Hire deposit refund: A Harding 28.3.25	£36.0	Bank charges 4/3-3/4/25 Village Hall A/C	£8.00	Octopus Energy – 1/3– 31/3/25	£114.59	BT Broadband Contract (monthly £19.45 plus VAT)	£26.18	Wave Water 1/4/25	£40.00	
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18/05/25	<p><u>ANY OTHER BUSINESS</u> Cllr. Jacques reported that the defibrillator would need a new battery later in the year which would be paid for from the funding in reserve for this purpose.</p>																																																			
19/05/25	<p><u>DATE AND TIME OF NEXT MEETING</u> The next Parish Council meeting would be the Annual General Meeting of the Parish Council to be held on Wednesday 14th May 2025. The meeting closed at 8.40pm.</p>																																																			