

CARLTON LE MOORLAND PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 10th September 2025 in Carlton le Moorland Village Hall

Minute		Action
	<p>In the absence of the Chairman and Vice Chairman, Councillor Jeremy Hutchinson welcomed all in attendance to September's meeting of the Parish Council.</p> <p><u>Questions from Residents</u></p> <p>A resident informed the Parish Council that the assistance doorbell in the front entrance of the hall was in the wrong place in their opinion. The council had made reasonable adjustments at the entry of the hall for all users and no other hirers had raised any issues with the access. The doorbell had been located to ensure it was within the porch protected from the weather and was not in front of the door when it was opened.</p> <p><u>Report from County Councillor Marianne Overton</u></p> <p>County Councillor Overton was in attendance and reported about the local solar planning applications and the sculpture which had recently been installed in Norton Disney.</p> <p>THE MEETING WENT INTO FORMAL SESSION</p>	

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66/21/25	<u>PRESENT AT THE MEETING</u> Cllrs J. Hutchinson (Chairman), A. Sceeny, M. Waring, F. Jacques, two members of the public and the clerk.	
67/21/25	<u>APOLOGIES FOR ABSENCE</u> There were apologies from Cllrs. Marland, Garland and Frost and these were accepted by the members.	
68/21/25	<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 8 – Playing Field, Cllr. Sceeny declared an interest at item 6 – Village Hall and item 9 – Allotments and Cllr Jacques declared an interest at item 6 – Village Hall, 7 – Pond, 8 – Playing Field, 9 - Allotments and 11 Grass Cutting.	
69/21/25	<u>CONSIDERATION OF ITEMS TO BE DISCUSSED IN CLOSED SESSION</u> Under the standing orders 11(b) it was resolved that item 13. Clerks Pay would be discussed in closed session.	
70/21/25	<u>TO APPROVE THE NOTES OF THE PREVIOUS MEETING</u> The minutes of the last Parish Council meeting held on 9 th July 2025 were proposed by Cllr. Jacques, seconded by Cllr. Waring and agreed by all members to be a true record.	
71/21/25	<u>MATTERS ARISING FROM THE MINUTES</u> Amendments to the minutes were noted as follows: Cllr Sceeny declared an interest at item 6 Village Hall and 9 Allotments. Cllr Jacques noted the pond expenditure was £50 and not £150.	
72/21/25	<u>VILLAGE HALL</u> <u>i)Hot cupboard replacement</u> Cllr. Sceeny provided 2 prices for a replacement hot cupboard which had failed recent PAT testing. It was agreed by Cllr Jacques, seconded by Cllr Waring and approved by the council to purchase new equipment to the value of approximately £320 plus VAT. <u>ii)Nest Heating Control</u> The members agreed to seek further contractors to replace the Nest thermostat controls ahead of the winter months. The clerk would report back to the members with prices. <u>iii)Maintenance – Air Conditioning</u> The annual service of the Daikin air conditioning system had been Arranged for 22 nd September.	Cllr. Sceeny/ clerk
73/21/25	<u>POND AND SURROUNDING AREA IN SANDS LANE</u> Cllr. Jacques gave a report on the pond. It was planned to add bulbs to the planters in the coming weeks.	
74/21/25	<u>PLAYING FIELD</u> <u>i)Playground Equipment update</u> - Wicksteed had provided a combined quotation for the preferred under 3 play equipment and the zip wire and the grant application could now be progressed. <u>ii)Other Matters</u> - Shrubbery had been cut back on the playing field entrance and it was agreed to repair the hole in the fencing in the corner of the field.	

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75/22/25	<p><u>ALLOTMENTS</u></p> <p>a) Allotment 9 – the plot had been vacated by 31st August, and it was agreed to seek further advice from Cllr. Frost about re-letting as 2 plots going forward.</p> <p>b) Tree Management – trees in the entrance to the allotments overhanging onto Back Lane were inspected by Hill Holt Wood and subsequently removed by their team in September.</p> <p>c) Tenancy Terms and Condition – it was agreed that a proposal to update the allotment terms and conditions would be deferred to the next meeting when more members would be present.</p>											
76/22/25	<p><u>HIGHWAYS AND FOOTWAYS</u></p> <ul style="list-style-type: none">- The members discussed road repairs to Norton Disney Road the standard of which was not good. The clerk would contact LCC Highways as improvements were scheduled for 2026.- SID – this would be relocated to the Broughton Road.	Clerk Cllrs Hutchinson & Garland										
77/22/25	<p><u>GRASS CUTTING AND MOLE WORK</u></p> <p>There was nothing to discuss.</p>											
78/22/25	<p><u>PLANNING</u></p> <p>There was nothing to discuss.</p>											
79/22/25	<p><u>CHRISTMAS TREE & CAROL EVENT – SUNDAY 14TH DECEMBER 2025</u></p> <p>It was agreed that the Christmas Tree would be ordered from the same supplier as 2024. The members agreed to fund the refreshments for the annual carol event on 14th December (approx. £50)</p>											
80/22/25	<p><u>GOV.UK</u></p> <p>It was becoming more important for all councillors to use their council e-mail addresses and the clerk would assist in the setting up of these on request. An IT policy would need to be in place ahead of the next annual audit.</p>	IT policy to be prepared										
81/22/25	<p><u>CORRESPONDENCE</u></p> <p>i) NKDC Litterpicking Grant – it was agreed to apply for this grant and provide a report on the use of funds in 24/25.</p> <p>ii) LCC Councillor – Volunteer Support Scheme information.</p> <p>iii) Anglian Water – response to request relating to Pumping Station activity.</p> <p>All correspondence had been circulated to members prior to the meeting.</p>											
82/22/25	<p><u>FINANCE</u></p> <p>1. <u>Conclusion of 2024/25 Audit of Accounts.</u> The clerk reported that the 2024/25 Audit of Accounts had been concluded. This was noted by the members and had been publicised as required by the External Auditors.</p> <p>2. <u>Finance Report and Bank Reconciliation September 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 September 2025 were as follows:</p> <table><tr><td>Treasurer's Account</td><td>£1,940.70</td></tr><tr><td>Village Hall Account</td><td>£12,524.73</td></tr><tr><td>Savings Account</td><td>£46,270.93</td></tr><tr><td>Village Hall Development Fund – Fundraising</td><td>£10,141.86</td></tr><tr><td>TOTAL</td><td>£70,878.22</td></tr></table>	Treasurer's Account	£1,940.70	Village Hall Account	£12,524.73	Savings Account	£46,270.93	Village Hall Development Fund – Fundraising	£10,141.86	TOTAL	£70,878.22	
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83/23/25	<p><u>FINANCE (Continued)</u></p> <p>1. <u>Payment of Accounts</u></p> <p>The following accounts were approved for on-line payment during August and September 2025:</p> <table><tr><td>Countryside Gates – Playing Field gates</td><td>£919.20</td></tr><tr><td>Clerk's Admin Expenses July</td><td>£11.15</td></tr><tr><td>CB Grounds Maintenance-Grass Cutting July 2025</td><td>£115.00</td></tr><tr><td>M. Harwood-Litter picking & Handyperson July 2025</td><td>£40.00</td></tr><tr><td>F Jacques - Rope for pond maintenance</td><td>£6.98</td></tr><tr><td>Amazon - Safety belt/harness/waders for pond work</td><td>£41.96</td></tr><tr><td>Bank charges 4/7-3/8/25</td><td>£8.00</td></tr><tr><td>Clerks Salary August 2025</td><td>£341.04</td></tr><tr><td>Microsoft - Software subscription August 2025</td><td>£12.36</td></tr><tr><td>Hall Hire Deposit refund - J Bowling 11/7/25</td><td>£48.00</td></tr><tr><td>Hall Hire Deposit refund - K Bell 2/8/25</td><td>£50.00</td></tr><tr><td>Hall Hire Deposit refund - K J Gibbs 19/7/25</td><td>£44.00</td></tr><tr><td>Hall Hire Deposit refund - L Butcher 12/7/25</td><td>£68.00</td></tr><tr><td>A Hook - Cleaning of Hall July 2025</td><td>£300.00</td></tr><tr><td>Harvey's Window Cleaning - window clean</td><td>£20.00</td></tr><tr><td>Weedkiller for VH grounds maintenance</td><td>£5.99</td></tr><tr><td>ESPO - V Hall Cleaning Materials</td><td>£77.69</td></tr><tr><td>Bank charges 4/7-3/8/25 Village Hall A/C</td><td>£8.00</td></tr><tr><td>BT Broadband Contract</td><td>£32.22</td></tr><tr><td>Wave Water 1/8/25</td><td>£43.00</td></tr><tr><td>Clerk's Admin Expenses – August 2025</td><td>£11.15</td></tr><tr><td>CB Grounds Maintenance-Grass Cutting Aug 2025</td><td>£115.00</td></tr><tr><td>M. Harwood-Litter picking & Handyperson Aug 2025</td><td>£40.00</td></tr><tr><td>D Csukai – Allotment rent refund</td><td>£35.00</td></tr><tr><td>PKF Littlejohn LLP – External Audit to 31/3/25</td><td>£252.00</td></tr><tr><td>Hill Holt in the Community – Tree Management</td><td>£361.22</td></tr><tr><td>Bank charges 4/8-3/9/25</td><td>£8.00</td></tr><tr><td>Clerks Salary September 2025</td><td>£367.44</td></tr><tr><td>Microsoft - Software subscription September 2025</td><td>£12.36</td></tr><tr><td>A Hook - Cleaning of Hall August 2025</td><td>£210.00</td></tr><tr><td>Hall Hire Deposit Refund – M Prime 10/8/25</td><td>£20.00</td></tr><tr><td>PPL/PRS Annual License</td><td>£277.90</td></tr><tr><td>Bank charges 4/8-3/9/25 Village Hall A/C</td><td>£8.00</td></tr><tr><td>Octopus Energy – 1/8/25-31/8/25</td><td>£0.00</td></tr><tr><td>BT Broadband Contract – 1/8/25-31/8/25</td><td>£28.67</td></tr><tr><td>Wave Water 1/0/25</td><td>£43.00</td></tr></table>	Countryside Gates – Playing Field gates	£919.20	Clerk's Admin Expenses July	£11.15	CB Grounds Maintenance-Grass Cutting July 2025	£115.00	M. Harwood-Litter picking & Handyperson July 2025	£40.00	F Jacques - Rope for pond maintenance	£6.98	Amazon - Safety belt/harness/waders for pond work	£41.96	Bank charges 4/7-3/8/25	£8.00	Clerks Salary August 2025	£341.04	Microsoft - Software subscription August 2025	£12.36	Hall Hire Deposit refund - J Bowling 11/7/25	£48.00	Hall Hire Deposit refund - K Bell 2/8/25	£50.00	Hall Hire Deposit refund - K J Gibbs 19/7/25	£44.00	Hall Hire Deposit refund - L Butcher 12/7/25	£68.00	A Hook - Cleaning of Hall July 2025	£300.00	Harvey's Window Cleaning - window clean	£20.00	Weedkiller for VH grounds maintenance	£5.99	ESPO - V Hall Cleaning Materials	£77.69	Bank charges 4/7-3/8/25 Village Hall A/C	£8.00	BT Broadband Contract	£32.22	Wave Water 1/8/25	£43.00	Clerk's Admin Expenses – August 2025	£11.15	CB Grounds Maintenance-Grass Cutting Aug 2025	£115.00	M. Harwood-Litter picking & Handyperson Aug 2025	£40.00	D Csukai – Allotment rent refund	£35.00	PKF Littlejohn LLP – External Audit to 31/3/25	£252.00	Hill Holt in the Community – Tree Management	£361.22	Bank charges 4/8-3/9/25	£8.00	Clerks Salary September 2025	£367.44	Microsoft - Software subscription September 2025	£12.36	A Hook - Cleaning of Hall August 2025	£210.00	Hall Hire Deposit Refund – M Prime 10/8/25	£20.00	PPL/PRS Annual License	£277.90	Bank charges 4/8-3/9/25 Village Hall A/C	£8.00	Octopus Energy – 1/8/25-31/8/25	£0.00	BT Broadband Contract – 1/8/25-31/8/25	£28.67	Wave Water 1/0/25	£43.00	
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84/23/25	<p><u>ANY OTHER BUSINESS</u></p> <p>i) Cluster Meeting – the next meeting was to be held on 15th September.</p> <p>ii) Defibrillator – Cllr. Jacques would check the battery as it was due for replacement and would purchase a new one when required.</p>																																																																									
85/23/25	<p><u>DATE AND TIME OF NEXT MEETING</u></p> <p>The next Parish Council meeting of the Parish Council would be held on Wednesday 8th October 2025. The meeting closed at 9.05pm.</p>																																																																									

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86/24/25	<p><u>ITEM TO BE DISCUSSED UNDER STANDING ORDER 11(b)</u></p> <p><u>Item 13 – Clerks Pay 2024-25 and 2025-26</u></p> <p>The clerk had circulated information from LALC regarding the pay award for 24-25 which had not been applied to her pay and also notification of the agreed new pay scales with effect from April 2025.</p> <p>It was proposed by Cllr. Waring, seconded by Cllr. Sceeny and agreed by all members to update the pay of the clerk to current rates and pay any backdated sums accordingly.</p>	