

**CARLTON MINIOTT PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING
HELD ON 22 SEPTEMBER 2025**

Contact Email: clerk@carltonminiott-pc.gov.uk

Chairperson: Councillor H Bailey-Chapman
Councillors attended: J Nickson, P Sidgwick and G Chapman.
North Yorkshire Councillor G Dadd.

Members of the Public: None.

Co-option of a new Member of the Council:

Duncan Littlefair was proposed by Councillor H Bailey-Chapman, seconded by Councillor P Sidgwick and agreed by all Councillors.

Councillor D Littlefair signed the Declaration of Acceptance and was welcomed on to the Council by the Chairperson.

1. **Apologies:** Councillors C Ridsdale and G Chaplin.
2. **To agree the Minutes of the last Parish Council Meeting:**
The minutes of the meeting held on the 28 July 2025 were agreed by all Councillors and signed.
3. **North Yorkshire Council Report:**
North Yorkshire Councillor G Dadd is arranging a meeting at Carlton Miniott Post Office with Highways to discuss parking problems. He will also try to arrange a site visit with Mr Hale of Thirlmire Close to discuss his parking concerns.
The Boundary Commission has decided that Carlton Miniott will remain in the Thirsk Area. It was agreed that the Clerk should write to the Boundary Commission to agree with this outcome as Thirsk is the service town for Carlton Miniott Parish.
The Planning Application for 61 new dwellings on land next to Ripon Road will, hopefully, be discussed at the November Planning Committee Meeting.
The increase in Council Tax could be 4.9% for the next financial year.
4. **Clerk's Report:**
Emails have been received from Mr Hale of Thirlmire Close regarding parking in this road. North Yorkshire Councillor G Dadd will look into this on behalf of the Parish Council.
The Boundary Commission Consultation ends on 13 October 2025.
A donation or advertising on the PC Notice Board has been requested by Citizen's Advice Bureau. It was agreed that the Clerk would request a poster which can be posted on one of the PC Notice Boards.
YLCA has informed the Council that the Audit Commission require the Parish Council to have an IT Policy. Councillor H Bailey-Chapman will action.

Mark Oddy of North Yorkshire Highways was unable to attend this meeting but agreed to contact Yorkshire Water and update the Council.

The ongoing problem with the grass cutting outside Villa Cottage, Carlton Road has been looked into by Councillor G Chaplin. He has checked with the Land Registry which states that all the grass verges on the side of the road where Villa Cottage stands is the property of North Yorkshire Highways. Clerk to write to the occupant to clarify.

- 4a Administration:** The Parish Council Standing Orders and Financial Regulations were discussed and some changes agreed. Clerk to action.
- 5. General Parish Matters:**
The date for the Carol Service is 15 December 2025 and the British Legion Band has been booked. This will be an Agenda Item for the next meeting.
A wreath for Remembrance Sunday has been ordered and the Chairman has agreed to lay it on the day.
- 6. Highways:** The Company employed to install the traffic calming lights will liaise directly with North Yorkshire Highways.
- 7. Planning Applications:** The Planning Application for 61 new dwellings on land next to Ripon Way will, hopefully, be discussed at the North Yorkshire Council Planning Meeting in November. The Parish Council will confirm this with Planning Department.
- 8. Planning Decisions:** ZB25/01104/FUL – Conversion of existing building used for holiday lets to a single dwelling with extension and alterations. **Granted.**
- 9. Playing Field:** A charity football match was held on the playing field. The amount made was over £1,200. It is hoped a similar event will be held in the new year.
- 10. Finance:** The monthly accounts were agreed and signed by the Chairperson. The Clerk informed the Council that the budget and precept should be discussed at the November meeting.
- 11. Items for the next Agenda:**
Asset Register, Risk Assessment and Code of Conduct to be discussed.
Carol Service.
Visual Activated Signs.
- 12. PLEASE NOTE:**
The next meeting of the Parish Council will take place on Monday 20 October 2025 at 6.30pm in Carlton Lodge.
The date of the meeting has been changed due to it coinciding with the school mid term holiday.

Mark Oddy
20/10/25