Carleton-in-Craven Parish Council

Website: carletonincravenparishcouncil.gov.uk
Clerk: Nicola J Prest, Townley House, 2 Beech Hill Road, Carleton- in-Craven, BD23 3EP
Email: clerk@carletonincravenparishcouncil.gov.uk
Telephone: 07976258616

Dear Councillor, 22nd May 2025

You are summoned to attend the Annual Meeting of Carleton-in-Craven Parish Council to be held at the village hall, Carleton-in-Craven, on WEDNESDAY, THE 28th of MAY 2025 at 7.30pm (after the Parish Meeting).

Agenda

1.0)To elect a Parish Council Chairman for the 2025/26 municipal year and to receive the Chairman's Declaration of Acceptance of Office, to be signed in the presence of the Parish Clerk.

2.0) To elect a Parish Council Vice-Chairman for the 2025/26 municipal year and to receive the Vice-Chairman's Declaration of Acceptance of Office, to be signed in the presence of the Parish Clerk.

3.0)Apologies. To receive apologies and approve reason(s) for absence.

4.0)Declarations of Disclosable Pecuniary and Other Interests.

4.1)To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other relevant interests under the Members Code of Conduct.

4.2) To receive and decide upon requests for dispensations to councillors to take part in discussions and votes where they have declared disclosable pecuniary interests.

5.0)Public Participation Period (15 minutes maximum).

6.0) Minutes.

6.1) To approve the minutes of the Parish Council Meeting held on the 26th April 2025 as true and correct records.

7.0) Finance

7.1 To agree that the bank signatories for the year 2025/2026.

7.2 To resolve that the requirements of the Annual Governance Statement (Section 1) have been met by the Parish Council(during the financial year of 2024/2025) and record the minute number.

7.0) Progress Reports. To receive information on the following ongoing issues and decide further action where necessary:

8.1) To review and adopt the Standing Orders and Financial Regulations.

8.2) To receive a progress report from the Clerk.

8.3) To receive an update from Cllr. Solloway

8.4) To consider, approve and sign the Account Statement (Section 2) noting the minute number.

9.0) Planning Matters.

To review and discuss the following planning applications:

ZA25/26941/HH – Householder permission for single and two storey rear extension, Coach House, Carleton, BD23 3EL

7.0) Financial Matters.

To note and approve the following items for payment:

a) Yorkshire Local Council Associations – Sole Trustee of a Charity webinar (Clerk) - £27.40
b) Windle and Bowker Ltd – Payroll services Jan to March 2025 - £28.80
c) Keep Britain Tidy – Dog waste signage - £163.20
d) Mrs NJ Prest- Reimbursement- Bin bags (£1.99), Dog signage (12.68), Aire View bags (£16.98), Dog waste bags (£13.98)
e) Cloud Next – Website hosting 2025/26 - £119.98

8.0) Councillor's Reports and Items for future agenda.

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agenda. *Councillors are respectfully reminded that this is not an opportunity for debate or decision making.*

9.0) Date of the next meeting.
To confirm that Wednesday, the 25th of June 2025 will be the date of the next Meeting of the Parish Council commencing at 7.30pm.

Yours sincerely,



Nicola J Prest
Clerk to the Parish Council.