

Carlton Parish Council

**Minutes of the Extraordinary Council Meeting held on
Tuesday 9th March 2021 at 7.30pm
via Zoom Video Conferencing Application.**

Present:

Councillors: Cllr T. Clayton (Chairman), Cllr G. Taylor (Vice-Chairman), Cllr M. Deller, Cllr K. Mann, Cllr M. Holmes

Proper Officer/Clerk: Mrs S. Rockliff

Members of the Public: two members of the public.

113. Apologies for Absence.

113.1 Councillors received an apology for absence from Cllr Leek.

113.2 Councillor Leek had not submitted a reason for his absence.

Resolved, That:

- i) **Cllr Leek's apology for absence be noted.**

114. Declarations of Interest.

Cllr Mann declared a Personal Interest in Agenda Item 115.

Resolved, That:

- i) **Cllr Mann would leave the meeting when Agenda Item 115 was considered.**

Cllr Mann left the meeting.

115. Co-option of Two Parish Councillors

Councillors considered the two candidates for co-option to the Council.

Councillors noted that as there were two candidates for two seats the Council would appoint the candidates

Councillors noted, from advice provided, that if there are two seats and two candidates the vacancies can be filled by one (composite) vote.

Councillors agreed that both candidates could bring skills and knowledge to the Council.

Cllr Clayton proposed a vote.

Resolved, That:

- i) **Jacqueline M. Bell and (John) Adrian Lowes be elected to Carlton Parish Council; and that**
- ii) **The clerk would provide them with the Declaration of Acceptance of Office and Register of Interests forms to completed and return as soon as possible.**

Cllr Mann returned to the meeting.

116. Minutes of the Full Council Meeting held on the 23rd February 2021.

Councillors considered the Minutes of the Full Council Meeting. It was proposed that the Minutes be approved.

Resolved, That:

- i) The Minutes of the Full Council Meeting held on the 23rd February 2021 be approved as a correct record.**

117. Planning Matters.

Councillors considered the request for a site meeting with a representative for a developer.

Resolved, That:

- i) The Council would arrange a site meeting with a representative of a developer to listen to their proposals.**

118. Clerk/Responsible Finance Officer Vacancy

The Chairman provided an update on the recruitment process for the Clerk/RFO vacancy. The draft minutes of the Recruitment Committee Meeting held on the 5th March 2021 had been circulated prior to the meeting to councillors for information.

All applications had been considered for shortlisting using agreed criteria. The Recruitment Committee had resolved not to interview any applicants.

The Recruitment Committee recommended to Council that:

- i) The current Clerk/RFO be asked to continue working for the council until 31st May 2021, with an increased hourly rate (from SCP 18 to SCP 19) of £13.24 per hour, for up to 40 hours a month, starting from the 1st March 2021;
- ii) The post of Clerk/RFO be advertised once again with a closing date of 16th April 2021;
- iii) The current Clerk/RFO be paid for the sick pay of two months full pay and two months half pay at the SCP level that the Clerk was then contracted at owed from 2018 in the March 2021 salary; and
- iv) The advert for the vacancy would include that the applicant **MUST** have experience of working for a local council.

A councillor asked the Chairman if the Clerk had been consulted about the proposal. The chairman confirmed that she had and had agreed to the proposals.

Councillors considered where to advertise the vacancy. It was agreed that it would be advertised with YLCA and the East Riding and North Lincolnshire Local Councils Association (ERNLLCA). It was agreed that it would be advertised with the Society of Local Council Clerks (SLCC) providing the cost did not exceed £200. It was agreed that a post would be put on the Carlton Community Facebook page after the vacancy had been advertised elsewhere stating:

'Carlton Parish Council have a vacancy for a Clerk/ Responsible Finance Officer. For further information please go see the website (www.carltonparishcouncil.net), noticeboard, or contact the clerk at clerk@carltonparishcouncil.net.

Comments on the Facebook post would be turned off.

Resolved, That:

- i) The current Clerk/RFO will continue working for the council until 31st May 2021, with an increased hourly rate (from SCP 18 to SCP 19) of £13.24 per hour, for up to 40 hours a month, starting from the 1st March 2021;**
- ii) The post of Clerk/RFO will be advertised once again with a closing date of 16th April 2021;**
- iii) The current Clerk/RFO will be paid for the sick pay of two months full pay and two months half pay at the SCP level that the Clerk was then contracted at owing from 2018 in the March 2021 salary;**
- iv) The advert for the vacancy will include that the applicant MUST have experience of working for a local council;**
- v) The SLCC will be asked to advertise the vacancy providing the cost does not exceed £200; and**
- vi) The vacancy will be advertised on Carlton Community Facebook page providing that comments were turned off.**

119. Parish Councillor Vacancy

The clerk informed the Council that SDC Democratic Services had been informed of the resignation of Cllr Lund. The Notice of Vacancy had been published with the deadline for the request for an election of the 18th March 2021.

Resolved, that:

- i) The update from the clerk be noted; and**
- ii) The matter be an agenda item at the next full meeting of the Council.**

120. Cemetery Matters

120.1 Cemetery Memorial Safety Testing.

The clerk informed the Council that the Institute of Cemetery & Crematoria Management (ICCM) had been approached about Memorial Safety Testing. The ICCM had confirmed that they could provide training at a cost of £800 + VAT for up to 15 delegates. The training could be offered in August or September. The clerk recommended a September date as August is a holiday month.

It was agreed that there was a need for Memorial Safety Testing.

It was agreed that the YLCA would be asked to circulate the Memorial Safety Testing course for expressions of interest once a proposed date had been agreed with the ICCM.

120.2 Memorial Approval.

Councillors received a diagram for a proposed memorial in the Cemetery. It was proposed that the memorial be approved providing the memorial mason submitted the design to the clerk. A vote was held.

120.3. Cemetery Working Group.

It was proposed that a Cemetery Working Group was established to address cemetery issues such as the rules and regulations, the enforcement of the rules and regulations and applying for funding. A vote was held. Cllr Bell, Cllr Holmes, Cllr Mann, and Cllr Taylor volunteered to be members of the group.

Resolved, that:

i) The clerk would contact the ICCM for a date for the Memorial Safety Testing Training;

ii) Expressions of interest in the training would be sought via YLCA;

iii) The proposed memorial be approved once it was officially received from the monumental mason; and

iv) A Cemetery Working Group be established to address cemetery matters including the rules and regulations, the enforcement of the rules and regulations, and applying for funding.

121. Parish Council Risk Assessments.

121.1 Draft Risk Assessment for the Golden Garden & Noticeboard.

Councillors considered the risk assessment. It was agreed that visual inspections would be carried out monthly. Each Councillor would take it in turn to complete the visual inspection using an agreed proforma. A full inspection of the Golden Garden and Noticeboard would be undertaken once every six months.

121.2 Draft Risk Assessment for the Cemetery & Chapel

Councillors considered the risk assessment. It was agreed that visual inspections would be carried out monthly. Each Councillor would take it in turn to complete the visual inspection using an agreed proforma. A full inspection would be carried out once every 6 months. A Councillor made suggestions for inclusion and amendments on the draft risk assessment. It was agreed that the draft risk assessment would be amended and circulated to councillors before adoption at the full council meeting.

121.3 Draft Risk Assessment for the Allotments

Councillors considered the risk assessment. It was agreed that visual inspections would be carried out monthly. Each Councillor would take it in turn to complete the visual inspection using an agreed proforma. A full inspection of the Golden Garden and Noticeboard would be undertaken once every six months.

121.4 Draft Risk Assessment for Working from Home.

Councillors considered the risk assessment. Councillors made suggestions for inclusion on the draft risk assessment.

Resolved, That:

- i) The clerk would amend the draft risk assessments and circulate them to councillors prior to the full council meeting; and**
- ii) The clerk would write a proforma for the monthly visual inspections.**

122. Dates of Future Meetings

- i) Thursday 18th March, 7.30pm: Finance Committee**
- ii) Tuesday 30th March, 7.30pm: Full Council Meeting**