

# CARLTON PARISH COUNCIL

## Minutes of a meeting held at Saint Andrews Church, Main Street, Carlton at 1930 hrs on Wednesday 9<sup>th</sup> January 2013

**Present:** S G Tupling (Chairman), J D Finch, I Sarson, W R Sharp (Councillors), I D Ould (County Councillor), 1 member of the public, C J Peat (Clerk).

### **1. Apologies for absence from Councillors**

It was resolved that an apology from Cllr Boston be accepted.

### **2. Personal or prejudicial declarations of interest in respect of items on the agenda**

None were declared.

### **3. Minutes of the meeting of 14<sup>th</sup> November 2012**

It was resolved that the minutes be confirmed and signed by the Chairman.

### **4. Reports from members of other public authorities**

#### **a) Leicestershire County Council**

Cllr I D Ould had sent a written report, and **it was agreed** that this be circulated.

#### **b) Hinckley & Bosworth Borough Council**

Cllr T Chastney had sent a written report, and **it was agreed** that this be circulated.

#### **c) Leicestershire Constabulary**

PBO M Chapman had sent a written report, which had been copied to the Neighbourhood Watch Co-ordinator. There had been no reported crime in Carlton in November, but two house burglaries in December.

On Beat L79 two vehicles had been stolen while the owners went back into their house to keep warm. Insurance companies will not pay out if a vehicle is left unattended with the keys left in the ignition. A gang appeared to be stealing ornamental stones from gardens in villages in the area – so far Congerstone, Sibson and Sheepy Magna had been targeted.

### **5. Affordable Housing Project: Progress report and open public discussion**

A progress meeting, held at 7 Main St on 21<sup>st</sup> November, had been attended by representatives of the PC, NCHA, H&BBC, HCA and the RHE.

The Clerk reported that a further public information event had been held on Tuesday 11<sup>th</sup> December in St Andrews Church from 3 – 8 pm, with Councillors, the Rural Housing Enabler, the NCHA Project Manager, Project Architect, and Development Manager, and the H&BBC Housing Allocations Officer in attendance. The event had been attended by between 40 and 50 parishioners.

A Parish Poll had been held on 13<sup>th</sup> December on the question: “Do you support the Affordable Housing Project as proposed by Carlton Parish Council?” (p.1430/5 refers). The number of votes recorded was: YES – 80; NO – 70. The turnout was 56% (267 registered electors; 150 ballot papers issued). The Clerk had also received six letters before the Poll from electors who would be unable to attend and who wished their intention to vote yes to be noted.

H&BBC had advised that the cost of the Parish Poll would be £1,208.34, and this information had been forwarded to the Chairman of the Parish Meeting held on 13<sup>th</sup> November which had demanded the poll.

An archaeological survey of the site had been carried out on 18-19<sup>th</sup> December, and had found nothing of interest. The planning application (12/00889/FUL) was scheduled for determination on 22<sup>nd</sup> January 2013 (p.1431/7b refers).

The PC had agreed with H&BBC and NCHA that all tenants would be offered a one year introductory tenancy in the first instance, followed by five-year fixed term tenancies for as long as the tenant remained in housing need. Tenants who were no longer in housing need would be helped to find a suitable home.

Ideas on the structure and function of the proposed Carlton Gardening Group (CGG) were discussed, and **it was agreed** that membership of the CGG would be open to all parishioners; the CGG would be managed by a Committee of five elected members, one of whom must be a Parish Councillor, and comprising a Chairman and a Secretary/Treasurer; minutes of meetings would be kept; the CGG would have a dedicated page on the PC’s website; the CGG would be required to present an annual report to the Annual Meeting of the PC each year; one member of the CGG Executive Committee would attend meetings of the Northfields Liaison Group. The annual budget of the CGG would be determined by the PC, with an earmarked fund for minor works; grass and hedge cutting would be carried out by a contractor under a PC maintenance contract; major works would be funded through the PC by prior agreement. It was envisaged that the northern hedge and associated trees might be planted before the end of March 2013, subject to contracts, planning permission, and agreement with the contractor.

**It was resolved** that a draft constitution be drawn up for consideration at the next meeting, and that the CGG be advertised in the next issue of Carlton News.

## **6. Speeding traffic on Barton Road**

Cllr I D Ould arrived at this point.

Following a complaint about speeding traffic on Barton Rd (p.1436/18 refers), a request had been made for the Radar Lux speed advisory equipment to be deployed on Barton Road so as to give some indication of the scale of the problem. PBO Chapman had agreed to organise this as soon as the equipment was available. It was pointed out that builder’s vehicles were currently being parked in front of the Fern Lea site in Barton Road, and causing vehicles to slow down. **It was resolved** that the Radar Lux equipment be deployed on Bosworth Road.

The last speed survey in Barton Road was carried out in June 2006 in front of The Gate when 3% of vehicles were found to be exceeding 40 mph. Speed surveys had also been carried out in Main St in front of the church in June 2010 and June 2006. In the latter survey 0.8% of vehicles had been found to be exceeding 40 mph.

Speeding within the village was discussed, and **it was agreed** that one significant problem was that vehicles did not begin to slow down until they passed the 30 mph signs. Cllr Ould reported that the false gates at the northern approach to Twycross had proved very effective in encouraging vehicles to slow down. The Clerk noted that a request to install such gates on Bosworth Road had been refused in the past, but that policies seemed to have changed and they had been installed in several villages. **It was resolved** that the effectiveness of false gates in reducing vehicle speeds, and the possibility of installing false gates in highway verges on the approaches to the village along Bosworth Road, Barton Road and Congerstone Lane be investigated.

Cllr Ould left the meeting at this point.

## **7. Planning applications submitted and determined**

**12/00615/COU Use of land for flying model aircraft and use of derelict building for shelter, land to rear of Sycamore Farm, Main St, Barton in the Beans.** Approved for one year expiring on 3<sup>rd</sup> Dec 2013 unless renewed. Conditions similar to those recommended by PC - flying of silent model aircraft permitted at any time; flying of model aircraft with internal combustion engines limited to 10am to 4 pm Monday to Saturday and 10 am to 4.30 pm Sunday, but flying times are limited to four weekdays per week plus one day per weekend. All models must not emit more than 82dB of noise measured at 7m distance in accordance with Code of Practice on Noise from Model Aircraft 1982 (p.1400/6b refers).

**12/00827/HOU Erection of a detached garage and alterations to front of dwelling, 10 Main St.** PC had no objection, the application had been approved. The approved plans showed four roof lights in the rear elevation of this house and none at the front, but it was being built with four at the front. A previous approved application (12/00458) had shown two roof lights in the front and four at the back. A parishioner had complained directly to H&BBC that the development was not being carried out in accordance with the approved plans.

**12/00833/CONDIT Variation of condition 2 of planning permission 08/00815/FUL to provide a wider private drive to Plot 10 (4 Orton Close).** PC had no objection, the application had been approved.

**12/00857/HOU Removal of part of boundary wall and extension to hard surface area, 85 Main St.** PC had no objection, the application had been approved.

**12/00861/CONDIT Variation of condition 2 of planning permission 10/00018/FUL to allow the development to be carried out in accordance with alternative plans, Plots 2 & 3, Fern Lea, Barton Rd.** PC had no objection, the application had been approved. The PC had objected to the creation of a door opening in the southern elevation of Plot 3 which was not on the approved plans.

**12/01102/FUL Demolition of existing dwelling and erection of two dwellings. Treetops, 3 Barton Rd.** PC had no objection; welcomed changes to the detailing of the front elevations.

**2011/0499/04 (LCC ID no. 2011/C509/04) APPEAL REF: APP/M2460/A/12/2175524 /NWF Construction of a composting site** including 4m high screening bunds, hardstandings, a composting building, a leachate lagoon and ancillary development;

use of land for the purpose of windrow composting of waste. Land off Fenn Lane, Fenny Drayton, Nuneaton CV13 6BJ. Appeal dismissed after hearing on 18.9.2012.

## **8. Correspondence**

**First Contact** Parish Councils pilot briefing to be held at the Jubilee Hall, Anstey on 16<sup>th</sup> January 2013 from 10am until 12 noon (p.1432/8 refers). Clerk to attend.

**PAYE** – HMRC had deregistered the PC from PAYE (p.1435/16 refers).

**H&BBC Parishes Forum** 23<sup>rd</sup> January, Atkins Building, 6.30pm. Clerk to attend.

**LCC Community Forum** 14<sup>th</sup> March, Stoke Golding Village Hall, 6.30pm. Clerk to attend.

**Employment Land & Premises Survey** – comments had been submitted.

**Community Safety Forum** had been disbanded and surplus funds donated to the Community First Responder Scheme.

**West Leics CFR Group** thanked PC for donation (p.1432/10a refers).

**Leicestershire & Rutland Community Foundation.** Grant monitoring report had been submitted (p.1391/10 refers).

**It was resolved** that a list of digital communications and reports received be copied to each Councillor, and that copies be forwarded on request.

**It was resolved** that additional written documentation be circulated.

## **9. Financial matters**

### **a) Report 2013-01: Quarterly Financial report Oct-Dec 2012**

The draft report had omitted a direct debit payment of £35 for ICO registration. Two transfers (of £1,000 and £200) had been omitted from the Money Manager account. Two bank statements had been received after the agenda papers had been issued and included an interest payment made in December. Revised figures were checked against the most recent bank statements and confirmed as correct. **It was resolved** that Report 2013-01 be corrected and updated to take account of the latest bank statements.

### **b) Clerk's salary and expenses**

The Clerk presented his expenses book for examination, and **it was resolved** that the Clerk be paid £363.08 comprising £225.00 salary, £30.00 broadband subscription, £99.43 expenses and £8.65 VAT.

### **c) Report 2013-02: Financial estimates for 2013-14**

The Clerk reported that on 18<sup>th</sup> December the Secretary of State for Communities and Local Government had declared that there would be no cap on local council precepts for the next financial year.

On 20<sup>th</sup> December, H&BBC had issued provisional advice that the PC could expect to receive £286.00 in Council Tax Support Grant in 2013-14. The PC had not previously received this funding, which was intended to partially offset the reduction in the tax base caused by fundamental changes to the benefit system (p.1423/11b refers). H&BBC had also advised that the provisional allocation of New Homes Bonus Funding for 2013-14 was £2,904.41.

The tax base for Carlton in 2012-13 had been 145.9, the PC had precepted H&BBC for £5,700, and the Band D Council Tax payable to the PC had been £39.07. The total Band D Council tax payable in Carlton in 2012-13 was £1,425.28, ranking Carlton 18<sup>th</sup> out of the 24 parishes in the Borough in terms of cost (p.1392/14b refers).

The tax base for 2013-14 would be 148.0.

**It was resolved** that New Homes Bonus Funding be allocated to a reserve fund named the Carlton New Homes Bonus Fund, that a statement of this fund be made at the annual finance meeting each year, and that the first such statement be minuted as Report 2013-03 (p.1435/17 refers).

H&BBC had advised that the charge for the Parish Poll held on 13<sup>th</sup> December would be £1,208.34. An estimate of £800.00 had been included in the draft budget for 2013-14, although this payment would now be made in 2012-13. **It was resolved** that the full cost be set against the contingency reserve of £3,200 for 2012-13, and that the contingency reserve then be increased to total £2,800 in 2013-14.

**It was resolved** that the draft budget issued with the agenda papers be approved, with the changes noted above.

#### **d) Parish Precept for 2013-14**

The Localism Act 2011 had repealed the general dispensation in the Code of Conduct Regulations which permitted any councillor with a Disclosable Pecuniary Interest to take part in meetings relating to setting their Council's precept. The H&BBC Monitoring Officer had issued a dispensation, allowing the five named Councillors to discuss and decide the precept for 2013-14, in accordance with the PC's adopted Code of Conduct.

**It was resolved** that H&BBC be precepted for £5,500 for the 2013-14 financial year.

#### **10. Report on a course attended**

The Clerk had attended a course on the Data Protection and Freedom of Information Acts at LRALC on 28<sup>th</sup> November. Material from the course had been circulated, and the recommendations would feed into PC policies and procedures. The Clerk had been advised that the PC should be registered under the Data Protection Act, and this had been done after consultation with Councillors, even though the PC held very little personal information.

The Clerk had set up a separate email account for all PC business, associated with the PC's website. This meant that the complete package could be transferred to a new Clerk with no loss of continuity. The system could also provide each Councillor with a separate email account for PC business if required.

#### **11. Matters for report and questions and comments from the public**

Mr M Lockwood and volunteers **were thanked** for putting up, decorating, illuminating and dismantling the Christmas tree on Carlton Green.

Mr D A Price and Cllr Sharp **were thanked** for clearing all leaves from the churchyard and disposing of them before Christmas. The Clerk **was thanked** for putting up the PC's fairy lights for the Carol and Christingle services.

The Tree Warden, I M Peat, J W Peat and W R Sharp **were thanked** for felling one Leyland cypress tree on top of the churchyard bank and disposing of the brash (Report 2012-13 (a) refers).

The PC's website had been updated as agreed (p.1430/5 refers).

The Chairman reported that a formal complaint had been made to the H&BBC Monitoring Officer about his use of the word ‘rebels’.

Graffiti had been scratched into the Barton Road bus shelter in December. **It was agreed** that a volunteer be sought to creosote over the damaged areas.

A parishioner had complained that soil and clay from a new grave had been piled directly onto a neighbouring grave, making a mess and interfering with Christmas wreaths and flowers. The Clerk had apologised – a plastic sheet should have been used – and had cleaned the grass after the adjacent burial. The area had been washed clean by rain, and was now in an acceptable condition.

Approval had been granted for an additional memorial inscription to Marion Anderson.

The Clerk reported that a car had crashed through the steel barrier fencing and into the ditch on the northern side of Congerstone Lane in November. Temporary fencing had been erected by LCC Highways. The Chairman reported that a car had run into the ditch on the western side of Barton Road half way between Carlton and Bufton in January.

Reports on the replacement of stiles by kissing gates, and the footpath diversion at Bosworth Mill had appeared in the Hinckley Times on 27<sup>th</sup> Dec on p. 5, and 16 respectively.

## **12. Date, time and place of the next meeting**

**It was resolved** that the next meeting be held at 1930 hrs on Wednesday 13<sup>th</sup> February 2012 at Saint Andrews Church, Main Street, Carlton.

The meeting closed at 2115 hrs.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Abbreviations used in these minutes**

CGG	Carlton Gardening Group
DJOP	Diamond Jubilee Orchard project
HCA	Homes and Communities Agency
H&BBC	Hinckley & Bosworth Borough Council
LCC	Leicestershire County Council
LRALC	Leicestershire and Rutland Association of Local Councils
NCHA	Nottingham Community Housing Association
PAF	Parish Amenities Fund
PC	Parish Council
RHE	Rural Housing Enabler