

# CARLTON PARISH COUNCIL

**Minutes of a meeting held at Saint Andrews Church, Main Street, Carlton at 19:30 hrs  
on Wednesday 8<sup>th</sup> January 2014**

**Present:** S G Tupling (Chairman), J H Boston, I Sarson, W R Sharp (Councillors),  
I D Ould (County Councillor), C J Peat (Clerk).

## **1. Administrative matters**

### **a) Apologies for absence from Councillors**

**It was resolved** that an apology from Cllr Finch be accepted.

### **b) Declarations of interests (including Disclosable Pecuniary Interests) and requests for dispensations in respect of items on the agenda**

Cllr Sharp declared an interest in items 8b and 8e. Councillors Tupling, Boston, Sarson and Sharp each requested a dispensation in respect of item 15 on the grounds that they each owned a dwelling in the Parish as listed in the Register of Member's Interests, and therefore each had a disclosable pecuniary interest in this matter, and that if they each left the meeting there would be no-one left to determine the precept.

**It was resolved** that Councillor Tupling, Boston, Sarson and Sharp be granted a dispensation to discuss and decide this matter.

## **2. Minutes of the meeting of 13<sup>th</sup> November 2013**

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

## **3. Reports, questions and comments from the following**

### **a) Parish Councillors**

Cllr Sharp had received a report that the Jubilee Post required maintenance work. **It was resolved** that the post be inspected and a report prepared for discussion at the next meeting.

### **b) Leicestershire County Council**

Cllr Ould reported on County Council business, and in particular on the cuts to services now in prospect, which would have a more serious impact on rural areas. New government policies and requirements were increasing costs, at the same time as cutting grants and financial support.

LCC RoW were seeking to negotiate a diversion for footpath S68 at Shackerstone Station.

Cllr Ould had been advised of two local accidents where emergency callers had been advised that there was no ambulance available. This evidence contradicted reports from the East Midlands Ambulance Service indicating that the EMAS was meeting targets. Cllr Ould wished to be advised of any similar problems in the Division (p.1465/4a refers).

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

Cllr Chastney had sent a written report. H&BBC had received 25 applications for the 11 new homes in the Affordable Housing Project.

The Submission Draft of the Site Allocations Document was scheduled for approval by H&BBC in February, and would be available to download from 17<sup>th</sup> Jan.

H&BBC had lost a planning appeal because the Inspector had judged the 5-year land supply to be 4.2 years.

**d) Leicestershire Constabulary**

PBO M Chapman had reported that in November there had been 4 x Attempted Burglary other than Dwelling (BOTD) in Main St with sheds being broken into although nothing had been stolen. There had also been 1 x Theft of Motor Vehicle from Main Street. The vehicle had been found stripped near Congerstone on the following day.

In December there had been one report of damage to Christmas lights in Barton Rd, and of interference with a garden shed in Shackerstone Walk. These two incidents had not been reported to the Police.

**e) Parish Clerk**

A parishioner had complained that their dog had been shocked by an unprotected electric fence across footpath S69, and that they had also received an electric shock while tending to the dog. The complaint had been immediately referred to the landowner responsible, who had promptly installed warning notices and insulated crossing points.

Mr & Mrs Peat had represented the PC at the official opening of the Hinckley Hub on 29<sup>th</sup> November.

A complaint of damage to the grass highway verge in front of The Stone House by a tractor or similar vehicle had been made on 3<sup>rd</sup> December. The site had been inspected immediately: the grass had been ridged, but there had been no damage to the marker posts or buildings. The occupier had been advised that it was not an offence to drive on a highway verge, and that the simplest solution would be to replace the grass with a hard surface.

Mrs E Morgan had indicated that she would like to relinquish the position of Editor of Carlton News as soon as a replacement could be found.

A donation of £500 had been made in memory of Councillor Bob Edmunds, and had been credited to the PAF.

The remaining branch of the dead elm tree in Little Lane had been blown down during a severe gale on 5<sup>th</sup> December.

The Clerk had attended the HS2 roadshow at Ashby on 5<sup>th</sup> December. Literature from the event would be circulated.

A quotation of £135 to raise the height of the Leicester Mercury seat by 75mm by fitting adjustable bolts and casting additional plinths had been accepted (p.1486/6 refers).

Signed PC minutes for 2012 had been allocated the accession number DE 8681 by the LRO.

Headstones had been erected to John Thomas Lowe, and Geoffrey Michael and Marion Anderson.

Mr Lockwood **was thanked** for organising the erection (twice) and removal of the Christmas tree on Carlton Green by volunteers. The tree had been supplied by Friezeland Farm, Mr Pointon had lifted it into position with his JCB, and Mr & Mrs Goold had provided the electricity for the lights. H&BBC had contributed £50 towards the cost, and Santa had attended to switch on the lights thanks to Market Bosworth Rotary Club.

The Recycling Centre in The Gate car park had been closed by H&BBC because it was not attracting enough use, and the collection bins had been removed.

A revised Order had been prepared by LCC for the extension of the 30 mph zone on Nailstone and Barton Rds. The measurements had been checked on site by the Vice-chairman and the Clerk, and the position of the 30 mph signs confirmed as correct. Questions had been raised about the omission of Congerstone Lane from the Schedules, and about the extent of *restricted roads* in the village.

An article *The Ashby Canal – A Parish Clerk’s Perspective* had been published in the Dec 2013 issue (vol.42, no.4, p.10-12 ) of *The Spout* (p.1481/10a refers).

The Government proposed to change the law relating to PCs banking arrangements and the use of cheques. The PCs Financial Policy (adopted in 2010) would be reviewed after these changes had taken effect.

The Clerk had given a presentation at a course on Resilience Planning at H&BBC on 12<sup>th</sup> December.

The Clerk planned to attend the H&BBC Parishes Forum on 23<sup>rd</sup> January.

A list of digital communications and reports received would be copied to each Councillor, and copies of any files would be forwarded on request. Additional written documentation would be circulated.

#### **f) Members of the public**

A parishioner had written, raising a number of issues relating to the Christmas tree. **It was resolved** that this be considered at the next meeting.

A young parishioner had requested that a bus shelter be provided on the East Green for children waiting for school buses. **It was resolved** that this proposal be considered at the next meeting.

#### **4. Affordable Housing Project**

##### **a) Grant application to the A4A Fund**

A draft application had been copied to Councillors before the meeting, since when some costs had been revised. **It was resolved** that this application be approved, and a final version be prepared and submitted by the Chairman and Clerk.

##### **b) Proposals for a public information event and a public site visit**

The proposed Information Day for prospective tenants had been postponed (p.1485/4d refers), and the NCHA Project Manager had not yet put forward new dates for it, nor for the public site visit. It was expected that the new affordable homes would be occupied before Easter. **It was resolved** that both events be advertised in the February issue of Carlton News, and that

an article about the project be prepared by the Chairman and Clerk and copied to Councillors for comment before submission.

**c) Progress report and open public discussion**

An article about the project had been published in the Winter issue of the Borough Bulletin (p.13).

The Chairman and Clerk had attended a site meeting on 5<sup>th</sup> December, and had agreed that a new electricity substation could be sited in the north eastern corner of the site, so as to open onto the hardstanding on the highway side of the PC's access gate (p.1485/4b refers). The position of the gate and associated fencing would be agreed on site after installation of the substation. There would be an easement for cables between the substation and the verge of Nailstone Rd (the affordable homes would be supplied by cables from the highway verge at the site entrance).

**5. Report 2014-01: Proposed physical improvements to footpath S68**

**It was resolved** that Report 2014-01 be approved and that the recommendations in it be implemented.

**6. Planning matters**

**a) H&BBC Renewable Energy Study**

**It was resolved** that draft comments be circulated and a final version be submitted by the Chairman and Clerk.

**b) To consider the Minerals and Waste Local Plan**

**It was resolved** that draft comments be circulated and a final version be submitted by the Chairman and Clerk.

**c) Planning applications submitted**

There were none.

**d) Comments submitted under delegated powers**

**It was noted** that the following comments had been submitted by the Clerk under delegated powers after consultation with Members and the Chairman (p.1472/10a refers).

**13/00837/OUT Planning application 13/00837/OUT Erection of two dwellings (outline access and layout); land rear of 42 Main St, Carlton.** PC objected on grounds That application (a) was not in accordance with preferred option policy DSC1: Development and Design of the Consultation Draft of the Site Allocations and Generic Development Control Policies DPD approved by the LPA in February 2009; (b) would lead to an unacceptable degree of overlooking, loss of privacy and disturbance to 40, 42, 44, 46 and 48 Main St; (c) was not in accordance with the character of the built environment in this part of the settlement of Carlton; (d) failed to provide replacement off-street parking for the occupiers of 42 Main St. In event of application being approved, PC requested conditions (i) no part of any roof or wall of any dwellings constructed on this site shall be higher than 6m above ground level, and no

part of any window, door, skylight or other opening to any room shall be more than 2.4m above ground level in order to prevent overlooking and protect the residential amenity of neighbours; (ii) the access drive shall be constructed of bound materials for a distance of at least 5m from the carriageway to prevent loose materials being carried onto the highway in the interests of highway safety; (iii) any gates shall be erected at least 5m back from the carriageway and hung so as to open inwards only to allow a vehicle to stop clear of the highway; (iv) visibility splays shall be provided to current highway standards on each side of the access drive; (v) a footway to current highway standards shall be constructed along the site frontage between 40 Main Street and the proposed access drive, to include the provision of dropped kerbs at the side of the access; (vi) provision shall be made for the parking of two vehicles for 42 Main Street; (vii) before building work commences a full archaeological survey of the site shall be carried out.

**13/01004/FUL Formation of synthetic turf hockey pitch with associated floodlights, fencing and additional car parking and access. Land Adjacent To Market Bosworth Tennis Club Barton Road Market Bosworth Leicestershire.** PC had no objection to proposal, but requested that appropriate technical conditions be imposed so as to ensure that the proposed floodlighting system would not give rise to light pollution in this sensitive rural location.

**e) Planning applications determined**

**13/00663/CONDIT Variation of condition 2 of planning permission 12/01102/FUL, Treetops, 3 Barton Rd.** Approved.

**13/00703/FUL** Application withdrawn.

**13/00737/TPO Works to trees, 15 Main St.** Approved.

**13/00746/CONDIT Removal of condition 3 of planning permission 71/3977/17 relating to agricultural occupancy.** Overdale, Bosworth Rd. Approved.

**13/00837/OUT.** (See above) Refused.

**13/00918/HOU Extensions and alterations to dwelling, 19 Main St.** Approved.

**13/00929/CONDIT Variation of condition 3 on application 13/00663/CONDIT to amend the approved plans. Treetops 3 Barton Road.** Approved.

**13/00952/HOU Extensions and alterations to dwelling, Westfields Farm.** Approved.

**13/01004/FUL.** (See above) Approved.

**7. Financial matters**

**a) Report 2014-02: Quarterly Financial Report Oct-Dec 2013**

The expiry date for the s106 Play & Open Space contribution from 08/00815/FUL 83 Main St had been incorrectly listed as 15.6.2013 instead of 15.6.2015. **It was resolved** that this typographic error be corrected. The reconciliation figures in Report 2014-02 were checked against the bank statements cited, and **it was resolved** that the report be approved.

**b) Report 2014-03: Carlton New Homes Bonus Fund**

The first draft of this report had contained misleading column headings, and an error. A revised version had been prepared, and **it was resolved** that the revised version of Report 2014-03 be approved.

**c) Clerk's salary & expenses**

The Clerk presented his expenses book for examination, and **it was resolved** that the Clerk be paid £336.48 comprising £225.00 salary, £30 contribution towards broadband subscription and £81.48 approved expenses (including £3.81 VAT).

The Clerk presented an additional order acknowledgment. **It was resolved** that a refund of £90.00 (£75 plus £15 VAT) be made to the Clerk for the purchase and delivery of two gateposts for the DJOP (p.1484/4a refers).

**8. Donations, event support and budgets of community groups****a) Market Bosworth Community First Responder Scheme: donation**

**It was resolved** that a donation of £150 be made to the Market Bosworth Community First Responder Scheme under s137 of the Local Government Act 1972 on the grounds that this expenditure was in the interests of the inhabitants of the area and that the benefit would be commensurate with the expenditure incurred.

**b) Carlton Horticultural Show: event support**

Cllr Sharp left the meeting while this item was discussed. **It was noted** that the third Carlton Horticultural Show had been even more successful than the second. **It was resolved** that a grant of £35 be made to the organisers of the 2014 Carlton Horticultural Show under s137 of the Local Government Act 1972 on the grounds that this expenditure was in the interests of the inhabitants of the area and that the benefit would be commensurate with the expenditure incurred.

**c) Village Christmas tree: event support**

The PC receives a grant of £50 each year from H&BBC towards the cost of Christmas celebrations, which is used to offset the cost of the village Christmas tree. **It was resolved** that the cost of the village Christmas tree in 2014 be reimbursed up to a limit of £300 on receipt of an invoice addressed to the PC.

**d) Carlton News: group budget**

**It was resolved** that the production costs of Carlton News for the 2014-15 financial year be reimbursed from the Parish Amenities Fund up to a limit of £200.00 pa under s137 of the Local Government Act 1972 on the grounds that this expenditure was in the interests of the inhabitants of the area and that the benefit would be commensurate with the expenditure incurred.

**e) Carlton Footpath Group: group budget**

Cllr Sharp left the meeting while this item was discussed. The current balance of the Parish Paths Partnership Fund was £65.31, and **it was resolved** that the CFG be authorised to draw up to £20 through the Clerk for routine footpath maintenance and minor improvement works. **It was resolved** that the annual grants of £17.50 due to the PC for mowing public footpath S69 through the churchyard and cemetery, and £17.60 for mowing public footpath S75

through Little Lane be charged to the Parish Paths Partnership Fund. **It was resolved** that a grant of £3.20 for the mowing of public footpath S69 through land at the rear of 34 Main St be paid to the landowner and charged to the Parish Paths Partnership Fund.

**f) Keep Carlton Tidy Group: group budget**

**It was noted** that the current balance of the Keep Carlton Tidy Group Fund was £159.53, and **it was resolved** that the KCTG be authorised to draw up to £30 at a time through the Clerk for litter picking equipment and consumables.

**g) Carlton Gardening Group: group budget**

**It was noted** that the current balance of the Carlton Gardening Group Fund was £132.00, and **it was resolved** that the CGG be authorised to draw up to £50 at a time through the Clerk for seeds, plants, gardening equipment and consumables for the DJOP. **It was resolved** that £200 be allocated to the Carlton Gardening Group Fund in 2014-15.

**9. Membership of societies**

**It was resolved** that membership of the Leicestershire & Rutland Association of Local Councils, the Society of Local Council Clerks, and the Leicestershire Playing Fields Association be renewed for a further year, and that the subscription to the Local Council Review be continued for a further year, at an estimated total cost of £230.00.

**10. Report 2014-04: Annual Review of Risk Management**

**It was resolved** that Report 2014-04 be approved. **It was noted** that the Carlton Community Emergency Response Plan had been updated (p.1476/6 refers).

**11. Report 2014-05: Annual Review of Internal Financial Control**

**It was resolved** that this report be approved, but that it not be posted on the website because it contained sensitive information.

**12. Salaries, fees and charges**

**a) Clerk's salary & expenses**

The Clerk left the building while this item was discussed.

**It was resolved** that for the 2013-14 financial year the Clerk's salary be increased to £1000.00 pa paid quarterly in arrears; that an allowance of £10 pcm be paid quarterly in arrears to cover the PCs share of a broadband subscription (to include all emails and telephone calls); that a car mileage allowance of £0.50/mile be paid for the use of the Clerk's private car on approved official business outside the Parish; that computer printed papers be reimbursed at £0.10/page; and that other approved expenses be reimbursed at cost.

**b) Cemetery fees and regulations**

**It was resolved** that the Cemetery Plan (p.1125), Cemetery Regulations (p.1126), and Cemetery Fees (p.1127) remain as adopted on 10<sup>th</sup> January 2007 (p.1121/6 refers).

**c) Peppercorn rental agreement**

**It was resolved** that the agreement signed on 22nd June 1996 be allowed to stand for a further year (p.473/2a refers).

### **13. Appointment of an internal auditor for the financial year 2014-15**

There were two candidates for this position. Candidate A was a chartered accountant and director of several businesses, honorary treasurer of at least two charities, and had acted as internal auditor to the parish council for 9 years. Candidate B was a qualified CIPFA accountant and was employed as Financial Accountant at DC level until retirement in 2012. Candidate B had responsibility for Treasury Management, Sundry Debtors, Payroll, Payment of Creditor Invoices, Insurance, Risk Management and Financial Regulations.

**It was resolved** that Candidate B be offered the post of Internal Auditor for the financial year 2014-15 with a fee of £30 to be paid for this work after approval of the accounts by the External Auditor.

### **14. Report 2014-06: Financial Estimates for the Financial Year 2014-15**

The tax base for Carlton in 2013-14 had been 148.0, the PC had precepted H&BBC for £5,500, and the Band D Council Tax payable to the PC had been £37.16. H&BBC had advised that the PC could expect to receive £286.00 in Council Tax Support Grant and £4,409.02 in New Homes Bonus Funding for 2014-15.

The total Band D Council tax payable in Carlton in 2013-14 was £1,428.38. Band D Council Tax payable in the Borough ranged from £1,495.33 to £1,420.93. When ranked from high to low in order of the amount of Council Tax payable, Carlton was ranked 20<sup>th</sup> out of 25 parishes (p.1451/10a refers). The tax base for 2014-15 would be 155.3.

**It was resolved** that the budget include an allocation of £1,000 for the the repair or replacement of the parish noticeboard (p.1483/3a refers).

Draft financial estimates had been issued with the agenda papers, and these were corrected and updated in light of the decisions minuted above. **It was resolved** that the revised version be approved.

### **15. Parish Council precept for 2014-15**

**It was resolved** that H&BBC be precepted for £5,550 for the 2014-15 financial year.

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

**It was resolved** that the next meeting be held at 1930 hrs on Wednesday 12<sup>th</sup> February 2014 in the Hobbit House, rear of Tulip House, Barton Road, Carlton.

The meeting closed at 2115 hrs.

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

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

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

DJOP Diamond Jubilee Orchard Project  
DPD Development Plan Document  
LCC Leicestershire County Council  
PAF Parish Amenities Fund

CFG Carlton Footpath Group  
H&BBC Hinckley & Bosworth Borough Council  
LRO Leicestershire Record Office  
PC Parish Council

CGG Carlton Gardening Group  
KCTG Keep Carlton Tidy Group  
NCHA Nottingham Community Housing Association  
RoW Rights of Way