

CARLTON PARISH COUNCIL

Minutes of the 120th Annual Meeting held in Saint Andrew's Church, Main Street, Carlton at 19:30 hrs on Wednesday 14th May 2014

Present: S G Tupling (Chairman), J H Boston, I Sarson, W R Sharp (Councillors), I D Ould (County Councillor), 4 members of the public, C J Peat (Clerk).

1. Election of Chairman and Vice-Chairman

S G Tupling was elected Chairman.
I Sarson was elected Vice Chairman.

2. Declarations of Acceptance of Office

Declarations of acceptance of office were signed by Cllrs Tupling and Sarson and witnessed by the Clerk.

3. 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

There were none.

4. Minutes of the meeting of 9th April 2014

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

5. Reports, questions and comments from the following

a) Parish Councillors

Concerns were expressed about the amount of dog fouling in Main Street. **It was resolved** to monitor the situation.

b) Leicestershire County Council

Cllr I D Ould reported on current County Council business. The primary local issue was a proposal to build 450 new homes on land between the A447 and Osbaston/Barlestone. This followed H&BBC losing an appeal at Burbage on the grounds that it had not allocated enough land for projected housing needs for the next 5 years. The appeal hearing for the Good Friday site had been scheduled for June, and had resulted from H&BBC's failure to enforce the conditions of a previous appeal decision. There had been no increase in crime or traffic accidents in the four years since street lights had been switched off between midnight and 5 am. Cllr Ould (Chairman of the F40 Lobby Group), **was congratulated** on achieving an increase in government funding for Leicestershire schools of £202/child pa.

c) Hinckley & Bosworth Borough Council

There was no report.

d) Leicestershire Constabulary

PBO M Chapman had advised that there had been no reported crime in Carlton during April.

e) Parish Clerk

Traffic accident. There had been a serious road traffic accident outside The Gate Hangs Well before Easter, in which a child had been in collision with a cattle trailer and had suffered head injuries.

Vanguard Council. Afsa Mitha (LCC) and Jake Atkinson (LRALC) had requested a meeting with the PC to discuss the development of the Affordable Housing Project. The information would feed into the development of Vanguard Parish Councils by LCC, and the production of background information relating to the Community Right to Challenge. The meeting would be arranged for the afternoon of 3rd June.

Little Lane. The clumps of brambles in Little Lane had been spot treated with herbicide.

Footpath S68. A new low stile and footbridge had been erected on footpath S68 (p.1505/3e refers).

West Green. The fire hydrant post in Shackerstone Walk had been moved into an inconvenient and obtrusive position on the West Green. Whoever had moved the post would be asked to remove it from Carlton Green and replace in the original location on the west side of Shackerstone Walk.

Glebe Farm Green. The displaced kerbstone at the edge of the Glebe Farm Green had been re-set (p.1503/7 refers).

Welcome letter. The welcome letter for new residents had been updated.

Carlton/Wellesborough Roads. LCC Highways had been asked about the timetable for implementation of the highway improvements associated with Bosworth Marina, and had been reminded of the PC's request for the retention of a strip of tarmac to create a cycle lane around the NW quadrant of the Carlton/Wellesborough Rd junction, first made in March 2011 (p.1356/8 refers).

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 member of the public thanked the PC for the helpful welcome pack provided to new residents.

6. Annual reports from parish representatives and organisations**a) Carlton Charity Land: Mr N Axelrad**

The PC's letter of 16th May 2013 had not been answered (p.1463/15 refers), the report was not very informative, there was no indication of any progress being made towards supporting young parishioners, and there was concern that there had been no distribution of funds for three years. **It was resolved** that the PC's concerns be set out in a letter to the Trustees, and that this matter be considered at the July meeting.

b) Carlton Footpath Group: Mr J Piggon**c) Carlton Gardening Group: Mr F Onesti****d) Carlton Heritage Warden: Mr C J Peat**

- e) Carlton Parish Council website: Clerk**
- f) Carlton Youth Champions: Ms R Yule**
- g) Keep Carlton Tidy Group: Mrs I M Peat**

An additional report was submitted on the Carlton Geocache.

All contributors **were thanked** for their reports, and for their work and that of their groups on behalf of the community. **It was resolved** that the reports received be amalgamated and recorded as Report 2014-09.

7. Editor of Carlton News

It was resolved that Mrs Jane Smith of Park View Farm, Carlton Road, Market Bosworth be appointed Editor of Carlton News.

Mrs E Morgan **was thanked** for her work as Editor for the past six years.

8. Planning matters

a) Planning applications submitted

14/00266/OUT erection of two dwellings, Overdale, Bosworth Road, Carlton. It was resolved that the PC object to this application on the grounds that the proposed development would constitute back-land development and would be completely out of character with the strictly linear form of existing development along Bosworth Road, Carlton and would not be in accordance with the intentions of Criterion A of Policy BE1 of the adopted Local Plan, Policy 13 of the Core Strategy and paragraph 53 of the NPPF.

b) Comments submitted under delegated powers, and

c) Planning applications determined

There were none.

9. Financial matters

a) Internal Auditor's report for 2013-14

The Internal Auditor's report had been completed, and the Internal Auditor had not raised any additional matters for consideration the PC.

b) Payment of the annual electricity bill

It was resolved that arrangements be made for the annual electricity bill to be paid by direct debit.

c) Monitoring of the PC's accounts

The PC's fidelity insurance policy required all cash book entries to be checked by someone other than the officer responsible at least monthly against bank statements, receipts and other supporting documentation and the balance tested against cash and unrepresented cheques. In the event of a claim for fraud, the insurers would require evidence that such checks had been carried out.

It was noted that the PC operated only one current bank account; that elected Councillors were the only signatories to this account; and that two signatures were required for all cheques

and transfers of money from this account. Two savings accounts were linked to the current account, and could only transfer money to and from this account. The HSBC savings account was operated by written transfer instructions requiring signatures from two Councillors. The Barclays savings account was operated by telephone instructions from one of three authorised Councillors; deposits to this account were made by cheque.

It was resolved that the Responsible Financial Officer be required to prepare a full reconciliation of the HSBC Current Account every month within one week of the receipt of each statement; that this reconciliation be checked against the original documentation by a Councillor; and that the Councillor making the check be required to sign and date the original bank statement to show that this had been done. **It was resolved** that the current system of quarterly financial reports with full reconciliations be continued.

d) Report 2014-10: summary statements of earmarked funds and s137 expenditure

It was resolved that Report 2014-10 be approved.

10. Report 2014-11: asset register

It was resolved that Report 2014-11 be approved.

11. Report 2014-12: inventories of property and documents

It was resolved that Report 2014-12 be approved.

12. Report 2014-13: condition of Parish Council property

It was resolved that Report 2014-13 be approved, and the recommendations in it be implemented.

13. Report 2014-14: condition of memorials in the churchyard and cemetery

It was resolved that Report 2014-14 be noted.

It was resolved that the relatives be advised that the memorial to J D Wiseman was becoming unsafe and needed repair, and that if the relatives could not be traced the plinth and base of this headstone memorial be set into the ground so as to make the memorial safe.

14. Annual Report for 2013-14

A draft had been copied to Councillors before the meeting and **was approved** for publication.

15. Date, time and place of the next meeting

It was resolved that the next meeting be held on Wednesday 11th June 2014 in Saint Andrew's Church, Main Street, Carlton at 19:30 hrs.

The meeting closed at 21:10 hrs.

Signed _____ **Date** _____