

CARLTON PARISH COUNCIL

Minutes of a meeting held at Saint Andrews Church, Main Street, Carlton at 19:30 hrs on Wednesday 14th January 2015

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

1. Administrative matters

a) Apologies for absence from Councillors

There were none.

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 item 9b.

2. Minutes of the meeting of 12th November 2014

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 Finch reported a faulty light on a *Give Way* sign at the eastern end of Main St. This would be reported to LCC Highways for repair.

Cllr Sharp relayed suggestions from parishioners that a Christmas tree be planted in Carlton Green. **It was resolved** that this matter not be reconsidered at this time as it had been fully discussed in February 2014 (p.1498/6 refers).

Cllr Sarson reported that the Trustees of the Carlton Charity Lands had held three meetings, agreed changes to the purposes of the Charity, and drawn up criteria and application forms for grants of up to £200 pa to young people between 14 and 23 years old. An article and invitation for applications had been prepared for the forthcoming issue of Carlton News. The Trustees **were congratulated** on their work and the progress made (p.1530/4; 1536/5 refer).

Cllr Sharp and the Chairman reported that the stile on the northern side of the brook on footpath S68 had been raised in height which made it difficult to climb, and that renewed sheep netting made it impassable to dogs. Following recent improvements, this was now the only stile between Market Bosworth and Shackerstone on this path. **It was resolved** that this stile be examined and the landowner consulted with a view to replacing the stile with a gate of some kind.

b) Leicestershire County Council

Cllr I D Ould reviewed current County Council business with particular reference to Children's Services and ongoing budget cuts. Cllr Ould **was thanked** for reporting back about the highway improvement works associated with Bosworth Marina (p.1534/3a refers).

c) Hinckley & Bosworth Borough Council

Cllr T Chastney had sent a written report. H&BBC had been advised that they now have a 5-year land supply, calculated using the *Liverpool* method. This would be tested at an appeal hearing in Groby this week.

Green waste collections would continue as usual in 2015-16.

H&BBC was looking for potential projects for their Environmental Improvement Programme. **It was agreed** that the installation of conservation kerbing around the access to 3-9 Main St be put forward as a potential project.

d) Leicestershire Constabulary

PCSO M Chapman had advised that there had been no reported crime in Carlton during November and December 2014.

e) Parish Clerk

Carlton Charity Lands – a reply had been received from the Charity Commission and copied to the Secretary of the Trustees (p.1530/4a refers). This letter confirmed that the Governing Document is the Scheme of 25th June 1912; that the purposes of the Charity had not been changed and remained as set out in this Scheme; and that a new Deed of Trust would not be accepted by the Commission and would be invalid.

Bosworth Marina – LCC Highways had reported that there were two aspects of highway works relating to the development: (1) construction of the new site access and a bus turning lay-by including a contribution of £8,766 towards a bus shelter and related infrastructure, and (2) payment of £23,611.44 to the County Council as a contribution towards providing a footpath link. Access construction had not yet been totally signed off, as the Company did not want to put in the new kerb lines until HGV deliveries of construction materials were complete (p.1534/3a refers).

S68 footpath opening – on 16th November had been attended by six parishioners, and representatives of Leicestershire County Council. The opening had been reported in the Dec 11th issue of the Hinckley Times. The Carlton Local Walks pack had also featured in an article about seasonal strolls in the 1st Jan issue (p.1535/3e refers).

CDJO Project – the shrubs and all but two of the fruit trees had been planted; the reptile hibernation chambers re-built; chestnut logs stacked for beetles; and additional logs imported and stacked for invertebrates. Mrs Zuger and Mr Sutton **were thanked** for donating wood, and the Tree Warden **was thanked** for cutting and transporting it to the site. Two local residents **were thanked** for the donation of 4 plastic compost bins. Following a site visit, William Davis Ltd had (i) broken up the concrete base of the site sign; (ii) decompacted subsoil in the waterlogged area behind no 11; (iii) installed one of the chestnut tree trunks next to the picnic table base; (iv) levelled up the site for the Toddlers Play Area; (v) referred the planting of T5 (field maple) and the hedges along Nailstone Rd to their landscaping contractor; and (vi) provided additional information about the location and construction of the surface water drainage pipes and soakaway construction. **It was resolved** that the previously waterlogged area be monitored over the winter. The Clerk **was thanked** for transporting the broken-up concrete to a local farmer for use as hard core. The park bench and final two cooking apple trees (Dumelow's Seedling and Lord Derby) were on order.

Horse chestnut tree – had been felled in November; brash chipped and removed by the contractor; wood cut into lengths and sold for firewood by the PCC; knotty logs stacked in the CDJO for invertebrates; three lengths of trunk set aside for use in the CDJO, and the base of the trunk carved into a feature seat. Mr Pointon **was thanked**

for transporting the tree trunks to the CDJO. The provision of a carved feature seat was eligible for s106 funding, and an application had been submitted to H&BBC for funding arising from planning applications 10/00374/FUL and 14/00266/OUT.

Carlton Green – the west green, including several water stop taps, had been badly damaged on 21st November by a very long articulated vehicle which tried to turn round and got stuck and had to be towed out. The vehicle was delivering to Churchills and had been misdirected into Carlton by a satellite navigation system. Luckily, a local resident had been on the scene and was able to take details. The stop taps had been repaired by Severn Trent Water, and an estimate from the PCs grounds maintenance contractor for rolling out the worst of the ruts had been accepted by the transport company. If necessary, topsoil from the CDJO would be used to fill up any remaining holes.

Dangerous horse – two independent complaints had been made on 14th and 15th Dec about a horse in the field to the west of The Old Rectory which had galloped up to walkers on footpath S68, kicked out at them and attempted to bite them. The landowner had been advised of the problem, and the owner of the horse had agreed to remove it. Instead, an electric fence had been installed to keep the horse away from the footpath, but this had failed and the horse had obstructed a kissing gate and attempted to bite someone trying to pass through it on 28th Dec. This had led to a further complaint being made to the Police, who had visited the landowner but advised that this was a civil matter: the complaint had then been forwarded to the PC. The Clerk had discussed the problem with the owner of the horse who had promptly repaired the electric fence, and had removed the horse from the field a few days later. The matter had also been referred to LCC RoW, who advised that the owner has a legal responsibility to ensure that the source of danger is addressed, otherwise they may be acting in contravention of s2 of the Occupiers' Liability Act, 1957 and s3 of the Health and Safety at Work Act, 1974. The enforcement of this legislation is a matter for the Health and Safety Executive; in addition, any person who suffers an injury while using the public footpath may initiate a private action against the owner of the horse.

Internal auditor – the Vice Chairman and Clerk had met with the Internal Auditor and visited key sites in the village on 21st November.

H&BBC s106 Officer – the Clerk had met with the s106 Officer to discuss the use of s106 funds and the approval process, and had visited the sites of completed and proposed projects in the village.

Information Commissioner's Office – registration had been renewed to Dec 2015.

LCC – proposed to hold Quarterly Operational Meetings for Clerks, beginning on 15th January at Anstey. **It was agreed** that the Clerk be authorised to attend these meetings if there was an item on the agenda or a specific issue which would justify the travel expenses of £15 and the loss of a morning's time.

Quality Parish Council scheme – had been replaced by the Local Council Award Scheme, with levels of Foundation, Quality and Quality Gold. The PC's current certification as a Quality Parish Council would expire on 25th January 2016. The Clerk had applied for free registration at Foundation Level for one year; this would expire on 15th December 2016. **It was agreed** that participation in this scheme be considered at the June PC meeting.

Northfields – an article about the completed development had been published in the Winter edition of the Borough Bulletin (p.14).

Churchyard copper beech tree – the Tree Warden **was thanked** for removing the one remaining low branch from this tree and disposing of the brash.

Christmas tree – Murray Lockwood, Mick Pointon, Ted Goold and volunteers **were thanked** for arranging for the delivery, erection, lighting and disposal of the Carlton Christmas tree. H&BBC had contributed £50 towards the cost, Santa had attended to switch on the lights, and the Friends had laid on mulled wine, mince pies and carols for the event.

Blocked gully – in front of the church had been reported to LCC Highways.
Spring Clean Litter Pick would be held on Saturday 14th March, beginning at 10am at Carlton Green and The Gate.

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

No matters were raised.

4. Toddlers Play Area

The H&BBC s106 Officer had confirmed that s106 funds from 06/00826/FUL could be used for works such as seating and signage in the CDJO. The £11,867 from 08/00815/FUL (comprising £7,979.40 provision and £3,888.50 maintenance) could only be spent on equipped play space, and would be returned to the developer if not claimed by the PC before 15th June.

A site plan and specification had been drawn up, and site meetings had been held with representatives of Wicksteed Playscapes Ltd and LCC Operational Property Services. Wicksteed had prepared a layout plan comprising two swings and a 3-tower activity unit including a slide which required a space 16.5m long. This would require a 1.5m reduction in the width of the car parking area which was acceptable. The specification of the equipment to be provided had not been finalised, and it was not clear whether Wicksteed could provide the net bridge requested by the PC.

The idea of a net bridge was reconsidered, and there were concerns that it might not be safe for the under-5 age group, particularly as it would be 900mm above ground level. It was **agreed** that the net bridge be replaced by a more solid timber bridge. It was also **agreed** that board edgings should be provided around all sides of the play area except the concrete picnic table base, and that the space requirements of the proposed layout be carefully reviewed.

It was resolved that a final specification be drawn up, based on the draft layout provided by Wicksteed Leisure, and that quotations be sought for the supply and installation of this equipment, for consideration at the next meeting.

5. Replacement of the parish noticeboard

It was resolved that the Clerk be authorised, in consultation with the Chairman, to prepare a specification for a replacement parish noticeboard, obtain quotations, and submit a grant application to the H&BBC Parish & Community Initiative Fund before the closing date on 6th Feb 2015.

6. Planning matters

a) Planning applications submitted

There were none.

b) 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).

14/01113/HOU Additional storey to bungalow, 86 Main St. No objection.

14/01211/HEDGE Removal of hedgerow, land adj Bufton Lodge, Barton Rd. No objection.

Planning application 14/01219/FUL Erection of dwelling, outbuildings, modification to existing access and proposed new access. Windhover House, 69 Main St.

Objections on the grounds that (i) the proposed dwelling has not been sited in conformity with the approved outline plans (application no 09/00455/OUT); (ii) the proposal makes no provision for appropriate replacement tree planting in an area covered by a Tree Preservation Order; (iii) the rear garden of the proposed dwelling is too small for a family home, and does not meet the minimum requirement of being 12.5m deep as specified in H&BBC Residential design guidance; and (iii) in consequence the proposed development will have a cramped and incongruous appearance and a detrimental impact on the street scene and local amenity.

c) Planning applications determined

13/00195/FUL. H&BBC Enforcement Officer had reported that site works were planned for the Christmas period, and that the development would be inspected in the New Year. Examination of the site on 12th Jan had shown that a car park appeared to have been constructed on garden land to the west of the new offices, and that the car parking areas had not been screened. There were 1.8m high close-boarded gates across the highway boundary, and a 1.8m high close-boarded fence along the eastern curtilage of 36 Main St, but these might be temporary. It was not clear whether the required visibility splays could be achieved since Church Cottage had not been demolished. **It was resolved** that these concerns be referred to H&BBC Planning Enforcement.

14/00662/FUL Erection of agricultural building. 36 Main St. Approved.

14/00946/HOU Installation of 2 rooflights to garage roof. 19 Barton Road, Carlton. Approved.

14/01113/HOU Additional storey to bungalow, 86 Main St. Approved.

14/01211/HEDGE Removal of hedgerow, land adj Bufton Lodge, Barton Rd. Approved.

d) Site Allocations and Development Management Policies DPD

Draft comments on the Proposed Modifications to the above DPD had been copied to Councillors, and **were approved** (p.1503/8a; 1499/9a refer).

e) Market Bosworth Neighbourhood Plan

Draft comments had been copied to Councillors and **agreed**, and submitted by the Clerk.

7. Financial matters

a) Report 2015-01 Quarterly Financial Report Oct-Dec 2014

The monthly current account statements had been checked and signed off as required (p.1515/9c refers), and Report 2015-01 was checked against the latest statements for all three bank accounts. **It was resolved** that Report 2015-01 be approved.

b) Report 2015-02 Final Report on the Carlton New Homes Bonus Fund

It was resolved that Report 2015-02 be approved, and that the NHB Fund be closed and the remaining funds absorbed into the general budget.

c) Clerk's salary and expenses

It was resolved that a refund of £153.72 (including £6.55 VAT) be paid to the Clerk for trees, shrubs and stakes ordered for the CDJOP.

The Clerk presented his expenses book for examination, and **it was resolved** that the Clerk be paid £391.09 comprising £250 salary, £30 contribution towards broadband subscription and £133.77 approved expenses (including £7.32 VAT).

8. Carlton Diamond Jubilee Orchard: grass cutting

It was resolved that a quotation of £45/cut from David Sansom for mowing the CDJO wildflower meadow and removing the cuttings be accepted. It was envisaged that five cuts would be required in 2015.

9. 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 West Leicestershire 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 fourth Carlton Horticultural Show had been a success, and that a balance of £18 (including donations) had been carried forward (p.1524/3a refers). **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) Christmas festivities: event support

It was resolved that the cost of a Christmas tree, lights or similar festive materials in 2015 would be reimbursed up to a limit of £300 on receipt of invoices addressed to the PC.

d) Carlton News: group budget

It was resolved that the production costs of Carlton News for the 2015-16 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

It was noted that the Parish Paths Partnership Fund had a balance of £27.01. The PPP Fund been set up on 31st March 1993 with a grant from the Parish Paths Partnership Scheme (p.204/2f refers; Jan 1993), and had funded the Carlton Footpath Group and paid out small annual grants for RoW mowing (see p.1493/8e). The management of public RoW had now evolved; the CFG no longer carried out repairs to timber gates and stiles; and the grant would not be topped up by LCC because of budget cuts.

It was resolved that no further grants for footpath mowing would be paid; that all remaining money in the Parish Paths Partnership Fund be allocated to the Carlton Footpath Group; that the PPP Fund be closed; that an additional £30 be allocated to the CFG Fund; and that the CFG be authorised to draw up to £30 at a time from this fund through the Clerk for repair works, consumables and minor improvements to public RoW in the area.

f) Keep Carlton Tidy Group: group budget

It was noted that the current balance of the Keep Carlton Tidy Group Fund was £123.53.

It was resolved that an additional £100 be allocated to the KCTG Fund, and that the KCTG be authorised to draw up to £30 at a time through the Clerk for litter picking equipment and consumables in the area.

It was resolved to approve a request for the purchase of 'Bago' bag holders for £80 + £10 delivery.

g) Carlton Gardening Group: group budget

It was noted that the current balance of the Carlton Gardening Group Fund was £332.00.

It was resolved that an additional £200 be allocated to the Carlton Gardening Group Fund, and 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.

10. 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 £240.00.

11. Report 2015-03 Annual Review of Risk Management

It was resolved that Report 2015-03 be approved.

12. Report 2015-04 Annual Review of Internal Financial Control

It was resolved that Report 2015-04 be approved but that it not be posted on the website because it contained sensitive information.

13. Annual review of salaries, fees and charges**a) Clerk's salary and expenses**

The Clerk left the building while this item was discussed.

It was resolved that for the 2015-16 financial year the Clerk's salary be increased to £1100.00 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 10th 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 2015-16

It was noted that the audit regime was expected to change in 2015-16. **It was resolved** that Mrs J Marshall be appointed Internal Auditor for the financial year 2015-16 with a fee of £50 to be paid for this work after approval of the accounts.

15. Report 2015-05 Financial Estimates for the Financial Year 2015-16

The tax base for Carlton in 2014-15 had been 155.3, the PC had precepted H&BBC for £5,550, and the Band D Council Tax payable to the PC had been £35.74. H&BBC had advised that the PC could expect to receive £286.00 in Council Tax Support Grant for 2015-16. H&BBC would no longer forward a share of New Homes Bonus Funding to local councils.

The total Band D Council tax payable in Carlton in 2014-15 was £1,430.43. Band D Council Tax payable in the Borough ranged from £1,493.23 to £1,424.40. When ranked from high to low in order of the amount of Council Tax payable, Carlton was ranked 22nd out of 25 parishes (p.1502/3e refers). The tax base for 2015-16 would be 165.2.

There was a discussion about the way in which the financing of potential future projects should be shown in the estimates. In the past, the envisaged expenditure (usually 50% of the estimated total cost) had been shown as expenditure, with no indication of a receipt for grant income, and a note that the project would only go ahead if additional funding could be found (as shown in Report 2015-05). **It was resolved** that in future the full cost of such projects would be shown as an expense, with a corresponding entry in receipts for the necessary grant income. The estimates were amended to take account of this decision, and the financial decisions made above.

It was resolved that the amended version of Report 2015-05 be adopted as the budget for 2015-16 and published as Report 2015-06.

16. Parish Council Precept for 2015-16

It was resolved that H&BBC be precepted for £5,700 for the financial year 2015-16.

17. Date, time and place of next meeting

It was resolved that the next meeting be held at 19:30 hrs on Wednesday 11th February 2015 at Saint Andrews Church, Main Street, Carlton.

The meeting closed at 2150 hrs.

Signed _____ **Date** _____

Abbreviations used in these minutes

CFG	Carlton Footpath Group
CGG	Carlton Gardening Group
CDJO	Carlton Diamond Jubilee Orchard
DPD	Development Plan Document
H&BBC	Hinckley & Bosworth Borough Council
KCTG	Keep Carlton Tidy Group
LCC	Leicestershire County Council
NCHA	Nottingham Community Housing Association
NHB	New Homes Bonus
PAF	Parish Amenities Fund
PC	Parish Council
PCC	Parochial Church Council
PCSO	Police Community Support Officer
PPP	Parish Paths Partnership
RoW	Rights of Way