

CARLTON PARISH COUNCIL

Minutes of a meeting held at Saint Andrews Church, Main Street, Carlton at 19:30 hrs on Wednesday 17th June 2015

Present: S G Tupling (Chairman), J H Boston, I Sarson (Councillors), M Cook (Borough Councillor), C J Peat (Clerk).

1. Administrative matters

a) Apologies for absence from Councillors

It was resolved that apologies from Councillors Finch and Sharp be accepted.

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

There were none.

2. Minutes of the meeting of 20th May 2015

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 Sarson drew attention to the poor state of repair of the litter bin next to the seat on the East Green. **It was resolved** that H&BBC be asked to consider replacing this bin.

b) Leicestershire County Council

Cllr I D Ould had sent a written report which had been copied to Members. Cllr Ould had no casework specific to Carlton.

c) Hinckley & Bosworth Borough Council

Cllr M Cook was attending a series of H&BBC induction courses, and had attended a meeting of the Highways Forum. LCC's policy of repairing potholes promptly, although expensive in the short term, was leading to reduced highway repair costs; the programme to replace the bulbs in street lights with LEDs was scheduled for completion in 2017 and would also result in significant long-term savings.

d) Carlton Neighbourhood Watch group

Ms R Yule had reported that there had been one report of violence and sexual offence in Carlton in April.

e) Parish Clerk

Bus shelter – a branch from an overgrown hedge had rubbed the felt off the roof of the Bosworth Road bus shelter. This required repair before the winter. **It was resolved** that the work be put in hand as soon as possible.

- Dog fouling** – the *Clean it up!* stencil had kindly been loaned by H&BBC and the Clerk was **thanked** for applying it near fouling hot spots in the village (p.1564/5a refers).
- Policing & Community** – no reply had been received from the Chief Constable (p.1564/5d refers).
- RCC** – the Assessment Team had met with the Chairman and Clerk, walked the improved footpath, and discussed the S68 Footpath Project on 17th June. The results of the competition would be announced in September (p.1565/5d refers).
- Affordable housing: right to buy** – H&BBC and NCHA had advised that no policy had been announced or guidance issued. **It was resolved** that this matter be raised for discussion at the H&BBC Parishes Forum, and that a meeting be sought with D Tredinnick MP to explain the importance of retaining the existing stock of affordable housing for people with local connections.
- H&BBC Parishes Forum** – **it was resolved** that the Clerk represent the PC at the next meeting on 25th June and raise the issue of the proposed right to buy for affordable housing tenants.
- TEN notice** – a Temporary Event Notice had been served for the church fete on Carlton Green and the garden of The Croft, Shackerstone Walk. The Clerk had replied supporting the event.
- CDJO** – the central part of the wildflower meadow had been given its first cut on 4th June; the remaining meadow areas had been sown on 9th and 15th June. An escaped cow had walked across part of the newly sown Nailstone Road meadow area, leaving deep hoof prints which would be made good by the CGG.
- Audit** – no member of the public had queried or inspected the PC's accounts for 2014-15; the external audit return had been submitted on 8th June.
- Toddlers Play Area** – the sign was on order (p.1566/8 refers), and work had begun on installation of the play equipment (p.1558/4 refers).
- Annual Report** – had been printed and would be delivered with the August issue of Carlton News (p.1567/15 refers).
- Leicestershire County Council Annual Parishes Liaison Event** – **it was resolved** that the Clerk represent the PC at this event at County Hall on 6th July 2015, and would also offer to make a short presentation on the S68 Footpath Project.
- Refund** – the fee of £350 for hire of the church for a polling station had been paid to the PC instead of the PCC by H&BBC. A refund of £350 had been paid directly to Carlton PCC.

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

There were none.

4. Local Council Award Scheme

Carlton PC had been certified as a Quality Parish Council on 25th January 2012; the certification had a term of four years. Carlton had been one of the smallest PCs in the country to achieve this qualification. The Quality Scheme had been replaced by the Local Council Award Scheme on 1st January 2015; the PC had been granted a Foundation Award for the period 1st Jan 2015 – 1st Jan 2016.

The new scheme made awards at three levels – Foundation, Gold and Quality Gold – for a term of four years; the examination fees for the PC would be £ £50, £60 and £100

respectively. The requirements for each level were considered. The meeting took the view that achieving Quality status had taken a lot of time and effort, but had not been of any tangible benefit to the PC. The additional policy documentation required by the Award Scheme was not considered relevant to the work of the PC, and compliance would by no means indicate that a PC was effective or efficient. There was no indication of any benefits arising from the Award Scheme, apart from the dubious accolade of being good at paperwork.

It was resolved that the PC would not apply to the Local Council Award Scheme until some financial or practical benefits could be identified.

5. Report 2015-16. Toddlers Play Area: review and management policy

a) Risk assessment

It was resolved that a risk assessment be prepared before the TPA was brought into use.

b) Insurance

It was noted that public liability cover for the TPA was provided under the PC's existing policy. Additional insurance against loss of or damage to the TPA, based on a full replacement cost of £12,821 and with an excess of £250 had been offered for £58.44 pa.

It was resolved that the offer of additional insurance against loss or damage be accepted, and reviewed annually.

c) Earmarked fund for maintenance

The long term maintenance of the Toddlers Play Area was considered. The long term future of the TPA would depend on the level of use and cost of ongoing maintenance, and at some future date a more suitable site might be acquired. The position would be reviewed as necessary, but **it was agreed** that for the time being it would be prudent to assume that the play equipment would be repaired, replaced and renewed as necessary; that these costs would be most significant in 15 – 20 years' time as the equipment wore out; and that realistic provision should be made for these costs.

It was resolved that in the budget for 2016-17 the sum of £600 be allocated to an earmarked repair fund to be known as the Fixed Asset Fund; that this sum be reviewed each year; and that £946.90 (being the amount of s106 funding received over and above the installation cost) be allocated to this fund in the current financial year.

d) Management policy

The draft Management Policy set out in Appendix 1 of Report 2015-16 was considered and amended. **It was resolved** that the revised Management Policy be adopted and reviewed at least annually.

e) Inspection checklist

The Inspection Checklist set out in Appendix 2 of Report 2015-16 was considered and amended. **It was resolved** that the revised Inspection Checklist be adopted, and reviewed before the Toddlers Play Area was brought into use.

6. Planning matters

a) Planning applications submitted

There were none.

b) Comments submitted under delegated powers

There were none.

c) Planning applications determined

14/01034/COU Change of use of land to residential curtilage, erection of two storey side extension and new access (part retrospective). Harcourt Mill, Barton Road, Market Bosworth. Approved with condition specifying construction of new access.

7. Next meeting

It was resolved that the next meeting be held at 19:30 hrs on Wednesday 29th July 2015 at Saint Andrews Church, Main Street, Carlton.

The meeting closed at 2010 hrs.

Signed _____ **Date** _____

Abbreviations used in these minutes

CGG	Carlton Gardening Group
H&BBC	Hinckley & Bosworth Borough Council
LCC	Leicestershire County Council
LED	Light Emitting Diode
LRALC	Leicestershire and Rutland Association of Local Councils
NCHA	Nottingham Community Housing Association
PC	Parish Council
PCC	Parochial Church Council
RCC	Rural Community Council
TPA	Toddlers Play Area