

# CARLTON PARISH COUNCIL

## Minutes of a meeting held at Saint Andrew's Church, Main Street, Carlton at 19:30 hrs on Wednesday 11<sup>th</sup> January 2017

**Present:** S G Tupling (Chairman), J H Boston, I Sarson, W R Sharp (Councillors),  
I D Ould (County Councillor), M Cook (Borough Councillor), 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 Sarson declared an interest in item 8a; Cllr Sharp declared an interest in item 8b.

### **2. Minutes of the meeting of 9<sup>th</sup> November 2016**

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

### **3. Reports, questions and comments**

#### **a) Parish Councillors**

The Chairman reported with regret that Councillor Julie Finch had tendered her resignation on 18<sup>th</sup> December. A card was signed, thanking Councillor Finch for her work for the PC since September 2011.

The Returning Officer had been notified and the vacancy advertised. If an election had not been called by 12<sup>th</sup> January the PC would be able to fill the vacancy by co-option. A parishioner had expressed an interest in serving as a Parish Councillor.

Cllr Boston reported that street light no.7 in Main Street had developed a fault.

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

Cllr I D Ould had submitted a written report, and outlined recent LCC business. Local issues included projected housing numbers for the roll forward of the Local Plan; the route of HS2; and the review of school funding in which Leicestershire primary schools would lose money while secondary schools would gain. The obstruction of footpath S68 at Shackerstone Station was scheduled for a hearing in the Magistrates Court. There were no LCC issues specific to Carlton.

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

Cllr M Cook reported on current H&BBC business; the DCF had been oversubscribed.

#### **d) Carlton Neighbourhood Watch group**

Ms R Yule reported that there had been one incident of violence or sexual assault in October.

## **f) Parish Clerk**

**Spring Clean Litter Pick** – the KCTG had arranged this for 10am on Sunday 19<sup>th</sup> March, volunteers to meet at the Gate Hangs Well or Carlton Green.

**Dog fouling** – a parishioner had submitted a formal complaint to H&BBC about repeated fouling by one particular dog, and help had been provided to identify the owner responsible. The Clerk had received a complaint about a different parishioner and had called and warned that formal action would be taken if the offence was repeated.

**It was resolved** that an article about dog fouling be submitted to the next issue of Carlton News.

**S106 campaign.** Proposal had been submitted to Rt Hon Sajiv Javid MP, and had been accepted (p.1634/6 refers). Letters of support had been received from the RCC and the LPFA.

**Dead horse** – a dead horse had been dumped in the entrance to the sewage works in the late afternoon/early evening of 15<sup>th</sup> December. The incident had been reported to the Police, H&BBC and Severn-Trent; the carcass had been removed by Severn-Trent.

**Marina bus stop** – the Clerk had written to LCC Highways after the last meeting to reiterate the PC's concerns about the proposal. The PC's objections to the proposed design and siting had been considered by LCC Highways, but rejected. An improved bus waiting lay by and shelter would be constructed at the site of the existing bus stop, on the NW side of the Carlton Rd/Wellesborough Rd junction (p.1632/3b refers).

**Superfast broadband** – complaints had been received (i) that cabinet 4 (at east end of Main St) was 'full' and that no more users could be connected to it; and (ii) that cabinet 14 (opposite the East Green) had still not been connected. The Clerk had requested information from the LCC Superfast Team. **It was resolved** that the Clerk be authorised to attend any seminars or meetings on local superfast provision.

**Moles** – a parishioner had requested the removal of moles from a highway verge and had been referred to the Highway Authority.

**Play equipment** – a parishioner had requested advice about the installation of play equipment in a garden and had been referred to the LPA. The GDO allowed buildings and other constructions on garden land, but subject to size limits. The H&BBC Enforcement Team would investigate if asked to do so.

**Rural Conference** – the Clerk had represented the PC at the Rural Conference at Twycross Zoo on 13<sup>th</sup> Dec and had made a personal report to Councillors. The formal conference report would be copied to Councillors in due course.

**Council tax referendum** - principles had not been extended to local councils in 2017/18 (p.1630/6 refers).

**S68 Last Gate project** – see next item.

**East Green Kerbing Project** – both projects had been inspected by Borough Councillor Kevin Morell (Lead Member for Rural Affairs) on 17<sup>th</sup> December. Reports and photographs were on the PC's website, and had been submitted to H&BBC as required by the P&CIF grant conditions, and the grants had been received. The finished tarmac level on the west side of the drives was not in accordance with the specification for the works, and puddles had formed on the east side after rain. LCC Highways was arranging for remedial works to be carried out by their contractor (p.1633/5 refers).

**Pensions auto-enrolment** – the Clerk had written to the Pensions Regulator to request a staging letter; the PC's compliance date would be April 2017.

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.

**g) Members of the public**

There were none.

**4. Planning matters****a) Planning applications submitted**

There were none.

**b) Comments submitted under delegated powers**

**15/00658/REM land adj Heljon, Nailstone Rd.** The Clerk had sought advice from H&BBC about the boundary treatment to Barton Rd which was not in accordance with the approved plans. A 1.8m panel fence had been erected a variable distance behind the highway boundary, leaving a strip of no man's land, and the hedge had not been augmented. The hedge comprised a row of old ash and sycamore pollards which would grow into big trees and cause problems if left unmanaged. This action **was approved**.

**c) Planning applications determined**

There were none.

**5. Financial matters****a) Report 2017-01: Quarterly Financial Report Oct-Dec 2016**

The monthly current account statements had been checked and signed as required (p.1515/9c refers), and Report 2017-01 was checked against the latest statements for all three bank accounts. **It was resolved** that Report 2017-01 be approved.

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

The Clerk presented his expenses book for examination, and it was resolved that the Clerk be paid £453.79 comprising £275 salary, £30 contribution towards broadband subscription, £131.43 approved expenses, and £17.36 VAT.

**6. Appointment of Editor of Carlton News**

**It was resolved** that this item be deferred.

**7. Application to the H&BBC Parish & Community Initiative Fund 2017**

**It was resolved** that the Chairman and Clerk be authorised to prepare and submit applications to the H&BBC P&CIF 2017 for projects b-d below, providing that the quotations submitted were reasonably consistent with the approved budget.

**a) Nailstone Road Footway project**

This project had not been supported by the H&BBC DCF (p.1634 refers). LCC Highways would not be able to provide a design and quotation before the deadline for applications to the P&CIF, but had agreed that the PC's estimate of £8-10k for the total cost was realistic at this stage. The P&CIF might provide funding up to 60% of the project cost, leaving the PC to find £3.2 - £4k.

**It was resolved** that a design and costing be prepared for November 2017, with a view to submitting an application to the P&CIF in 2018, and that £2k be allocated to this project in the budget for 2017-18.

#### **b) Parish Oak Trees project**

Two landowners had agreed to allow *Quercus petraea* trees to be planted on their land in hedges next to Barton Rd (2 trees) and Barton Rd, Market Bosworth (1 tree). It had not been possible to contact the owner of potential sites for two trees adjacent to Nailstone Rd before the meeting. *Q. petraea* was preferred to *Q. robur* because it had a more upright growth habit and would be less likely to affect the highway or agricultural machinery. 3m tall trees were preferred because they would be more visible and less likely to be damaged by hedge trimming.

The estimated cost of 5 trees, delivery and stakes ranged from £974.90 for container-grown trees to £494.85 for 10-12cm bare-rooted trees respectively.

**It was resolved** that (i) further inquiries be made about the cost of root-ball trees; (ii) the project comprise five trees if possible; (iii) 10-12 cm bare-rooted trees be planted at an estimated cost of £494.85, unless root-protected saplings could be acquired for a similar price.

#### **c) Repainting Information Kiosk**

Five local painters had been invited to provide fixed-price quotations for the works. The Clerk had estimated that the job would take about 3 days and cost about £600.

#### **d) Laying part of Cemetery hedge**

Three local hedge layers had been invited to submit fixed-price quotations for the work. The Clerk had estimated that the job would take a day and cost about £300.

### **8. Donations, event support and budgets of community groups**

#### **a) Market Bosworth Community First Responder Scheme: donation**

Cllr Sarson took no part in the discussion of this item. **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 & Produce Show: event support**

Cllr Sharp took no part in the discussion of this item. **It was noted** that the sixth Carlton Horticultural Show had been well supported, and that a balance of £8.50 had been carried forward (p.1623/3a refers). **It was resolved** that a donation of £35 be made to the organisers of the 2017 Carlton Horticultural & Produce Show.

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

The 2016 Christmas tree had cost £200 (excluding VAT). **It was resolved** that the cost of a Christmas tree, lights or similar festive materials in 2017 would be reimbursed up to a limit of £300 excluding VAT on receipt of invoices addressed to the PC.

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

The current balance of the Carlton Footpath Group Fund was £57.01. **It was resolved** 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 rights of way in the area.

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

The current balance of the Carlton Gardening Group Fund was £209.64. **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 work on public open spaces in the Parish.

**f) Carlton News: group budget**

The production costs of Carlton News for 2016-17 were expected to be £134.40. **It was resolved** that the production costs of Carlton News for the 2017-18 financial year be reimbursed from the Parish Amenities Fund up to a limit of £200.

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

The current balance of the Keep Carlton Tidy group Fund was 151.53. **It was resolved** that the KCTG be authorized to draw up to £40 at a time through the Clerk for litter picking equipment and consumables for use in the locality.

**9. Annual subscriptions to societies and publications**

**It was resolved** that membership of the Society of Local Council Clerks would not be renewed. **It was resolved** that membership of the Leicestershire & Rutland Association of Local Councils 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 £200.

**10. Report 2017-02: Annual Review of Risk Management**

**It was resolved** that Report 2017-02 be approved.

**11. Report 2017-03: Annual Review of Internal Financial Control**

**It was resolved** that report 2017-03 be approved.

**12. Appointment of a payroll manager**

Following discussions with the Internal Auditor and the Chairman, a letter had been sent to HM Revenue & Customs on 7<sup>th</sup> December asking whether it was necessary for the PC to operate PAYE in the case of a single low-paid employee. A reply had not yet been received. **It was resolved** that this item be deferred.

**13. Review of salaries, fees, charges and variable direct debits****a) Clerk's salary and expenses**

The Clerk left the meeting while this item was discussed.

**It was resolved** that for the 2017-18 financial year the Clerk's salary be increase to £1,250.00 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) remain as adopted on 10<sup>th</sup> January 2007 (p.1121/6 refers), and the Cemetery Regulations and Table of Fees remain as adopted on 13<sup>th</sup> April 2016 (p.1605/4 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).

#### **d) Variable direct debits**

**It was noted** that the PC had two variable direct debits, payable to E.on and the Information Commissioner's Office. The amounts paid out in 2016-17 were £30.05 (including VAT) and £35.00 respectively.

### **14. Appointment of internal auditor**

**It was resolved** that Mrs J Marshall be appointed Internal Auditor for the financial year 2017-18.

### **15. Report 2017-04: Financial Estimates for the financial year 2017-18**

**It was noted** that the PC element of the Band D Council Tax payable in Carlton had been progressively reduced from £39.19 in 2011-12 to £34.94 in 2016-17. Over this period the PC had lost New Homes Bonus Funding, Council Tax Support Grant, and s106 Developer Contributions for Play & Open Space on developments of less than 11 dwellings (p.1629/4 refers). Consideration was also being given to making all PCs subject to referendum principles, which would make it difficult to raise the precept by more than £5 or 2% in future (p.1630/6 refers).

The tax base for Carlton in 2016-17 had been 166.0; the PC had precepted H&BBC for £5,800, and the Band D council tax payable to the PC had been £34.94.

The total Band D council tax payable in Carlton in 2016-17 was £1,507.79. Band D council tax in the Borough ranged from £1,564.77 to £1,507.79. When ranked from high to low in order of the amount of council tax payable, Carlton was ranked 25 out of 25 parishes (p.1604/3e refers). The tax base for 2017-18 would be 172.6.

Draft financial estimates for 2017-18 had been copied to Councillors before the meeting (Report 2017-04). This draft was revised to take account of the matters resolved above.

**It was resolved** that the amended version of Report 2017-04 be adopted as the budget for 2017-18 and published as Report 2017-05.

**16. Precept for the financial year 2017-18**

**It was resolved** that H&BBC be precepted for £8,000 for the financial year 2017-18.

**17. Next meeting**

**It was resolved** that the next meeting be held at 19:30 hrs on Wednesday 8<sup>th</sup> February 2017 at Saint Andrew's Church, Main Street, Carlton.

The meeting closed at 2055 hrs.

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

**Abbreviations used in these minutes**

CDJO	Carlton Diamond Jubilee Orchard
CFG	Carlton Footpath Group
CGG	Carlton Gardening Group
DCF	Developing Communities Fund
DCLG	Department for Communities and Local Government
GDO	General Development Order
H&BBC	Hinckley & Bosworth Borough Council
KCTG	Keep Carlton Tidy Group
LCC	Leicestershire County Council
LPFA	Leicestershire Playing Fields Association
LRALC	Leicestershire and Rutland Association of Local Councils
LPA	Local Planning Authority
PAF	Parish Amenities Fund
PC	Parish Council
RCC	Rural Community Council
TPA	Toddlers Play Area