

## CARLTON PARISH COUNCIL

### Minutes of a meeting held at Saint Andrew's Church, Main Street, Carlton at 19:30 hrs on Wednesday 10<sup>th</sup> January 2018

**Present:** S G Tupling (Chairman), J H Boston, S J Cooper, 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 10a; Cllr Sharp declared an interest in items 10a & b.

#### 2. Minutes of the meeting of 8<sup>th</sup> November 2017

**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 noted that the *Give Way* sign at the southern end of Nailstone Road had still not been repaired; Cllr Ould was asked to raise this failure with LCC Highways (p.1659/5a refers).

Cllr Sharp reported that the PCC planned to electrify the church clock, and planned to apply for a grant from the P&CIF. **It was resolved** that this project be supported.

Cllr Cooper reported incidents of excessive speed and careless driving in Main St and proposed to post warnings on the Facebook pages of neighbouring villages. **It was resolved** that this action be endorsed.

The Chairman **thanked** the Tree Warden for his help with the Carlton Oaks Project, which had been completed on 4<sup>th</sup> Jan at a total cost of £217.15 compared with the original estimate of £494.85 (p.1639/7b refers). The decrease was due to 8-10 cm trees being planted instead of 10-12 cm, and supplied at a discount price through the Tree Warden network. A grant of £130.30 (60% of cost) had been requested from the H&BBC P&CIF. Bare-rooted oak trees of this size were hard to establish, and the trees would need watering and weeding over the summer.

##### b) Leicestershire County Council

Cllr I D Ould **was thanked** for a written report on recent LCC business. The problem of queues of vehicles on the Wellesborough Road waiting to enter Bosworth Water Trust was

discussed: drivers obtained a ticket at a barrier on entry and paid on exit. The entry barrier was kept raised to avoid queues at major events. **It was resolved** that parishioners delayed by queues be asked to keep a record of these incidents.

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

Cllr M Cook **was thanked** for a written report on recent H&BBC business.

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

Ms R Yule had reported that there had been two incidents of anti-social behaviour in September; two more and one vehicle crime in October; and two 'other thefts' in November 2017. The definition of 'other theft' included theft by an employee, blackmail and making off without payment.

#### **e) Tree Warden**

Mr C J Peat had attended a Tree Warden Forum at The Allerton Project at Loddington on 18<sup>th</sup> November, and a fruit tree training course at Donington le Heath Manor House on 9<sup>th</sup> December.

The Allerton Project was set up in 1992, and is run by the Game & Wildlife Conservation Trust which carries out practical research into how modern commercial farming can be combined with conservation of wildlife and the environment and game management. Copies of a booklet about this work had been given to local farmers, and it had been suggested that a representative of the project be invited to speak at a meeting of the Market Bosworth Natural History Society.

Ash dieback was attacking trees in East Leics, and had been reported in the National Forest. So far, no diseased trees had been found in Carlton. This disease was expected to kill most ash trees in Leicestershire within the next 20 years, and would have a significant impact on the appearance of the countryside. Tree Wardens had been urged to encourage landowners to plant or promote replacement hedgerow trees.

The fruit tree pruning course had proved to be useful revision in advance of formative pruning of the fruit trees in the CDJO.

#### **f) Parish Clerk**

**Spring Clean Litter Pick** – the KCTG had arranged this for 10am on Sunday 18<sup>th</sup> March, volunteers to meet at the Gate Hangs Well or Carlton Green.

**Information kiosk** – new starters had been required for the strip lights (p.1679/3f refers).

The refurbished kiosk had been illustrated in the winter edition of the Borough Bulletin.

**153 bus service** – further complaints had been made about non-arrival of scheduled services, and operation of non-scheduled services, which had been forwarded to Arriva (p.1679/3f refers). No response had been received to any of these complaints.

**Cemetery Hedge Project** – had been completed on 18<sup>th</sup> December, and the approved grant of £108 received from the H&BBC P&CIF (p.1639/7b refers).

**Dog fouling** – after seeing this while on holiday in France, a parishioner had suggested that litter and/or dog fouling deposits might be collected for a week and displayed in a clear plastic bag in a public place. **It was resolved** that this idea would not be pursued. A warning had been published in Carlton News, and the covert cctv camera had been

deployed in November, but had not recorded any useful images; the H&BBC Clean Neighbourhoods Team **had been thanked** for their support (p.1648/4 refers). Cllr Cooper reported that he was submitting regular reports and messages to the Carlton villagers Facebook page.

**HGVs in Carlton** – one report had been forwarded to the Police; one observation had turned out to be of a vehicle entitled to deliver within the 7.5 tonne limit (p.1674/3a;1679/3b refer).

**Rural Conference** – held at Twycross Zoo on 30<sup>th</sup> November had been attended by the Clerk. The meeting had provided a useful opportunity for networking, and there had been a workshop on options for the draft Local Plan. The first stage consultation draft of the Hinckley & Bosworth Local Plan, and the consultation draft of the Leicester & Leics Strategic Growth Plan will both be published in January.

**NHT Public Representative Survey** – had been completed and returned.

**Record Office** – acknowledged receipt of signed minutes for 2016 which had been accessioned as DE9510.

**LRALC proposed Articles of Association** – the draft Articles were considered, **and it was resolved** that the comments arising be forwarded to LRALC for consideration.

**General Data Protection Regulations (GDPR)** would come into force in May 2018, but as yet the Information Commissioners Office had still not confirmed a number of key points as to how the GDPR would affect PCs and the requirement for each PC to appoint a Data Protection Officer (DPO). LRALC and NALC were seeking the optimum solution, which might be a national or local scheme, but these could not be progressed or costed without firm information. **It was resolved** that £200 be allocated to the appointment of a DPO in the budget for 2018-19.

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

#### **g) Members of the public**

There were none. Cllr Ould left the meeting at this point.

### **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).

**17/01176/HOU 2 Orton Close.** Single storey rear extension. PC had no objection.

**17/01275/HOU. Ryecroft, 95 Main St.** Ground floor extension to side, and extension to and conversion of roof space to form first floor, with front facing dormer windows. PC objected on grounds that the proposed dwelling would not be sustainable (Policy DM1), and would not complement or enhance the character of the surrounding area with regard to scale, mass, design, materials and architectural features (Policy DM10).

**c) Planning applications determined**

**17/01003/FUL land r/o 42-44 Main Street.** Rebuilding of existing garage and erection of new bungalow. Approved, subject to conditions including those requested by the PC.

**17/00808/COU. Lineage Farm, Congerstone Road.** Change of use to events venue. Approved.

**17/01176/HOU 2 Orton Close.** Single storey rear extension. Approved.

Cllr Cook left the meeting at this point.

**5. Financial matters****a) Report 2018-01: Quarterly Financial Report Oct-Dec 2017**

The monthly current account statements had been checked and signed as required (p.1515/9c refers), and the reconciliation was checked against the most recent statements for all bank accounts. **It was resolved** that Report 2018-01 be approved.

**b) Reimbursement of costs incurred by the Clerk**

The Clerk presented his record of costs for examination, and **it was resolved** that total costs of £206.10 be reimbursed, comprising £30 contribution towards broadband subscription, £150.63 costs, and £25.47 VAT. These figures include £92.07 plus £18.43 VAT for stakes and timber for the Carlton Oaks project, and **it was resolved** that this expenditure be shown separately in the accounts.

**c) Clerk's attendance on a cemetery training course**

**It was resolved** that the Clerk be authorised to attend an LRALC training course on Cemetery administration at a cost of £40.

**d) Arrangements for external audit**

Smaller Authorities Audit Appointments Ltd (SAAA) had advised that PKF Littlejohn LLP had been appointed external auditors to the PC for 2017-2022. The Annual Return will now be known as the *Annual Governance & Accountability Return* (AGAR) and will be sent to the PC by email. When the higher of receipts or payments for the relevant financial year is less than £25k the PC may declare itself exempt from external audit review, though the AGAR will still have to be completed, returned and published. The appointed auditor will deal with questions or objections from local electors: the fees charged for this work range from £105-£355 per hour.

**6. Proposed speed limits on the Wellesborough Road**

LCC Highways had carried out a safety review of the Wellesborough Road, requested by Cllr Ould in view of the recent accident record and obstruction problems caused by inappropriate parking by visitors to the Bosworth Water Trust (p.1666/3e refers). It was proposed to impose a 40 mph speed limit from the canal bridge to the western boundary of the Water Park, and a 50 mph speed limit from this point to the existing 50 mph speed limit at Wellesborough. **It was resolved** that these proposals be supported.

## **7. Charter for Trees Woods and People**

The Woodland Trust, in conjunction with other organisations including the RCC and NALC, had prepared a Charter for Trees Woods and People. The ten Charter Principles are to: sustain landscapes rich in wildlife; plant for the future; celebrate the power of trees to inspire; grow forests of opportunity and innovation; protect irreplaceable trees and woods; plan greener local landscapes; recover health, hope and wellbeing with the help of trees; make trees accessible to all; combat the threats to our habitats; and strengthen our landscapes with trees. The PC had been acting in accordance with these principles for many years. **It was resolved** that the PC sign this Charter.

## **8. H&BBC Parish & Community Initiatives Fund 2018**

**It was resolved** that the grant application for a grant of £1,675 for the provision of a mobile speed indicator device from the H&BBC 2018 P&CIF be approved (p.1672/6 refers).

## **9. Compliance with the requirements of the Pensions Regulator**

As an employer, the PC has ongoing obligations under the Pensions Act 2008: the Pensions Regulator had advised that the PC's staging date for automatic enrolment was 1<sup>st</sup> January 2018. There had been two questions: (i) whether the PC would be required to set up a pension scheme for the Clerk, even though it would not be used at the present time; and (ii) whether pension administration should be dealt with by the Clerk or the PC's payroll manager.

The Pensions Regulator had confirmed that the PC was not required to provide a pension scheme for the current Clerk, but still had to write formally to advise him of his rights. The PC might have to provide a pension scheme when a new Clerk was appointed, but it was not necessary to set up a scheme until then. The current cost of setting up a scheme was £150-200, and this had been included in Report 2018-04. The Clerk recommended that all pensions administration be handled by the PC's payroll manager because of their experience, so that all employment-related records were held in one place, and so that the matter would be automatically flagged up when a new Clerk was appointed.

**It was resolved** that the PC's payroll manager be authorised to act on behalf of the PC on all matters relating to pension provision for employees of the Council, and that no allocation be made in the budget for setting up a pension scheme.

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

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

Cllrs Sarson and Sharp took no part in the discussion of this item. **It was resolved** that a donation of £200 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**

Cllr Sharp took no part in the discussion of this item. **It was noted** that the seventh Carlton Horticultural Show had been well supported, and that a balance of £2.70 had been carried forward (p.1670/3a 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**

The village Christmas tree had been kindly donated by a parishioner, and had been cut down, transported, erected, decorated and taken down by volunteers organised by Mr M Lockwood who **was thanked** for his work on behalf of the community.

**It was resolved** that the cost of a Christmas tree, lights or similar festive materials in 2018 would be reimbursed up to a limit of £300 excluding VAT on receipt of invoices addressed to the PC.

**d) Carlton Footpath Group**

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**

The current balance of the Carlton Gardening Group Fund was £165.80. **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**

The production costs of Carlton News for 2017-18 were expected to be £134.40. **It was resolved** that the production costs of Carlton News for the 2018-19 financial year be reimbursed from the Parish Amenities Fund up to a limit of £200.

**g) Keep Carlton Tidy Group**

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.

**h) Fixed Asset Fund: annual contribution**

**It was resolved** that the annual transfer to the Fixed Asset Fund be increased from £600 to £650 (p.1570/5c refers).

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

**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 £220.

**12. Report 2018-02: Annual Review of Risk Management**

Website security and ransomware were added to the risks managed by the PC. **It was resolved** that Report 2018-02 be approved with these additions.

**13. Report 2018-03: Annual Review of Internal Financial Control**

**It was resolved** that Report 2018-03 be approved.

#### **14. Salaries, fees, charges and variable direct debits**

##### **a) Clerk's salary and definition of costs eligible for reimbursement**

The Clerk left the meeting while this item was discussed.

**It was resolved** that for the 2018-19 financial year the Clerk's salary be increased to £1,400.00 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 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 2017-18 were £34.55 (including VAT) and £35.00 respectively.

#### **15. Appointment of an internal auditor for the financial year 2018-19**

**It was resolved** that Mrs J Marshall be appointed Internal Auditor for the financial year 2018-19.

#### **16. Report 2018-04: Financial Estimates for the financial year 2018-19**

The tax base for Carlton in 2017-18 had been 172.6; the PC had precepted H&BBC for £8,000, and the Band D council tax payable to the PC had been £46.35.

The total Band D council tax payable in Carlton in 2017-18 was £1,573.34. Band D council tax in the Borough ranged from £1,630.86 to £1,565.91. When ranked from high to low in order of the amount of council tax payable, Carlton was ranked 18<sup>th</sup> out of the 25 areas in the Borough (24 parishes, and Hinckley urban area). The tax base for 2018-19 would be 178.5.

Revised draft financial estimates for 2018-19 had been copied to Councillors before the meeting (Report 2018-04). This draft was revised to take account of the matters resolved above.

**It was resolved** that the amended version of Report 2018-04 be adopted as the budget for 2018-19 and published as Report 2018-05.

**17. Precept for the financial year 2018-19**

It was resolved that H&BBC be precepted for £8,000 for the financial year 2018-19.

**18. Next meeting**

It was resolved that the next meeting be held at 19:30 hrs on Wednesday 14<sup>th</sup> February 2018 at Saint Andrew's Church, Main Street, Carlton.

The meeting closed at 21:20 hrs.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Abbreviations used in these minutes**

|       |  |
|-------|--|
| AGAR  | Annual Governance & Accountability Return                |
| CDJO  | Carlton Diamond Jubilee Orchard                          |
| CFG   | Carlton Footpath Group                                   |
| CGG   | Carlton Gardening Group                                  |
| HGV   | Heavy Goods Vehicle                                      |
| H&BBC | Hinckley & Bosworth Borough Council                      |
| KCTG  | Keep Carlton Tidy Group                                  |
| LCC   | Leicestershire County Council                            |
| LRALC | Leicestershire and Rutland Association of Local Councils |
| LRO   | Leicestershire Record Office                             |
| NALC  | National Association of Local Councils                   |
| PAF   | Parish Amenities Fund                                    |
| PC    | Parish Council   |
| PCC   | Parochial Church Council                                 |
| P&CIF | Parish and Community Initiatives Fund                    |
| RCC   | Rural Community Council                                  |
| SAAA  | Smaller Authorities Audit Appointments Ltd               |
| TPA   | Toddlers Play Area                                       |