

CARLTON PARISH COUNCIL

Minutes of a meeting held at Saint Andrew's Church, Main Street, Carlton
at 19:30 hrs on Wednesday 11th April 2018

Present: S G Tupling (Chairman), S J Cooper, I Sarson, W R Sharp (Councillors),
M Cook (Borough Councillor), C J Peat (Clerk).

1. Administrative matters

a) Apologies for absence from Councillors

It was resolved that an apology from Cllr Boston 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 14th March 2018

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

3. Reports, questions and comments from the following

a) H&BBC Clean Neighbourhoods Enforcement Officer

Mr Nik Krneta was unable to attend, and had sent apologies.

b) Parish Councillors

Cllr Sarson advised that the annual meeting of the Northfields Liaison Group had been arranged for 23rd April. The Group had not dealt with any significant business for the past 3 years. **It was resolved** that the PC would have no objection to the Group being closed down or only meeting as and when necessary.

c) Leicestershire County Council

Cllr I D Ould had sent a written report on current LCC business.

d) Hinckley & Bosworth Borough Council

Cllr M Cook reported on recent applications for the removal of hedgerows at Odstone; changes to agricultural support grants meant that further similar applications were likely.

H&BBC was proceeding with plans for a crematorium between Hinckley and Earl Shilton.

e) Carlton Neighbourhood Watch group

Ms R Yule had reported that there had been no reported crime in Carlton in February; a van had been broken into in March but nothing was taken as it was empty.

f) Parish Clerk

H&BBC Planning – had apologised for their error in not noting the PC’s comments on application 17/01239/HOU. The comments had been received on 4th Feb and would be sent to the Planning Inspectorate if the decision was appealed (p.1698/5c refers).

Nailstone Rd – the light on the *Give Way* sign had been repaired within three days of the fault being notified (p.1695/3a refers).

Congerstone Lane – white rails on Carlton side of railway bridge, and next to Carlton Brook on west side of Congerstone Road had been inspected (p.1695/3a refers).

Carlton Speed Check Project – the 7 street lighting columns put forward as potential sites for the SID had been surveyed by LCC Highways and 2 had been found to be unsuitable (p.1680/4, 1675/5, 1672/6 refer). The s174 licence for the other 5 columns had still not been issued.

Nailstone Rd – a pothole near the junction with Barton Rd had been reported to LCC Highways.

Badgers – excavations had been started under roadside hedges, with a heap of spoil beginning to encroach onto the carriageway on Nailstone Road.

KCTG – the Annual Spring Clean Litter Pick had been carried out by 13 volunteers between 14th March and 2nd April, and supported by the H&BBC Clean Neighbourhoods Team. The event scheduled for 18th March had been cancelled because of deep snow. Every road in and leading into the Parish had been cleared of litter: the volume of rubbish had been about half that of previous years.

Parishes Forum – at Stanton under Bardon on 29th March had been attended by the Clerk; minutes would be copied to Councillors for information (p.1696/3e refers).

Council tax – the Band D Council tax payable in Carlton for 2018-19 would be £1,660.19; the range in the Borough was £1,719.91 - £1,655.74. When ranked from high to low in order of amount of council tax payable, Carlton was ranked 22nd out of the 25 areas in the Borough (24 parishes, and Hinckley urban area).

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. Appointment of a Data Protection Officer

A briefing had been received to the effect that the PC might be declared exempt from the requirement to appoint a DPO, and that NALC and LRALC were pursuing a number of options. **It was resolved** that this item be deferred.

5. Site meeting about surface water on the East Green

The Chairman and Clerk had attended a site meeting with the owner of 11 & 11a Main St on 4th April. A heavy shower of rain during the meeting had demonstrated conclusively that the source of the surface water on the East Green between the seat and 11a Main Street was a downpipe discharging rainwater from the roofs of 11a Main St and the garage to 11 Main St into the front garden of 9 Main St. This water was then collecting along the southern wall of 11a Main St and running onto the East Green.

The complainant had been advised to maintain a shallow channel along the southern wall of 11a Main St and the front garden wall of 9 Main St to carry surface water away from the

building and the Green. The complainant had also been advised that the PC would have no objection to the excavation of a trench 200mm wide and as deep as the footings along the southern wall of 11a Main St and filling this with gravel to improve drainage at the base of this wall.

It was resolved that these actions be approved and that this matter be considered closed.

6. Cemetery Table of Fees

A revised draft had been copied to Councillors before the meeting, and was discussed. The issues were how to define eligibility for burial in the Cemetery, the level of fees, and whether to retain the existing fee structure which discriminated between residents and non-residents.

It was resolved that the regulations and fees adopted by a range of local burial authorities be copied to Councillors, and that the discussion be continued at the June meeting of the PC.

7. Publication Scheme

It was resolved that an updated Publication Scheme be adopted with immediate effect.

8. Report 2018-07 on the condition of the churchyard retaining wall

Report 2018-07 was discussed, and it was agreed that monitoring of the condition of the wall and any movement should begin as soon as possible. It was thought likely that the recent movement was due to soil heave following the removal of the horse chestnut tree, and that this should stabilise. Any new accumulation of groundwater behind the wall could be eliminated by drilling weep holes. The horizontal loading on the wall might be reduced by removing 400mm of soil from the churchyard behind the wall, and or by excavating a trench behind the wall down to footway level and filling it with pea gravel. It was noted that the highway gully near the bulge was slow-running and frequently blocked, so the face of the wall was kept wet for long periods by vehicles splashing through the resulting puddle.

The Clerk advised that a suitable 38mm electric core drill could be hired for about £50/day.

It was resolved that LCC Highways be advised of the condition of the wall and asked to investigate the connection between the gully and the surface water drains.

It was resolved that the preferred course of action was to (i) drill a line of weep holes 25-50mm in diameter and 2m apart along the whole length of the wall, and monitor the amount of water released; (ii) dig a trench about 1m long, 500mm deep and 200mm wide on the churchyard side of the bulge and record the condition of the mortar and any cracks in the brickwork below ground level in this area; (iii) fix a line of brass screws near the top of the wall and 1m apart along and on either side of the bulging section, and use a plumb line at these points to record the lean of the wall at six-monthly intervals over a period of years.

It was resolved that the PCC, Church Architect, the Diocesan Authorities and the H&BBC Conservation Officer be notified of the above proposals and their agreement and advice be sought before implementation.

9. Market Bosworth Community Library

It was resolved that a letter be sent to Market Bosworth Community Library expressing support for a grant application to install audio visual equipment and an inductive loop hearing system.

10. LCC Passenger Transport Policy & Strategy consultation

A draft response had been copied to Councillors before the meeting, and was modified. **It was resolved** that the revised version be submitted to LCC.

11. Planning matters

a) Planning applications submitted

b) Comments submitted under delegated powers

There were none.

c) Planning applications determined

18/00102/HOU 2 Orton Close. Single storey rear extension (re-submission). Permitted.

18/00121/CLUP. Windyridge, Bosworth Rd. Certificate of (proposed) lawful development for single storey rear extension to dwelling. Permitted.

18/00147/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. Permitted. The delegated report on this application stated that overhanging the boundary was a civil and not a planning matter (p.1697/5b refers).

Cllr Cook left the meeting at this point.

12. Financial and audit matters

a) Report 2018-08: Quarterly financial statement for January-March 2018

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 2018-08 be approved.

b) Receipts & Payments accounts for the financial year 2017-18

The Receipts and Payments accounts had been made up and signed by the RFO, and examined with supporting documentation by the Chairman and Internal Auditor. The reconciliations were checked against the latest bank statements. **It was resolved** that the receipts and payments accounts for the financial year ending 31st March 2018 be approved, and they were signed by the Chairman.

c) Report 2018-09: Summary financial statement for the financial year 2017-18

During preparation of this statement, two minor errors (incorrect CGG balance carried forward; one instalment of bank interest not recorded in R&P account book) had been discovered and rectified. The RFO noted that the PC's financial monitoring system was effective. **It was resolved** that Report 2018-09 be approved.

d) Exemption from limited assurance review by the External Auditor

The total receipts and total payments for the financial year 2017-18 were both less than £25k, and the PC met the other criteria for exemption. **It was resolved** that the PC declare itself exempt from limited assurance and the Certificate of Exemption was signed by the RFO and Chairman.

e) Internal Auditor's report for the financial year 2017-18

The Internal Auditor had not identified any concerns or additional risks, had added a note to the Receipts and Payments accounts for clarity, and had signed off the annual internal audit report.

f) Annual Governance Statement for the financial year 2017-18

It was resolved that the Annual Governance Statement for the financial year ending 31st March 2018 be approved, and it was signed by the Chairman and Clerk.

g) Accounting Statements for the financial year 2017-18

The Accounting Statements for the financial year ending 31st March 2018 had been completed and signed by the RFO. **It was resolved** that the Accounting Statements be approved, and they were signed by the Chairman.

The RFO advised that the accounting statements and supporting documentation would be open to public inspection from Monday 4th June to Friday 13th July 2018.

13. Next meeting

It was resolved that the Annual Parish Meeting and Annual Meeting of the PC be held at 19:30 hrs on Wednesday 9th May 2018 at Saint Andrew's Church, Main Street, Carlton.

The meeting closed at 21:15 hrs.

Signed _____ **Date** _____

Abbreviations used in these minutes

DPO	Data protection Officer
H&BBC	Hinckley & Bosworth Borough Council
KCTG	Keep Carlton Tidy Group
LCC	Leicestershire County Council
LRALC	Leicestershire and Rutland Association of Local Councils
NALC	National Association of Local Councils
PAF	Parish Amenities Fund
RFO	Responsible Financial Officer
PC	Parish Council
PCC	Parochial Church Council
R&P	Receipts & payments
SID	Speed Indicator Device