

CARLTON PARISH COUNCIL

Minutes of the Annual Meeting held at Saint Andrew's Church, Main Street, Carlton at 19:50 hrs on Wednesday 9th May 2018

Present: S G Tupling (Chairman), J H Boston, S J Cooper, I Sarson (Councillors), I D Ould (County Councillor), M Cook (Borough Councillor), G Jackson (CGG), I M Peat (KCTG), J Piggon (CFG), R Yule (NHW), 1 member of the public, C J Peat (Clerk).

1. Election of Chairman and Vice-Chairman

It was resolved that Cllr S G Tupling be elected Chairman, and that Cllr I Sarson be elected Vice-chairman.

2. Declaration of Acceptance of Office

These were signed by the Chairman and Vice-chairman.

3. Administrative matters

a) Apologies for absence from Councillors

It was resolved that an apology from Cllr 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.

4. Minutes of the meeting of 11th April 2018

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

5. Reports, questions and comments from the following

a) Parish Councillors

Cllr Cooper drew attention to the problems of queueing traffic, inconsiderate and illegal parking and litter over the previous bank holiday weekend around Market Bosworth Water Park. The site had been monitored by the Police, and numerous parking tickets had been issued; there were many postings on different Facebook pages. The litter had been cleared up by the site owners, and Cllr Cook reported that a meeting had been arranged to consider these local impacts. Cllr Ould noted that similar problems had occurred at Twycross Zoo, and Cllr Cook reported the same around Thornton Reservoir. It was becoming apparent that the promotion of the area for tourism would require infrastructure improvements to cope with the increasing number of visitors.

Cllr Sarson reported that the *Dragons Teeth* markings on Nailstone Road were seriously worn and barely perceptible. It was resolved that LCC Highways be asked to re-lay these markings.

b) Leicestershire County Council

Cllr I D Ould **was thanked** for sending a written report on recent LCC business, and had no current casework in Carlton. Cllr Ould reported on recent problems with social media, where reports of incidents in one place were becoming relayed and mis-reported as occurring in other places. Valuable resources were being wasted in investigating what turned out to be phantom events.

Cllr Ould advised that the PC should identify any highway improvements (such as extended 30 mph speed limits) when considering development proposals and request the necessary s106 funding. Cllr Ould left the meeting at this point.

c) Hinckley & Bosworth Borough Council

Cllr M Cook **was thanked** for sending a report on current H&BBC business. Apart from Bosworth Water Trust, Cllr Cook had no current issues directly affecting Carlton.

The Chairman asked about the clean-up of the Good Friday site, which still looked a mess, and the long-term use of this land. Cllr Cook offered to find out the current position.

d) Carlton Neighbourhood Watch group

Ms R Yule had nothing to add to her annual report, presented to the Annual Parish Meeting earlier in the evening.

e) Northfields Liaison group

Cllr I Sarson reported that one meeting had been held in April in accordance with the constitution, but there had been nothing to discuss. It had been proposed that the constitution be changed so that in future the NLG would meet only as and when necessary (p.1699/2b refers).

f) Parish Clerk

Nailstone Rd – pothole had been repaired promptly (p.1700/3f refers).

Churchyard Wall – an application had been submitted for an Archdeacon's Certificate for the proposed investigation works, and copied to the PCC and H&BBC Conservation Officer (p.1701/8 refers).

Westfields Lane – street nameplates are to be installed by H&BBC.

West Leicestershire Community First Responder Group – had sent Annual Report for 2017. The Group had attended 8 calls to Carlton during the year, out of 749 calls to the Market Bosworth & Barlestone area.

Water Park traffic and parking – the Police had advised that they would be undertaking special patrols over the summer to prevent illegal parking and minimise congestion.

Footway obstruction – complaints had been received about a vehicle regularly parking across the footway at the eastern end of Main St. The owner of the vehicle had undertaken not to obstruct the footway in future after being made aware of the problems he was causing to less able parishioners.

Cemetery management – the Clerk had attended an LRALC course on Exclusive Rights of Burial on 26th April (p.1686/5c refers).

Police open evening – it was resolved that Cllr Cooper represent the PC at this meeting at Twycross Zoo on 18th May at 7 pm.

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 no questions or comments.

6. Annual reports from parish representatives and organisations

- a) Carlton Charity Lands: Mrs H Davenport**
- b) Carlton Footpath Group: Mr J Piggon**
- c) Carlton Gardening Group: Mr G Jackson**
- d) Carlton Heritage & Tree Warden: Mr C J Peat**
- e) Carlton Parish Council website: Clerk**
- f) Carlton Youth Champions: Ms R Yule**
- g) Keep Carlton Tidy Group: Mrs I M Peat**
- h) Northfields Liaison Group: Cllr I Sarson**

The Chairman **thanked** all contributors for their reports, and for their work and that of their groups on behalf of the community.

It was resolved that the reports received be accepted and amalgamated into Report 2018-10.

7. Planning matters

a) Planning applications submitted

18/00231/NOMAT 2 Orton Close. Non-material amendment to 18/00102/HOU to reduce size of the extension and windows. **It was resolved** that no comment be made.

18/00376/HOU Harcourt Mill, Barton Rd, Mkt Bosworth. New detached garage with studio over, new entrance gates, boundary wall, driveway and associated landscaping. This development was in the Parish of Market Bosworth. **It was resolved** that the PC had no objection to the proposed access drive and gates, but that a condition be requested that the access be hard surfaced from the edge of the carriageway to the entrance gates.

18/00397/FUL Ryecroft, 95 Main St. Demolition of existing bungalow and erection of replacement dwelling. It was noted that the proposed dwelling would no longer overhang the site boundary (p.1697/5b refers). **It was resolved** that the PC had no objection, but that a condition be requested that the access be hard surfaced and that any gates should open inwards only.

b) Comments submitted under delegated powers

There were none.

c) Planning applications determined

18/00124/CONDIT. Land r/o 42-44 Main Street. Rebuilding of existing garage and erection of new bungalow. Permitted.

18/00183/CLUE. Windhover, 69 Main St. Permission for a new dwelling was granted under application 14/01219/FUL on 16/02/2015. Building work has recently begun in pursuance of this permission and a certificate of lawful development is sought due to the proximity of the expiry date. Permitted.

8. Appointment of a Data Protection Officer

NALC had advised that the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. **It was resolved** that no appointment be made.

9. Renewal of insurance policy

It was resolved that the current insurance policy be renewed at a cost of £411.85.

10. Report 2018-11: Summary statements of earmarked funds and s137 expenditure for the financial year ending 31st March 2017

It was resolved that Report 2018-11 be approved.

11. Report 2018-12: Assets held on 31st March 2018

The form and content of Reports 2017-11, 12 and 13 had been reviewed as agreed (p.1661/13, 1665/4 refer). The AGAR requires a statement of fixed assets and their book value, and an explanation of any changes from the previous year. Governance & Accountability for Local Councils, 2017, paras 5.54 – 5.61 gives revised guidance about the content of the Asset Register. The Transparency Code for Smaller Authorities, 2014, Paras 24-27 requires the PC to publish details of all public land and buildings. The Asset Register had been reviewed, Report 2018-12 was in conformity with these requirements, and the Clerk recommended that this Report be maintained in this form.

It was resolved that Report 2018-12 be approved.

12. Report 2018-13: Annual review of condition of property

Report 2018-13 comprised all of the current material previously published in Reports 2017-12 and 13.

It was resolved that Report 2018-13 be approved.

13. Report 2018-14: Annual report on memorials in the churchyard and cemetery

It was resolved that Report 2018-14 be approved, and that the owners of the two unstable memorials identified be asked to make them safe.

14. Report 2018-15: Index to key Parish Council minutes January 1951-December 2017

Report 2018-15 was incomplete, but would comprise a summary of land assets previously included in Report 2017-12, and an index to significant Parish Council minutes. An extract from the draft had been copied to Councillors to illustrate the proposed format and content. It was envisaged that this index would be updated every five years or so.

It was resolved that the proposed format and content be approved, and that this item be deferred.

15. Next meeting

It was resolved that the next meeting be held at 19:30 hrs on Wednesday 13th June 2018 in Saint Andrew's Church, Main Street, Carlton.

The meeting closed at 20:55 hrs.

Signed _____ **Date** _____

Abbreviations used in these minutes

AGAR	Annual Governance and Accountability Return
CDJO	Carlton Diamond Jubilee Orchard
CFG	Carlton Footpath Group
CGG	Carlton Gardening Group
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
LPA	Local Planning Authority
NCHA	Nottingham Community Housing Association
NHW	Neighbourhood Watch
NLG	Northfields Liaison Group
PAF	Parish Amenities Fund
PC	Parish Council
TPA	Toddlers Play Area