

CARLTON PARISH COUNCIL

Minutes of a meeting held at Saint Andrew's Church, Main Street, Carlton at 19:30 hrs on Wednesday 9th January 2019

Present: I Sarson (Vice Chairman), J H Boston, S J Cooper, W R Sharp (Councillors), I D Ould (County Councillor), M Cook (Borough Councillor), 2 members of the public, C J Peat (Clerk).

1. Administrative matters

a) Apologies for absence from Councillors

It was resolved that an apology from Cllr Tupling be accepted.

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 13e; Cllr Sharp declared an interest in items 13a, b, e and g.

2. Minutes of the meeting of 14th November 2018

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

3. Reports, questions and comments from the following

a) Parish Councillors

The Vice Chairman **congratulated** Cllr Ivan Ould on being awarded an OBE in the New Year Honours List for services to local government.

Cllr Cooper reported that the road outside 40-58 Main St was permanently wet, but it was not clear where the water was coming from. **It was resolved** the Clerk investigate and take appropriate action.

b) Leicestershire County Council

Cllr I D Ould **was thanked** for a written report on recent LCC business. Cllr Ould reported that the footbridge over the railway at Shackerstone Station had been repaired, and footpath S68 was now open along its original route. The temporary diversion onto the farm track to the north would now be closed (p.1716/3b refers).

Cllr Ould drew attention to the proposal for a garden village in the current Local Plan consultation, and pointed out that a development of 100 new homes would generally generate a requirement for 30 primary school places and 17 secondary (11-16 yrs old) school places. A garden village of 1,500 homes would therefore have a significant impact on local schools, and probably school transport. A development of around 6,000 homes would be necessary to justify the construction of a new secondary school. Cllr Ould left the meeting at this point.

c) Hinckley & Bosworth Borough Council

Cllr M Cook **was thanked** for a written report on recent H&BBC business. H&BBC Planning Officers were contributing to the assessment of the HNRFI (p.1735/11d refers); Kyngs Golf & Country Club had appealed against the refusal of planning permission (p.1734/11b,c refer).

d) Carlton Neighbourhood Watch group

Ms R Yule had reported that there had been no reported crime in October and 1 report of a violence and/or sexual offence in November.

There was a general discussion of local criminal activity – 8 or 9 garden sheds in Carlton had been broken into on 24th Dec and tools and equipment stolen; there had been several car-jacking incidents in supermarket car parks in the area; there had been spates of burglaries in nearby villages; and there was concern that the police were not using private cctv images of offenders. Public meetings with the Police were being held; there was growing concern about cuts to Police funding; and a growing fear of crime. It had emerged that there were still problems of communication between Leics, Warks and Staffs Police forces – even though this had been identified as a key issue more than 25 years ago.

It was resolved that these issues be kept under review, and that consideration be given to improving communication and co-ordination between local communities.

e) Tree Warden

Dr C J Peat had attended a meeting of the Ancient Tree Forum at Kedleston Hall on 29th November. Although the visit had been focussed on the management of specific veteran trees, it had been very interesting to discuss this in the context of the conservation and management of an Adam-designed landscape attracting large numbers of visitors.

f) Parish Clerk

Spring Clean Litter Pick – had been scheduled for Sunday 17th March by the KCTG.
Wellesborough Rd – LCC consultation on proposed speed limits – PC supported proposed 50mph and 40 mph limits, suggested that 40mph limit on Carlton Rd be extended to northern side of entrance to Marina (p.1686/6 refers).

Sewer blockage – outside 10 Main St on 1st Dec had been cleared by Severn Trent within 3 hours of report.

Fly tipping – of garden waste on Nailstone Rd on 9th Dec had been cleared by H&BBC.

H&BBC Community, cultural and tourism facilities review – return submitted.

LRALC – Development & Member Support Questionnaire returned.

ICO – registration certificate received.

ROLLR – PC minutes for 2017 and R&P Account Book for 1996/97 – 2016/17 had been accessioned as DE 9744/1 and 2 respectively.

Footpath S89 – parishioners had asked about the status of this footpath, which had been closed while residential development took place at Barton in the Beans. LCC RoW had advised that a diversion order was being processed and that the diverted path would be opened as soon as possible.

Christmas tree – M C Lockwood, E W Goold and volunteers **were thanked** for putting up, decorating, and taking down the Christmas tree on Carlton Green.

Churchyard trees – D Roderick, C J Peat & S J Tupling **were thanked** for felling the dead cherry tree and coppicing the rowan tree in the churchyard, and removing the brash (p.1714/8, 1733/7 refers). The rowan tree had been found to have severe heart rot, and would have become unstable if left standing for much longer.

Local Plan – H&BBC New Directions for Growth consultation open 7th Jan to 3rd March. **It was resolved** that the Clerk attend a drop in event at Mkt Bosworth at 5-8pm on 29th Jan, and that a draft response be prepared for consideration at the next meeting.

H&BBC Heritage Forum – would meet at Bosworth Battlefield Visitor centre at 10.30am on 16th Jan. The Clerk planned to attend.

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 no questions.

4. Financial matters

a) Report 2019-01: Quarterly financial statement Oct-Dec 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 2019-01 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 £161.78 be reimbursed, comprising £30 contribution towards broadband subscription, £118.76 costs, and £12.92 VAT.

5. Report 2019-02: Quarterly report on traffic and speed monitoring

It was resolved that Report 2019-02 be approved.

6. Public consultation about extending the 30mph speed limit on Bosworth Road

A draft consultation letter and response form had been copied to Councillors before the meeting.

It was resolved that this documentation be delivered to every household on Bosworth Road between Springfield and Park View Farm inclusive (strictly, Park View Farm is in Barton Road, Market Bosworth).

7. Replacement of dead *Quercus petraea* hedgerow tree

The Clerk reported that he had been unable to find a container-grown *Q.petraea* tree >2m tall for less than £180 plus £50 delivery (p.1733/8 refers). **It was resolved** that the dead *Q.petraea* tree on Barton Rd be replaced with a *Q.robur* at a cost of £18.95.

8. H&BBC Parish & Community Initiative Fund 2019

The Clerk reported that invitations to quote for laying a base for the seat had been sent to 4 local builders, but none had responded. An additional 3 invitations had been sent to local landscape contractors with a deadline of 31st Jan. So far one very high quote had been

received, against an estimated cost of £350 (p.1732/6 refers). It was suggested that the base might be laid by CGG volunteers at cost if an acceptable quotation was not received. Draft text for the application had been copied to Councillors before the meeting; the deadline for receipt of applications was 8th Feb.

It was resolved that Councillors be consulted on all quotations received by 1st Feb for laying the seat base, when a decision would be made whether to accept a quotation or use volunteers.

It was resolved that the draft application text **be approved**, and that the Chairman and Clerk be authorised to submit an application to the H&BBC 2019 P&CIF for a grant for the provision of a bench seat in the CDJO, and to determine the amount to be applied for.

9. Planning matters

a) Planning applications submitted

18/01298/HOU Single storey rear extensions. Portelet, 63 Main St.

b) Comments submitted under delegated powers

It was noted that the following comment had been submitted by the Clerk under delegated powers after consultation with Members and the Chairman (p.1472/10a refers).

18/01236/CONDIT Variation of Condition 2 of 18/00397/FUL to amend the position of the oil tank. Ryecroft, 95 Main St. PC had no objection.

c) Planning applications determined

18/00972/TPO Works to trees. Holly Cottage, 9 Barton Rd. Application returned.

18/01002/HOU Two storey side extension including balcony. New House Farm, Bosworth Rd. Permitted.

d) Leicestershire Planning Obligations Policy Guidance

Draft comments had been copied to Councillors before the meeting, and **it was resolved that** these be approved and submitted to LCC.

10. Report 2019-03: Annual Review of Risk Management

The management of risks associated with voluntary activities had been reviewed, and all standing risk assessments had been revised and copied to Councillors (p.1731/4 refers). **It was resolved** that Report 2019-03 be approved.

11. Report 2019-04: Annual Review of Internal Financial Control

The approved controls had been applied during the previous 12 months, and had enabled the detection and correction of errors (p.1702/12c refers). **It was resolved** that Report 2019-04 be approved.

12. Appointment of an internal auditor for the financial year 2019-20

It was resolved that Mrs J Marshall be appointed Internal Auditor for the financial year 2019-20 and be paid a fee of £80.

13. Donations, event support and budgets of community groups

a) West Leicestershire Community First Responder Group

It was resolved that a donation of £200 be made to the West Leicestershire Community First Responder Group 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 eighth Carlton Horticultural Show had been well supported, and that a balance of £0.20 had been carried forward (p.1721/3a refers). **It was resolved** that a donation of £40 be made to the organisers of the 2019 Carlton Horticultural & Produce Show.

c) Christmas tree and decorations

The idea of illuminating the churchyard instead of having a Christmas tree on Carlton Green was under consideration (p.1733/7 refers).

It was resolved that the cost of a Christmas tree, lights or similar festive materials in 2019 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 £95.69. **It was resolved** that an allocation of £150 be made to CGG funds and 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 2019-20 were expected to be less than £135.00. **It was resolved** that the production costs of Carlton News for the 2019-20 financial year be reimbursed from the Parish Amenities Fund up to a limit of £200.

It was resolved that all aspects of the production and purpose of Carlton News be reviewed at a future meeting.

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 remain at £650 (p.1570/5c refers).

14. 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 £240.

15. 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 2019-20 financial year the Clerk's salary be increased to £1,500.00 pa paid quarterly in arrears; that an allowance of £10/calendar month 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 10th January 2007 (p.1121/6 refers), and the Cemetery Regulations and Table of Fees remain as adopted on 13th June 2018 (p.1714/6 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.

It was resolved that a new direct debit instruction be signed in favour of 1&1Ineos Ltd for the provision of website services. These quarterly bills had previously been paid by the Clerk and then reclaimed.

16. Report 2019-05: Financial Estimates for the financial year 2019-20

The tax base for Carlton in 2018-19 had been 178.5; the PC had precepted H&BBC for £8,000, and the Band D council tax payable to the PC had been £44.82.

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

The tax base for 2019-20 would be 177.0. Revised draft financial estimates for 2019-20 (p.1733/10 refers) had been copied to Councillors before the meeting (Report 2019-05). This draft was revised to take account of the matters resolved above.

It was resolved that the amended version of Report 2019-05 be adopted as the budget for 2019-20 and published as Report 2019-06.

17. Precept for the financial year 2019-20

It was resolved that H&BBC be precepted for £8,000 for the financial year 2019-20.

18. Next meeting

It was resolved that the next meeting be held at 19:30 hrs on Wednesday 13th February 2019 at Saint Andrew's Church, Main Street, Carlton.

The meeting closed at 20.45 hrs.

Signed _____

Date _____

Abbreviations used in these minutes

CDJO	Carlton Diamond Jubilee Orchard
CFG	Carlton Footpath Group
CGG	Carlton Gardening Group
H&BBC	Hinckley & Bosworth Borough Council
HNRFI	Hinckley National Rail Freight Interchange
ICO	Information Commissioners Office
KCTG	Keep Carlton Tidy Group
LCC	Leicestershire County Council
LRALC	Leicestershire and Rutland Association of Local Councils
PC	Parish Council
PCC	Parochial Church Council
P&CIF	Parish and Community Initiatives Fund
ROLLR	Record Office for Leicester, Leicestershire & Rutland
RoW	Right of Way