

# CARLTON PARISH COUNCIL

## Minutes of a meeting held at Saint Andrew's Church, Main Street, Carlton at 19:30 hrs on Wednesday 8<sup>th</sup> January 2020

**Present:** S G Tupling (Chairman), J H Boston, S J Cooper, I Sarson, M A Vann (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**

There were none.

#### **b) Declarations of interests (including Disclosable Pecuniary Interests) and requests for dispensations in respect of items on the agenda**

Councillor Cooper declared an interest in item 9a.

### **2. Minutes of the meeting of 13<sup>th</sup> November 2019**

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**

There were none.

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

Cllr I D Ould was thanked for a written report on current LCC business, and had no current casework in Carlton. There was a general review of recent opportunistic planning applications in the local area.

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

Cllr M Cook was thanked for a written report on current H&BBC business, and had no current casework in Carlton.

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

Ms R Yule had reported that in October there had been 1 report of a burglary, and in November 2 reports of violence or sexual offence and 1 of other crime.

#### **e) Parish Clerk**

**Churchyard wall** - had been measured on 25<sup>th</sup> November, and a chart copied to Councillors. Since November 2018 the top of the whole length of the wall had tilted an additional 10-18 mm from vertical; about half of this movement had taken place since August 2019. The weather had been unusually wet during October and November and the churchyard was saturated, with groundwater seeping onto the church path. It would be interesting

to see whether the wall moved back as the ground dried out over the summer. Quarterly monitoring would be continued.

**Churchyard yew trees** – had been cut back on 22<sup>nd</sup> November (p.1785/3e refers).

**Jitty** – had been cleared of overhanging vegetation (p.1780/3e refers).

**ICO** – registration had been confirmed and the certificate uploaded to the PC website.

**Parishes Forum** – had been attended by the Clerk (p.1785/3e refers). The new Local Plan will be a single document and will be published for consultation in early spring or summer 2020. H&BBC currently has a housing land supply of 4.2 years.

**Main St** – carriageway surface had been re-textured on 20<sup>th</sup> November.

**Main St** – streetlight opposite defibrillator was working and on all night (p.1785/3f refers).

**Churchyard** – 3 archaeological test pits had been dug on the south side of the church tower on 9<sup>th</sup> December (p.1785/3f refers).

**Cemetery** – permission had been granted for the erection of memorials to Geoffrey Alan and William Mephram, and Annie Lois and Charles Mephram.

**Carlton Charity Lands** – the Clerk to the Trustees had advised that Hazel Davenport and Gianfranco Onesti had been re-appointed as Co-optative Trustees on 21<sup>st</sup> November.

**CDJO seat** – the H&BBC Lead Member for Rural Affairs had attended for a group photograph on 16<sup>th</sup> Dec; the approved press release had been updated and sent out. This project was now complete (p.1785/3e refers).

**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.

**Bosworth Rd** – a pothole had been reported to LCC Highways and the repair completed.

**Congerstone Lane** – a series of potholes had been reported to LCC Highways for repair.

**Nailstone Rd** – the hedge around the junction with Barton Rd had been trimmed, but did not meet LCC Highways standard of being maintained 1m from the kerb. A complaint had been received about poor visibility at this corner and the matter had been referred to LCC Highways.

**Main St** – street lighting column 18 had been bent during a delivery to the building site at 12 Main St and promptly removed by LCC Highways. Regrettably, the mounting plate for the SID had not been salvaged before the column was removed. The SID had shown that there was not a serious speeding problem at this location, and **it was resolved** that the mounting plate would not be replaced for the time being.

**Toddlers Play Area** – weekly inspections had documented a gradual deterioration of the second crotch strap on the cradle swing, and 100mm settlement of the playbark. **It was resolved** that a new crotch strap and 6m<sup>3</sup> of playbark be ordered at estimated costs of £60 and £510 respectively. (Prices for latter to BS EN1177 from 4 suppliers ranged from £1080 to £510).

**Rural Conference** – will be held at Twycross Zoo on 5<sup>th</sup> March 2020. **It was resolved** that the PC be represented by Cllr Cooper and the Clerk.

**Main Street contractors parking** – following complaints about obstruction caused by the parking of vehicles by contractors working at 21 Main St, and as work had just begun on the construction of two new dwellings at 12 Main St, the Clerk had asked LCC Highways to provide either (i) temporary traffic lights to control single-lane working through the affected area; or (ii) a *no waiting* zone in the middle of the area to allow vehicles to pass each other safely. Both requests had been refused.

**S106 developer contributions** – H&BBC had advised that the rules had been changed and that contributions could now be pooled, and might be sought on developments of less than 10 dwellings.

**Lottery Community Fund** – proposed to visit church to discuss PCC's bid on 27<sup>th</sup> Jan at 10am. **It was resolved** that the Clerk provide material for a display, and that the PC be represented by the Chairman and Clerk.

**Heritage Forum** – meeting at Atkins Building, Hinckley, 10am on 4<sup>th</sup> Feb. **It was resolved** that the PC be represented by the Clerk.

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.

#### **f) Members of the public**

It was reported that the 153 bus timetable appeared to have been changed without notification. **It was resolved** that this be investigated.

Cllr Ould left the meeting at this point.

#### **4. Quotations for works on the Cemetery paths**

Six contractors had been invited to quote for the works, and 3 had responded:

	£.p
Premier Road Surfacing Ltd	10,243.04
Brookside Construction (Leicester) Ltd	5,029.00
W D Roberts Tarmacadam Ltd	4,960.00

**It was resolved** that the quotation from W D Roberts be accepted.

#### **5. Application to the H&BBC P&CIF 2020**

A draft application for a grant of £2,480.00 had been copied to Councillors before the meeting and was revised. **It was resolved** that the revised application be submitted to H&BBC.

#### **6. Current range and effectiveness of communications in the Parish**

The Chairman reported on the number of different communication channels and publications providing information about the Parish and events. Carlton News was the most important information provider, followed by The Graphic, since both were delivered to every household free of charge. There were many other channels, including printed material such as The Gate Newsletter, Insight, and Aspect, and digital sources including the PC website, the Police email Newsletter and Neighbourhood Watch circulation lists, and at least 2 Facebook pages and a Whats App Group.

Following a general discussion, **it was resolved** that (i) the organisers of events be encouraged to provide more copy and photographs for Carlton News; (ii) the budget of Carlton News be increased to allow the printing of more pages with more and larger photographs; (iii) the managers of other information sources be invited to submit material to Carlton News; (iv) details of other sources of information be listed in Carlton News, included in the welcome letter given to all new residents and included in the PC website with links if possible; and (v) this matter be kept under review.

#### **7. Speed and traffic monitoring**

##### **a) Report 2020-01: Quarterly report on speed and traffic monitoring**

**It was resolved** that Report 2020-01 be approved.

**b) Report 2020-02: Review of speed and traffic monitoring 1994-2019**

It was resolved that Report 2020-02 be approved, and that the summary chart be submitted to Carlton News with an explanatory article.

**8. Financial matters**

**a) Report 2020-03: Quarterly financial statement October-December 2019**

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 2020-03 be approved.

**9. Planning matters**

**a) Planning applications submitted**

**19/01380/FUL Erection of garden storage building.** Rear of 52 Main St. It was resolved that the PC had no objection to this proposal.

**19/01394/CONDIT Variation of condition 2 & 4 of 19/00443/FUL to alter the boundary treatment to the front of the approved dwelling and add one additional roof light to the rear elevation.** 52 Main St. It was resolved that the PC (i) object to the proposed perimeter wall on the grounds that it would constitute an unacceptably discordant element in the street scene and would have an obtrusive, overbearing and enclosing effect on the highway and neighbouring properties by virtue of its design, height and materials; (ii) note that the proposal was not in accordance with the updated Good Design SPD; (iii) request a condition that any gates be set back 5m from the highway boundary and if hinged that they be fixed so as to open inwards only; (iv) had no objection to the additional roof light.

**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).

**19/01267/FUL Change of use from domestic garage to clothes shop (retrospective).** The Rectory, Congerstone Lane. PC had no objection; requested a condition that opening hours be restricted; noted that this use began several years ago.

**c) Planning applications determined**

**19/01159/HOU Erection of ancillary building.** Rear of 21 Main St. Permission granted.

Cllr Cook left the meeting at this point.

**10. Report 2020-04: Annual Review of Risk Management**

It was resolved that Report 2020-04 be approved.

**11. Report 2020-05: Annual Review of Internal Financial Control**

It was resolved that Report 2020-05 be approved.

## **12. Appointment of an internal auditor for the financial year 2020-21 and determination of their remuneration**

**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 in 2020-21**

### **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**

**It was noted** that the ninth Carlton Horticultural Show had been well supported, and that a balance of £9.00 had been carried forward (p.1778/6 refers). **It was resolved** that a donation of £40 be made to the organisers of the 2020 Carlton Horticultural & Produce Show.

### **c) Village Christmas tree**

Consideration of illuminating the churchyard instead of having a Christmas tree on Carlton Green had been deferred until groundworks at the front of the church had been completed (p.1733/7 refers).

**It was resolved** that the cost of a Christmas tree, lights or similar festive materials in 2020 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 £210.70. **It was resolved** that an allocation of £75 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**

Carlton News had been reviewed (p.1750/7). The production costs for 2020-21 were expected to be about £150.00, unless the number of pages was increased. **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 £300.

**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**

**It was resolved** that (i) the annual transfer to the Fixed Asset Fund (FAF) remain at £650 (p.1570/5c refers); and (ii) that s106 funding of £433 for the maintenance of the CDJO seat be transferred to the FAF.

**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. Annual review of 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 remain at £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 10<sup>th</sup> January 2007 (p.1121/6 refers); the Cemetery Regulations remain as adopted on 13<sup>th</sup> June 2018 (p.1714/6 refers); and the Table of Fees remain as adopted on 9<sup>th</sup> October 2019 (p.1781/6 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 2019-20 were £46.37 (including VAT) and £35.00 respectively.

A new direct debit instruction had not been signed in favour of 1&1Ineos Ltd for the provision of website services, because a corporate account in the name of the PC would have been much more expensive than the current personal account in the name of the Clerk (p.1741/15d; 1751/10 refer).

## **16. Report 2020-06: Preliminary financial estimates for the financial year 2020-21 version 2**

The tax base for Carlton in 2019-20 had been 177.0; the PC had precepted H&BBC for £8,000, and the Band D council tax payable to the PC had been £45.20.

The total Band D council tax payable in Carlton in 2019-20 was £1,740.37. Band D council tax in the Borough ranged from £1,736.24 - £1,809.50. When ranked from high to low in order of the amount of council tax payable, Carlton was ranked 22<sup>nd</sup> out of the 25 areas in the Borough (24 parishes, and Hinckley urban area) (p.1749/3e refers).

The tax base for 2020-21 would be 177.8. Revised preliminary financial estimates for 2020-21 (p.1786/7b refers) had been copied to Councillors before the meeting (Report 2020-06). This draft was revised to take account of the matters resolved above.

**It was resolved** that the amended version of Report 2020-06 be adopted as the budget for 2020-21 and published as Report 2020-07.

## **17. Precept for the financial year 2020-21**

**It was resolved** that H&BBC be precepted for £8,300 for the financial year 2020-21.

## **18. Date, time and place of the next meeting**

**It was resolved** that the next meeting be held at 19:30 hrs on Wednesday 12<sup>th</sup> February 2020 at Saint Andrew's Church, Main Street, Carlton.

The meeting closed at 21:05 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
KCTG	Keep Carlton Tidy Group
LCC	Leicestershire County Council
LRALC	Leicestershire and Rutland Association of Local Councils
PAF	Parish Amenities Fund
PC	Parish Council
P&CIF	Parish & Community Initiative Fund
PCC	Parochial Church Council
SID	Speed Indicator Device
SPD	Supplementary Planning Document
TPA	Toddlers Play Area