

CARLTON PARISH COUNCIL

Minutes of a meeting held at Saint Andrew's Church, Main Street, Carlton at 19:30 hrs on Wednesday 9th December 2020

Present: S G Tupling (Chairman), J H Boston, S J Cooper, I Sarson, M A Vann (Councillors), 1 member 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

There were none.

2. Minutes of the meeting of 9th September 2020

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

The Chairman **thanked** members of the KCTG who had cleared local roads of litter. Cllr Cooper expressed concern that the appointments system and closure of local tips was leading to increased fly tipping, and that this problem was likely to get worse over the Christmas holiday.

Cllr Sarson reported that some of the white railings on the N side of Congerstone Lane between the village and the railway had become disconnected. It was noted that the railings around the road junction between the railway and the canal were also in poor condition. **It was resolved** that a report be submitted to LCC Highways.

Cllr Cooper had received a report of anti-social activity in the CDJO in the early hours of a morning. **It was resolved** that local residents be made aware of this and asked to keep a look out.

Cllr Cooper reported on a new scam involving council tax and business rates rebates. **It was resolved** that this be reported to the Neighbourhood Watch and Facebook co-ordinators.

b) Leicestershire County Council

Cllr I D Ould **was thanked** for a written report on LCC business and local issues.

c) Hinckley & Bosworth Borough Council

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

d) Carlton Neighbourhood Watch group

Ms R Yule had advised that there had been 1 public order offence in Carlton in August; and 1 anti-social behaviour, 2 vehicle crime, 1 violence and/or sexual offence; and 2 public order offences in September.

e) Parish Clerk

Cllr Cooper was thanked for clearing bags of discarded dog faeces from footpath S77.

Cllr Vann was thanked for repainting the Toddlers Play equipment.

Dog faeces – 14 plastic bags containing dog faeces had been discarded under a yew tree in the churchyard. Notices had been put up by the Churchwardens.

Churchyard wall – lean had been measured on 22nd November, and was between that of 2018 and 2019.

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

Fly tipping – in the sewage works entrance had been reported to Severn-Trent Water, but had not been cleared. Site was now attracting further dumping.

LCC Highways & Community Fund – the PC's application had been approved and the new kissing gates included in the LCC RoW works programme (p.1812/7 refers).

Census – National census would take place on 21st March 2021; clarification had been sought as to the support required from the PC.

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

There were no questions or comments.

4. Appointment of Representative Trustees to the Carlton Charity Lands

The term of office of Ian Sarson, Christopher Brockhurst, and Graham Jackson expired on 12th November (p.1675/4 refers) and that of Andrew Tee would expire on 15th February 2021 (p.1693/5 refers).

It was resolved that Cllr Ian Sarson, Mr Christopher Brockhurst, Mr Graham Jackson, and Mr Andrew Tee **be appointed** Representative Trustees for a term of three years from 9th December 2020 in accordance with para 4 of the Charity Commission Scheme of 25th June 1912 which is the current Governing Document of the charity.

5. Structural testing of street lighting columns

The PC's agreement with LCC Highways requires the PC to arrange for the structural testing of the 5 columns used for the SID (p.1723/4, 1680/4 refer). The initial testing had been carried out by LCC, and the cost of £225 had been waived. LCC no longer carried out testing, and had provided a list of contractors. Four quotations had been obtained:

ETL Highways	£860.00
Intratest	£700.00
KIWA	£695.00
Centregreat Ltd	£479.00

It was resolved that the quotation from Centregreat Ltd be accepted.

It was noted that the prices quoted above were very high because of the small number of columns to be tested and the need for a special journey.

It was resolved that neighbouring councils be invited to put together a joint scheme to try to reduce the cost in future.

6. Installation of an information board at the eastern end of Main Street

a) Agreement

It was resolved that the draft agreement be **approved** and it was signed by the Chairman and Clerk.

b) Design

Draft material had been copied to Councillors and revised before the meeting, and a full-size mock-up was exhibited. **It was resolved** that the design be approved.

c) Costs and funding

Three quotations had been received for a double-sided A1 size information board with different artwork on each side, and a steel or aluminium frame and support posts:

Fitzpatrick Woolmer*	£4016.00
Countryside signs**	£1925.00
Shelley Signs***	£1855.00

All prices exclude VAT. * includes header panel at £367.00 which could be omitted.

** excludes carriage *** includes £85 estimated carriage.

A draft P&CIF application had been copied to Councillors before the meeting.

It was resolved that the quotation from Shelley Signs be accepted, subject to grant approval, and that an application be submitted to the H&BBC P&CIF 2021.

7. Hedge along the northern side of the Diamond Jubilee Orchard

This hedge is 104 yards long, was planted in 2013, and had been sided but not topped. It had been inspected by an experienced local hedgelay on 21st November, who had recommended that it be laid in 2021. Two quotations had been received for the work:

CM Rural Services	£1560.00
PG Fencing	£1982.00

A draft P&CIF application had been copied to Councillors before the meeting.

It was resolved that the hedge be laid in autumn 2021; the quotation of £1,560.00 from CM Rural Services be accepted; and an application be submitted to the H&BBC P&CIF 2021.

8. Cemetery Paths Project

The PC's application to the P&CIF 2020 (p.1790/4 refers) had either not been received or lost by H&BBC (p.1811/3e refers), but would be accepted for the P&CIF 2021 with an updated quotation. W D Roberts Tarmacadam Ltd had submitted an updated quotation of £5,480 for the works.

It was resolved that this quotation be accepted, subject to grant approval, and the P&CIF application be re-submitted.

9. Independent inspection of the Toddlers Play Area

The TPA had been inspected by the Play Inspection Co on 20th October; the report had been copied to Councillors and uploaded to the PC's website. The report had identified the following hazards, all of which had been assessed as low or very low risk:

- (i) projecting bolt threads on access gate to contractor's parking area;
- (ii) slippery algal/moss growth on concrete base for picnic table;
- (iii) loose fixings to picnic table;
- (iv) playbark has become compacted;
- (v) swing chains have openings greater than 8.6mm (potential finger traps);
- (vi) swing shackles showing wear;
- (vii) swing seat frames beginning to corrode;
- (viii) splits and shakes in timber in swings and climbing frame;
- (ix) corrosion in swing seat frames;
- (x) timber edging slightly within falling space of steps to climbing frame platform;
- (xi) slippery algal/moss growth on timber surfaces;
- (xii) barrier tops have potential finger traps;
- (xiii) fungi and algae on chestnut seating logs; some rot in timber; some rough/splintered areas.

The inspection record was checked: the TPA had been inspected weekly since the last report (p.1782/8 refers), and necessary minor works carried out. The splits in the timber uprights had been found to widen in hot dry weather and close up in damp conditions. Wicksteed had advised that this was normal and that the cracks should on no account be filled. None of the splits passed through fixing points. The bolts in the picnic table had been tightened, but slight movement was an inherent feature of the design. The chestnut seating logs were decaying and one had been removed; they were fine to sit on in dry weather. The potential finger traps (v) & (xii) were an inherent feature of the equipment which had been stated to comply with BS EN 1176 when purchased, and had not been identified before. Compaction of the playbark had been identified (p.1789/3e refers), but the work had been postponed because of covid-19 lockdowns (p.1811/3e refers). Corrosion of the swing seats was being monitored, and one new crotch strap had been fitted. The wooden equipment had been cleaned and repainted.

It was resolved that the report be noted; the identified hazards monitored in accordance with the Inspector's recommendations; any remaining algae and moss be removed; and the chestnut logs examined and smoothed where necessary.

10. Report 2020-21: Quarterly report on traffic and speed monitoring

It was resolved that Report 2020-21 be approved.

11. Financial matters

a) Report 2020-22: Quarterly financial statement for the period 1st July - 30th September 2020

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 2020-22 be approved.

b) Extension of the Grounds Maintenance contracts to 2021 & 22

The grounds maintenance contracts for 2018-2020 had been let in November 2017, with an option to extend the contracts *pro rata* for a further two years (p.1672/4, 1680/5 refer). David Sansom, the current contractor, had submitted the following quotations:

	2021	2022
St Andrew's Churchyard and Carlton Parish Cemetery	£1357.70	£1378.06
Carlton Greens and Little Lane	£494.25	£501.66
Carlton Diamond Jubilee Orchard	£310.00	£315.00

It was resolved that the quotations above be accepted.

c) Refund of costs incurred by the Clerk

The Clerk presented his record of costs for examination, and **it was resolved** that costs of £238.24 be reimbursed, comprising £30 contribution towards broadband subscription, £187.13 costs, and £21.11 VAT.

d) Report 2020-20: Preliminary financial estimates for 2021-22

Budgeting matters were discussed. **It was resolved** that an updated and revised budget, taking account of this discussion and the matters resolved above, be prepared for consideration at the January (Finance) meeting.

12. Planning matters**a) Land South of Station Road Market Bosworth Draft Masterplan SPD consultation**

It was resolved that this plan be strongly supported, and that it be suggested that areas of land in the south-east and south-west corners of the site be protected from development so as to allow the creation of off-road links to the wider countryside at some point in the future.

b) Planning applications and appeals 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).

20/00186/OUT Four holiday units (Outline - all matters reserved). Field Adjacent Carlton Grange, Congerstone Lane (p.1801/7a refers). Appeal. PC concurs with assessment and decision made by LPA. If appeal allowed requested conditions (i) occupancy of the new accommodation shall be restricted to short term holiday lets; (ii) the access to the site shall be as shown in the proposed site plan (drawing number 7474/03 revision A); (iii) two parking spaces shall be provided for each holiday let; (iv) the hedge along the southern side of the pasture field adjacent to the holiday lets shall be maintained at a height of at least 3 metres; (v) no part of the proposed building shall be more than 4 metres high; (vi) a landscaping and tree planting scheme to include native broadleaved trees of the same species as those around Carlton Grange must be submitted at the same time as full plans for the development and must be completed before the units are first occupied.

20/01102/DISCON 60 Main Street (20/00316/FUL p.1807/10b refers). PC considered that 2m-high blue-grey fencing would have a significant visual impact and enclosing effect on Main St; suggested 1m-high brick wall at each side of plot near to road.

c) Planning applications and appeals determined

There were none.

e) Enforcement matters

There were none.

13. Next meeting, and calendar of meetings for 2021

It was resolved that the next (Finance) meeting be held on 13th January 2021 at 7.30 pm at Saint Andrew's Church, Main Street, Carlton.

It was resolved that meetings in 2021 be held on the following dates: 10th Mar, 12th May, 14th July, 8th Sept, 10th Nov, and 12th Jan 2022.

The meeting closed at 20:11 hrs.

Signed _____ **Date** _____

Abbreviations used in these minutes

CDJO	Carlton Diamond Jubilee Orchard
H&BBC	Hinckley & Bosworth Borough Council
KCTG	Keep Carlton Tidy Group
LEA	Local Education Authority
LCC	Leicestershire County Council
LPA	Local Planning Authority
PC	Parish Council
P&CIF	Parish & Community Initiative Fund
RoW	Right of Way
SID	Speed Indicator Device
SPD	Supplementary Planning Document
SUE	Sustainable Urban Extension
TPA	Toddlers Play Area