

# CARLTON PARISH COUNCIL

## Minutes of a meeting held at Saint Andrew's Church, Main Street, Carlton at 19:30 hrs on Wednesday 13<sup>th</sup> January 2021

**Present:** S G Tupling (Chairman), J H Boston (via speakerphone), I Sarson, M A Vann (Councillors), 1 member of the public, C J Peat (Clerk).

### **1. Administrative matters**

#### **a) Apologies for absence from Councillors**

It was resolved that an apology from Cllr Cooper 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 9<sup>th</sup> December 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** Murray Lockwood and his team of volunteers for putting up, decorating, taking down and disposing of the village Christmas tree.

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

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

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

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

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

Ms R Yule had reported that in October there had been 2 reports of violence and/or sexual offences. There had been no reports of crime in November.

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

**Oak sapling** – on eastern side of Barton Road next to the village nameplate had been decapitated by careless hedge trimming by the tenant farmer (p.1683/3a; 1733/8; 1738/7; 1744/3e refer).

**White railings** – on northern side of Congerstone Lane and western side of Congerstone Road/Carlton Road had been added to the LCC Highways repair programme (p.1814/3a refers).

**Main St gully cover** – adjacent to Orton Close had been scheduled for repair.

**P&CIF 2021** – grant applications had been submitted for three projects, and had been endorsed by Borough Councillor M Cook (p.1816/6,7,8 refer).

**SID mounting columns** – had been tested on 13<sup>th</sup> Dec, and the report submitted to LCC Street Lighting with a s174 licence application.

**Minutes for 2019** – had been delivered to the ROLLR.

**FOI request** – about arrangements for meetings under Covid-19 restrictions had been answered.

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. Report 2021-01: Constitution of the Carlton Parish Plan Group (CPPG)**

**It was resolved** that the Constitution of the Carlton Parish Plan Group be approved with the addition of the following sentence to clause 10.1: “Despite best endeavours, projects cannot be guaranteed to come to fruition.”

#### **5. Planning matters**

##### **a) Planning applications and appeals submitted**

**20/00519/FUL** **Erection of storage building, hardstanding.** 36 Main St. Appeal. **It was resolved** that the PC state that it agreed with the assessment made by H&BBC and the grounds for refusal.

##### **b) Comments submitted under delegated powers**

There were none.

##### **c) Planning applications and appeals determined**

**20/01102/DISCON** 60 Main Street. Approved with amended boundary treatments between dwelling and highway (p.1819/12b refers).

##### **d) Planning enforcement matters**

**11/00077/04 Bosworth Marina.** Cllr Ould had been asked to find out the current position with regard to the incomplete landscaping of the Marina site (p.1808/10d refers).

#### **6. Pensions Regulations**

Under the Pensions Act 2008 the PC has a legal duty to consider the enrolment of staff in a pension scheme every three years, and to make a declaration of compliance to the Pensions Regulator. The initial declaration had been made in January 2018, when it had been resolved that the PC’s payroll manager be authorised to act on behalf of the PC on all matters relating to pension provision for employees of the Council. This was intended to ensure that pension provision be considered when a new Clerk was appointed (p.1687/9 refers).

The PC’s staging date was 1<sup>st</sup> January 2021 and the deadline for compliance was 1<sup>st</sup> June 2021. Because the Clerk was older than the State Pension Age and his salary was below the threshold of £10k pa the PC was not obliged to set up a pension scheme unless asked to do so.

The Clerk reported that he was fully aware of his rights under these regulations and did not wish the PC to enrol him in a pension scheme.

**It was resolved** that a re-declaration of compliance be submitted to the Pensions Regulator.

#### **7. Report 2021-02: Quarterly financial statement October-December 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 2021-02 be approved.

#### **8. Report 2021-03: Annual Review of Risk Management**

**It was resolved** that Report 2021-03 be approved.

#### **9. Report 2021-04: Annual Review of Internal Financial Control**

**It was resolved** that Report 2021-04 be approved.

#### **10. Appointment of Internal Auditor for the financial year 2021-22**

**It was resolved** that Mrs J Marshall be appointed Internal Auditor for the financial year 2021-22 and be paid a fee of £80.

#### **11. Donations, event support and budgets of community groups in 2021-22**

##### **a) West Leicestershire Community First Responder Group: donation**

**It was resolved** that an increased donation of £250 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: event support**

**It was noted** that the tenth Carlton Horticultural & Produce Show had been held in compliance with Covid-19 regulations and had been much appreciated. A balance of £10.22 had been carried forward (p.1810/3a refers). **It was resolved** that a donation of £40 be made to the organisers of the 2021 Carlton Horticultural & Produce Show.

##### **c) Village Christmas tree: event support**

**It was resolved** that the cost of a Christmas tree, lights or similar festive materials in 2021 would be reimbursed up to a limit of £300 excluding VAT on receipt of invoices addressed to the PC.

##### **d) Carlton Footpath Group: group budget**

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: group budget**

The current balance of the Carlton Gardening Group Fund was £273.37. **It was resolved** 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: group budget**

The production costs for 2021-22 were expected to be about £180.00, though this might be exceeded if the number of pages in each issue was increased (see p.1750/7). There were fewer social events because of Covid-19 restrictions, but the Parish Plan Group might require publication space. **It was resolved** that the production costs of Carlton News for the 2021-22 financial year be reimbursed from the Parish Amenities Fund up to a limit of £300.

**g) Keep Carlton Tidy Group: group budget**

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 (FAF) remain at £650 (p.1570/5c refers).

**i) Carlton Parish Plan Group: group budget**

**It was resolved** that an earmarked fund be established for the Carlton Parish Plan Group, that £150.00 be allocated to this fund, and that the CPPG be authorised to draw up to £50 at a time through the RFO.

**12. 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.

**13. 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 2021-22 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 Regulations remain as adopted on 13<sup>th</sup> June 2018 (p.1714/6 refers); the Table of Fees remain as adopted on 9<sup>th</sup> October 2019 (p.1781/6 refers); the

Cemetery Plan (p.1125) remain as adopted on 10<sup>th</sup> January 2007 (p.1121/6 refers); and that the Cemetery Plan be updated when the new paths had been laid.

### **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 2020-21 were £55.07 (including VAT) and £35.00 respectively.

## **14. Report 2021-05: Preliminary financial estimates for the financial year 2021-22 version 3**

The tax base for Carlton in 2020-21 had been 177.8; the PC had precepted H&BBC for £8,300, and the Band D council tax payable to the PC had been £46.68.

The total Band D council tax payable in Carlton in 2020-21 was £1,807.10. Band D council tax in the Borough ranged from £1,877.62 - £1,800.91. 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.1804/3e refers).

The tax base for 2021-22 would be 174.2. Revised preliminary financial estimates for 2021-22 (Report 2021-05) had been copied to Councillors before the meeting (p.1818/11d refers).

**It was resolved** that Report 2021-05 be approved.

## **15. Precept for the financial year 2021-22**

**It was resolved** that H&BBC be precepted for £8,300 for the financial year 2021-22, and that with the addition of this figure Report 2021-05 be adopted as the budget for 2021-22 and published as Report 2021-06.

## **16. Next meeting**

**It was resolved** that the next meeting be held at 19:30 hrs on Wednesday 10<sup>th</sup> March 2021 at Saint Andrew's Church, Main Street, Carlton.

The meeting closed at 19:50 hrs.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

### **Abbreviations used in these minutes**

CDJO	Carlton Diamond Jubilee Orchard	CFG	Carlton Footpath Group
CGG	Carlton Gardening Group	CPPG	Carlton Parish Plan Group
FOI	Freedom of Information	H&BBC	Hinckley & Bosworth Borough Council
KCTG	Keep Carlton Tidy Group	LCC	Leicestershire County Council
PC	Parish Council		
ROLLR	Record Office for Leicester, Leicestershire & Rutland		