

CARLTON PARISH COUNCIL

Minutes of a meeting held at Saint Andrew's Community Hub, Main Street, Carlton at 19:30 hrs on Wednesday 12th January 2022

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

There were none.

2. Minutes of the meeting of 9th November 2021

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

Councillors **had noted** that LCC Highways was investigating surface water drains in the village.

The plank bridge over the ditch near the junction of footpaths S77 & S68 was slippery. **It was resolved** that the CFG be asked to nail wire onto the planks to provide purchase.

The warning chevrons on Nailstone Rd and Barton Rd were worn and almost invisible. The light on the *Give Way* sign at the S end of Nailstone Rd was not working properly. When repairing the Congerstone Lane railings, the LCC Highway Team had pulled the rails through the posts, resulting in them becoming disconnected further along. **It was resolved** that these matters be reported to LCC Highways.

The *Roberts* school bus had been observed unloading children in Main St, and then reversing into Bosworth Rd before proceeding north. **It was resolved** that this be drawn to the attention of the bus operator.

Dog fouling was occurring on the grass verges along Main St. **It was resolved** that the spray stencil be borrowed and messages sprayed on the footways at the problem spots.

There were reports of litter along Nailstone and Barton Rds. The Clerk noted that the KCTG had cleared local roads of litter before Christmas, and that the annual spring clean litter pick would be taking place in March. **It was resolved** that the KCTG be advised of these complaints.

b) Leicestershire County Council

Cllr B Harrison-Rushton **was thanked** for a written report on 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 there had been no crime in October. Damage to the coping stones of two highway boundary walls on the N side of Main St on 3rd Jan had been reported to the Police.

e) Parish Clerk

Speeding traffic – the Police had carried out speed checks in Bosworth Road for one hour on 16th November and issued two speeding tickets for vehicles travelling at 42 and 43 mph respectively (p.1841/3f refers)

CPPG – all responses had been coded, and work had begun on drafting the report.

E.ON UK – kiosk electricity account was being transferred to Npower Business Solutions, a trading name of Npower Commercial Gas Ltd.

Churchyard wall – had been surveyed on 22nd Nov; the lean had been within the previously recorded range of movement.

Nailstone Rd – one gully had been unblocked; the other could not be unblocked and required further investigation (p.1842/3f refers).

Scams advice card – had been prepared by LCC Trading Standards, and 200 had kindly been provided by H&BBC for delivery with the Feb issue of Carlton News.

Cemetery Paths Project – had been completed on 6th Dec; P&CIF grant requested; press release drafted; Cllr Cartwright invited to photo opportunity (p.1841/3f; 1837/3e; 1820/3e; 1841/3f refer).

Churchyard – the CGG **was thanked** for removing ivy from the weeping silver birch tree, carrying out pruning work on the copper beech tree, and removing three tree stumps and filling in the holes. It had been too late in the season to cultivate the area on the western side of the churchyard and sow grass seed, so this had been postponed until the spring (p.1842/3f refers).

Carlton Gate Information Board Project – had been completed on 16th Dec; P&CIF grant requested; press release drafted; Cllr Cartwright invited to photo opportunity (p.1841/3f; 1837/3e; 1820/3e refer). The CGG **was thanked** for erecting the board.

LCC Members Highways Fund – Mkt Bosworth PC and Cllr Harrison-Rushton had supported an amended proposal from the PC that two stiles in the middle of Silk Hill be replaced by kissing gates; the landowners had now agreed and the works would be put in hand (p.1836/3b refers).

Parishes Forum – had been moved on-line and had not been attended. H&BBC had changed the arrangements for the collection of hazardous waste and had provided written information about dealing with unauthorised encampments (p.1842/3f refers).

Main St footway – between the information kiosk and no.28 had been referred to LCC Highways for repair on 7th Dec, but had been assessed as within their “current policy tolerance” and not in need of maintenance.

Christmas tree – Murray Lockwood **was thanked** for arranging delivery and erection of the tree, Ted Goold **was thanked** for providing electricity for the lights, and volunteers **were thanked** for decorating, removing and disposing of the tree.

Fly tipping – Congerstone Rd tipping had been cleared by the KCTG (p.1840/3a refers); fly tipping on Barton Rd, Mkt Bosworth had been reported to H&BBC on 18th Dec and cleared.

Congerstone Lane – railings had been repaired (p.1842/3f refers).

Answerphone – had been installed; cost of £62.50 (inc VAT) would be reimbursed through Clerk's costs (p.1844/9c refers).

Police/Community liaison – the Clerk had represented the PC at a meeting at Newbold Verdon on 17th Dec.

VAT – refund claim had been submitted for period 1.4.20 to 31.12.2021 (Report 2021-06, Note h refers).

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

A complaint was made about the uneven footway outside 65 Main St. The footway was narrow at this point, and raised by the roots of a mature ash tree which was subject to a TPO. **It was resolved** that LCC Highways be asked to investigate and take appropriate action.

A complaint was made about dangerous driving: a car travelling N along Bosworth Rd at high speed had attempted to turn into Main St, failed to make the corner, mounted the kerbs on the N side of Main St, narrowly missing pedestrians on the footway, then driven along the grass verge and footway and back onto the road. The pedestrians had been too shocked to take the number of the vehicle. **It was resolved** that this report be noted.

4. Planting of trees in the churchyard

Comments and suggestions had been sought from the PCC, the Friends and Bluebell Nursery at Smisby.

It was resolved that three trees (*Malus* 'Red Jewel' crab apple; *Sorbus commixta* 'Embley' Japanese rowan; and *Carpinus omeiensis* Chinese hornbeam) be planted in the churchyard on 6th February 2022 to mark the Platinum Jubilee of Her Majesty Queen Elizabeth II.

5. Illumination of trees in the churchyard instead of a Christmas tree in 2022

It was resolved that this item be deferred to the next meeting to allow for consideration by the PCC at their next meeting in Feb (p.1840/3a refers).

6. Installation of a disused water trough as a planter on the highway verge at the east end of Main Street

There was a disused and disconnected concrete water trough in the Cemetery Field. Cars were being parked on the grass highway verge in the SW quadrant of the Main St/Barton Rd junction when the pub was busy. This was a dangerous place to park, and would eventually create muddy and unsightly ruts in the verge. LCC Highways had refused to install posts around this corner (p.1842/3f refers). **It was resolved** that application be made to LCC Highways for the siting of the disused concrete water trough in this area (i) to discourage parking and (ii) to create an attractive planter at this village gateway.

7. Planning matters

a) Planning applications and appeals submitted

Hinckley National Rail Freight Interchange. To be sited S of Elmesthorpe between the Leicester-Hinckley railway line and the M69 motorway. Statutory consultation (12th Jan to 9th Mar) by Tritax Symmetry who will apply for a DCO from the Secretary of State. **It was resolved** that no formal comments be made at this stage, but that this matter be kept under review.

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).

21/01248/OUT Erection of two detached dwellings, Windhover House, 69 Main St. PC objected on grounds that (i) the proposed development would have an unacceptable impact on the character of the surrounding area; (ii) that the proposed access drive would be constructed outside the settlement boundary and would have the effect of extending the built environment into open countryside.

21/01404/HOU Single storey side extension and new flue, 4 Field Farm, Main St. PC had no objection but requested condition that window in W elevation be obscure glazed.

c) Planning applications and appeals determined

21/00379/FUL Residential development of 73 dwellings with associated access and public open space. Sedgemere, Station Rd, Mkt Bosworth. Permission granted subject to signing of s106 agreement.

21/01008/FUL Dropped kerb. Overdale, Bosworth Rd. Permission granted.

d) Enforcement matters

There were none.

8. Report 2022-01: Quarterly financial statement October-December 2021

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 2022-01 be approved.

9. Report 2022-02: Annual Review of Risk Management

It was resolved that Report 2022-02 be approved.

10. Report 2022-03: Annual Review of Internal Financial Control

It was resolved that Report 2022-03 be approved.

11. Appointment of internal auditor for the financial year 2022-23

It was resolved that Mrs J Marshall be appointed Internal Auditor for the financial year 2022-23 and that the offered fee be increased from £80 to £85 to be paid on conclusion of the audit process.

12. Donations, event support and budgets of community groups in 2022-23

a) West Leicestershire Community First Responder Group: donation

It was resolved that a 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 & Produce Show: event support

It was noted that the 11th show had been held in a marquee on the East Green and had been well supported (p.1841/3e refers). **It was resolved** that a donation of £40 be made to the organisers of the 2022 Carlton Horticultural & Produce Show, which would be held in the Community Hub.

c) 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.

d) Carlton Gardening Group: group budget

The current balance of the Carlton Gardening Group Fund was £175.12. **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.

e) Carlton News: group budget

The production costs for 2022-23 were expected to be about £160.00, though this might be exceeded if the number of pages in an issue was increased (see p.1750/7). **It was resolved** that the production costs of Carlton News for the 2022-23 financial year be reimbursed from the Parish Amenities Fund up to a limit of £300.

f) Keep Carlton Tidy Group: group budget

It was noted that the 2022 Spring Clean litter pick would be the 30th organised by the KCTG. 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.

g) 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).

h) Carlton Parish Plan Group: group budget

The current balance of the CPPG Fund was £123.02. **It was noted** that Final Report would be printed in 2022. **It was resolved** that £150.00 be allocated to this fund, and that the CPPG be authorised to draw on this money through the RFO.

13. Annual subscriptions to associations 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.

14. 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 2022-23 financial year the Clerk's salary be increased to £1,800.00 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 13th June 2018 (p.1714/6 refers); the Table of Fees remain as adopted on 9th October 2019 (p.1781/6 refers); the Cemetery Plan (p.1125) remain as adopted on 10th January 2007 (p.1121/6 refers); and that the Cemetery Plan be updated when the next section of grave spaces was laid out.

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 effectively three variable direct debits, payable to E.on, the Information Commissioner's Office and HSBC. The amounts paid out in 2021-22 were £89.23 (including VAT), £35.00 and £11.00 respectively.

15. Report 2021-20: Preliminary financial estimates for the financial year 2022-23 version 2

The tax base for Carlton in 2021-22 had been 174.2; the PC had precepted H&BBC for £8,300, and the Band D council tax payable to the PC had been £47.65.

The total Band D council tax payable in Carlton in 2021-22 was £1,896.45. Band D council tax in the Borough ranged from £1,966.83 - £1,890.63. Of the 24 Parishes and Hinckley Urban Area in the Borough, only 3 Parishes had a lower Council Tax (p.1831/3e refers).

The tax base for 2022-23 would be 179.6. Revised financial estimates for 2022-23 (Report 2021-20) had been copied to Councillors before the meeting (p.1844/9c refers).

It was resolved that Report 2021-20 be noted.

16. Precept for the financial year 2022-23

It was resolved that H&BBC be precepted for £8,550 for the financial year 2022-23, and that (with the addition of this figure, updated VAT data, change minuted at 14a above, and consequential minor adjustments), Report 2021-20 be adopted as the budget for 2022-23 and published as Report 2022-04.

17. Next meeting

It was resolved that the next meeting be held at 1930 hrs on Wednesday 9th March 2022 in Saint Andrew's Community Hub, Main Street, Carlton.

The meeting closed at 20:40 hrs.

Signed _____ **Date** _____

Abbreviations used in these minutes

CDJO	Carlton Diamond Jubilee Orchard
CFG	Carlton Footpath Group
CGG	Carlton Gardening Group
DCO	Development Consent Order
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
PCC	Parochial Church Council
ROLLR	Record Office for Leicester, Leicestershire & Rutland
TPA	Toddlers Play Area