

**Inventory of Parish property and responsibilities****a) Land**

- i) Cemetery. Wholly owned by PC; 1/3 consecrated; remainder let for grazing on peppercorn rental agreement. Disconnected concrete water trough next to S hedge. PC has right of vehicular access through Churchyard if necessary.
- ii) Little Lane. Application for possessory title by PC refused 2005. Ownerless land managed as a public open space and nature reserve under s10 of the Open Spaces Act 1906. Public footpath S75 runs through this field; defined by dedication 2008. Hedgerows on E and W sides are each the responsibility of the adjacent landowners.
- iii) Carlton Green. Registered as a village green on 18 Nov 1991 under registration number VG 90. Land has no known owner; PC took possession on 31 January 1991. Kerbing and underground drain installed 2016.
- iv) Glebe Farm Green. Land acquired 2009; kerbed and dedicated as village green under registration number VG99 2010; levelled and seeded 2011.
- v) Saint Andrews Churchyard. Owned by Diocese of Leicester and closed for burials by an Order in Council made on 21 October 1987 and confirmed on 17 February 1988. The PC is responsible for the maintenance of this land under s215 of the Local Government Act 1972; neighbour is responsible for fence along east boundary.
- vi) Diamond Jubilee Orchard, Nailstone Road. Land acquired 23<sup>rd</sup> July 2014; landscaping completed Nov 2015. Northern site boundary is N side of roots of hedge; PC is responsible for N and W hedges, and hedges at right angles to Nailstone Rd. E hedge and garden fences are responsibility of Nottingham Community Housing Association, as is soakaway. PC must not plant trees in exclusion zones above soakaway; existing plantings on S side of path have been formally agreed.

**b) Buildings**

- i) Two bus shelters of lapped timber construction on E & W sides of Barton Road.
- ii) Parish Information Kiosk on highway outside NW corner of churchyard. Acquired from BT 2009. Community Defibrillator installed 2010; managed and operated by Carlton Defibrillator Group.

**c) Street furniture**

- i) Seat of cast iron / timber construction at E end of Main Street on S side.
- ii) Seats of cast iron / steel construction in SE corner of churchyard and E end of Carlton Green.
- iii) Rustic benches made of lengths of telegraph pole and plank at Harry's Grave on Nailstone Road and N end of Little Lane. Latter includes geocache.
- iv) Wooden kissing gate at NE corner of churchyard; galvanised steel kissing gate at SE corner of cemetery.
- v) Wooden kissing gate at N end Little Lane.
- vi) Victorian cast iron mile post on parish boundary at S end of Bosworth Road, restored and installed 1995; designated a Grade II listed building in 1997.
- vii) Millennium notice board at south end of Little Lane; erected 2000.
- viii) Jubilee sign on highway verge opposite The Gate; erected 2002.
- ix) Picnic table in Carlton Diamond Jubilee Orchard.
- xi) Cast iron and oak park bench seat in Carlton Diamond Jubilee Orchard.
- xii) Parish noticeboard in N side of churchyard.
- xiii) Seat carved from base of tree trunk in NE corner of churchyard.
- xiv) Litter bin next to seat on E Green.

**d) Equipment**

- i) Two brown and cream two-drawer filing cabinets in use by Clerk.
- ii) A3 scanner/copier in use by Clerk.
- iii) Three strings of fairy lights; 2 stored by Clerk and available for loan free of charge; 1 stored at 1 Main St for use on Christmas tree.

**e) Domain name**

The PC owns the domain name carltonpc.co.uk.

**f) Registers and documents**

- i) Signed top copies of Parish Council minutes for previous calendar year.
- ii) Copies of Parish Council minutes 1951 - present.
- iii) Current receipts and payments account book: 1996-97 financial year to present.
- iv) Copies of receipts and payments account books 1962-63 to 1995-96.
- v) Certified accounts: 1996-97 financial year to present.
- vi) Peppercorn rental agreement for Cemetery Field.
- vii) Books: Local Council Administration, 10th edition. C Arnold-Baker.  
Davies' Law of Burial, Cremation & Exhumation, 6th Ed. D A Smale.  
Parish, Town & Community Councils, H W Clarke, 1991.  
Clerk's Manual. Society of Local Council Clerks.  
Local Council Clerk's Guide, P Clayden, 2001.
- viii) District War Plan; Home Defence Manual; Emergency Information File.
- ix) Bank books and statements for HSBC Community & Business; Barclays Business accounts.
- x) Petty cash receipt book.
- xi) Cemetery: Register of Graves & Burials; receipt book; Grants of Exclusive Right of Burial;  
Register of Monuments; certified copy of land certificate; copy of access licence; copy of  
letter from neighbour accepting responsibility for future maintenance of E boundary fence;  
schedule of documents stored by Flavells at Hinckley Office.
- xii) Carlton Green: copy application for registration; copies statutory declarations supporting  
application; copy letter confirming  
registration VG90; copy of entry in Register of Village Greens;
- xiii) Glebe Farm Green: copy 2009 land registration certificate; copy letter confirming registration  
VG99.
- xiv) Little Lane. Copy Dedication Order for public footpath S75; copy Definitive Map Modification  
Order.
- xv) Current register of Member's Interests; Declarations of Acceptance of Office.
- xvi) Copy Charity Commission Scheme dated 25<sup>th</sup> June 1912 for the Carlton Charity Lands.
- xvii) Copy 2014 land registration certificate for Carlton Diamond Jubilee Orchard.
- xviii) Agreement with the Carlton Defibrillator Group.
- xix) Toddlers Play Area inspection book.

**Registers and documents checked by: \_\_\_\_\_ Date: \_\_\_\_\_**