

Annual review of property

This list is intended to serve as a complete inventory and annual management review

1. Land	Condition	Works
1.1 Carlton Green - West	Very good	Review coppiced ash tree before Fete
1.1.1 Ditch and outfall	Running	Fit grid to outfall to prevent clogging
1.2 Carlton Green - East	Very good	Remove turf encroaching onto footway
1.2.1 Bench seat	Very good	Repainted 2015
1.2.2 Litter bin	Excellent	
1.3 Glebe Farm Green	Very good	
1.4 Little Lane	Very good	Remove leggy rowan and crab apple at S end. Monitor old ash tree. Spot treat brambles with herbicide. Consider planting suitable tree near seat at N end.
1.4.1 Millennium noticeboard	Good	Adjacent hedge needs cutting back.
1.4.2 Wooden kissing gate	Good	
1.4.3 Hedgehog box	Very good	
1.4.4 Geocache	Very good	Averages 2 entries a month.
1.5 Diamond Jubilee Orchard	Very good	See Carlton Gardening group works programme.
1.5.1 Toddlers play equipment	Very good	See separate independent report.
1.5.2 Bench seat	Good	Needs treatment with tung oil in summer.
1.5.3 Picnic table	Good	
1.5.4 Entrance signs	Good	Lettering requires repainting.
1.5.5 Parking area gate	Good	Recommended that bolts be filed down or capped.
1.5.6 3 hedgehog boxes	Good	
1.5.7 5 compost bins	Good	
1.6 Cemetery	Very good	S hedge layered 2017. Shrubs cut back and need review. Brambles in shrubs need cutting out and roots treating with herbicide.
1.6.1 Paths	Reasonable	Longitudinal cracks in tarmac need re-filling with tar.
1.6.2 Topsoil store	Very good	Constructed 2016.
1.6.3 Steel kissing gate	Good	
1.6.4 Drains to S & E ditches	Running	
1.6.5 Concrete water trough	Disconnected	
1.7 Churchyard	Very good	Install overflow pipe to water butt. Investigate poor drainage at E end church -? blocked drain.
1.7.1 Retaining wall	Reasonable	See Report 2018-07 - monitor.
1.7.2 Parish noticeboard	Very good	Re-varnish top board during summer.
1.7.3 Bench seat	Good	Repainted 2015.
1.7.4 Carved chestnut seat	Good	Some rot in base.
1.7.5 Wooden kissing gate	Good	

1.7.6	Trees	Good	Monitor decay in rowan in NE corner.
1.7.7	Paths	Good	Concrete path OK. Tarmac path OK. Review banks to concrete path when services are laid to kitchen and wc.

2. Buildings

2.1	Bosworth Rd bus shelter	Good	
2.2	Barton Rd bus shelter	Reasonable	Seat support to be repaired. Weatherboarding requires patching.
2.3	Parish information kiosk	Very good	Repainted 2017. Bottom of door needs sanding so it closes fully.
2.3.1	Community defibrillator	Very good	Installed 2010. Operated & managed by Carlton Defibrillator Group.

3. Street furniture

3.1	Bench seat - E end Main St	Good	
3.2	Rustic bench - Harry's Grave	Good	
3.3	Rustic bench - Little Lane	Good	
3.4	Victorian mile post - Bosworth Rd	Good	Needs welding/repair.
3.5	Golden Jubilee sign - Barton Rd	Good	Needs treatment with tung oil during dry weather in summer.

4. Highway trees

			Trees in highway verges only.
4.1	Lime	Healthy	E side Bosworth Rd.
4.2	Sessile oak	Healthy	NW side Main St/Barton Rd junction. Diamond Jubilee Oak tree.
4.3	2 Fastigate hornbeam	Healthy	W side Barton Rd.
4.4	Cherry	Healthy	W side Barton Rd.
4.5	2 Alder	Struggling	W side Congerstone Rd at junction. Diseased - coppiced 2016.
4.6	Ash	Healthy	N side Congerstone Rd. Branch over road needs cutting back.
4.7	Line of pedunculate oaks	Healthy	W side Nailstone Rd at Harry's Grave.

5. Equipment

5.1	2 filing cabinets in use by Clerk.		
5.2	A3 scanner-copier in use by Clerk.		
5.3	2 strings of fairy lights stored by Clerk.		
5.4	1 string fairy lights and box decorations for Christmas tree, stored by parishioner.		

6. Domain name

carltonpc.co.uk

7. Documents

7.1	Minutes	Signed top copies of Parish Council minutes for previous calendar year. Copies of Parish Council minutes 1951 - present.
7.2	Accounts	Current receipts and payments account books: 1996-97 financial year to present. Copies of receipts and payments account books 1962-63 to 1995-96. Certified accounts: 1996-97 to 2017-18 financial years. Cemetery receipts book 1968 to present Bank books and statements for 3 current bank accounts.

7.3 Registers

Cemetery	Register of Graves & Burials. Register of Grants of Exclusive Right of Burial. Register of Monuments.
Council	Current Register of Member's Interests.

7.4 Land

Carlton Green	Copy application for registration. Copies statutory declarations supporting application for registration. Copy registration entry as VG90. Copy of additional entry in Register of Village Greens.
Glebe Farm Green	Copy 2009 land registration certificate. Copy letter confirming registration as VG99.
Little Lane	Copy Dedication Order for public footpath S75. Copy Definitive Map Modification Order.
Cemetery	Certified copy of Land Certificate. Copy of access licence. Copy letter accepting responsibility for maintenance of E boundary fence. Peppercorn rental agreement for Cemetery Field.
Diamond Jubilee Orchard	Copy 2014 land registration certificate. 2014 Management agreement with Nottingham Community Housing Association.
Carlton Charity Lands	Copy Charity Commission Scheme dated 25 th June 1912.

7.5 Equipment

Defibrillator	Agreement with the Carlton Defibrillator Group.
Toddlers Play Equipment	Toddlers Play Area inspection book.

7.6 Buildings

Information kiosk	Transfer agreement from BT includes covenant.
Barton Rd bus shelter	Licence agreement with LCC Highways.
Jubilee post	Licence agreement with LCC Highways.

7.7 Administration

Current Declarations of Acceptance of Office.
Schedule of documents stored by Flavells at Hinckley Office.

7.8 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.
District War Plan.
Home Defence Manual.
Emergency Information File.

8. Tenancies

That part of the cemetery field which is not in use for burials is rented on an annual agreement for £1.00 pa plus the cutting of the western and southern boundary hedges.