

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	Branch of ash tree rubbing telephone wire - to be removed.
1.1.1	Ditch and outfall	Running	Fit grid to outfall to prevent clogging.
1.2	Carlton Green - East	Very good	
1.2.1	Bench seat	Very good	Repainted 2015.
1.2.2	Litter bin	Excellent	
1.3	Glebe Farm Green	Very good	Consider planting of <i>Magnolia</i> tree.
1.4	Little Lane	Very good	Old ash tree in hedge infected with ash die-back; neighbours informed. Brambles treated with herbicide - re-treat minor re-growth.
1.4.1	Millennium noticeboard	Good	Adjacent hedge cut back 2018.
1.4.2	Wooden kissing gate	Good	
1.4.3	Hedgehog box	Very good	
1.4.4	Geocache	Stolen	To be replaced.
1.5	Diamond Jubilee Orchard	Very good	See Carlton Gardening Group works programme.
1.5.1	Toddlers play equipment [i]	Very good	See separate independent report. Swing cradle seat repaired 2020.
1.5.2	Health & Safety notice	Very good	Required by law.
1.5.3	Bench seat nr Barton Rd	Good	In memory of Cllr Bob Edmunds 2015. Treated with tung oil 2019.
1.5.4	Bench seat nr Nailstone Rd	Excellent	Installed 2019.
1.5.4	Picnic table	Good	
1.5.5	Entrance signs	Good	Paint has eroded from lettering, but engraving means sign can be read.
1.5.6	Parking area gate	Good	Recommended that bolts be filed down or capped.
1.5.7	3 hedgehog boxes	Good	
1.5.8	5 compost bins	Good	
1.6	Cemetery	Very good	S hedge layered 2017. Shrubs further pruned and brambles removed 2018. Bramble re-growth will need treatment with herbicide.
1.6.1	Paths	Reasonable	To be repaired and extended late 2020 with P&CIF funding.
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	Installation of overflow pipe to water butt in PCC building plans. Investigate poor drainage at E end church -? blocked drain.
1.7.1	Retaining wall	Reasonable	See Report 2018-07 - monitoring in progress - see Clerk's Reports.
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	Rot continuing to develop in base.
1.7.5	Wooden kissing gate	Good	Gate is OK but adjacent fence is rotting and needs replacement.

1.7.6	Trees	Good	Rowan has coppiced back and has been reduced to 7 stems. Consider planting trees when building works complete.
1.7.6.1	Tall Austrian pine.		Inspected by Tree Warden Jan 2020 - no evidence of fungal infection, wind firm, no mounding or disturbance of soil around base.
1.7.7	Paths	Good	Concrete path OK. Tarmac path OK. Part of banks to concrete path turfed 2018; now waiting for services to be laid to kitchen and wc.

2. Buildings

2.1	Bosworth Rd bus shelter [i]	Good	
2.2	Barton Rd bus shelter [i]	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 [i]	Good	Donated by Leicester Mercury, 1974.
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 [i]	Good	Needs treatment with tung oil during dry weather in summer each year.
3.6	Vehicle activated sign - mobile [i]	Good	Acquired Aug 2018; fully operational; see quarterly reports.

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 Fastigiate hornbeam	Healthy	W side Barton Rd.
4.4	Cherry	Healthy	W side Barton Rd.
4.5	2 Alder	Dead	Diseased - coppiced 2016 - now dead. Consider replacement.
4.6	Ash	Healthy	N side Congerstone Rd. Branch over road cut back Jan 2019.
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. Report 2018-15: Index to Minutes 1951-2017 inclusive.
7.2	Accounts	Current receipts and payments account books: 2017-18 financial year to present. Copies of receipts and payments account books 1962-63 to 1995-96. Certified accounts: 1996-97 to 2018-19 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 (2 books)
 - 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 25th June 1912.
- 7.5 **Equipment**
- Defibrillator
 - Agreement with the Carlton Defibrillator Group.
 - Toddlers Play Equipment
 - Toddlers Play Area inspection book, independent inspection reports.
- 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.

[i] - item insured against fire, theft and damage