

# CARLTON PARISH COUNCIL

## Minutes of a meeting held at Saint Andrews Church, Main Street, Carlton at 19:30 hrs on Wednesday 13<sup>th</sup> January 2016

**Present:** S G Tupling (Chairman), J H Boston, I Sarson, W R Sharp (Councillors),  
I D Ould (County Councillor), M Cook (Borough Councillor), C J Peat (Clerk).

### **1. Administrative matters**

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

It was resolved that an apology from Cllr Finch be accepted.

#### **b) Declarations of interests (including Disclosable Pecuniary Interests) and requests for dispensations in respect of items on the agenda**

Cllr Sarson declared an interest in item 9a, and Cllr Sharp an interest in item 9b.

### **2. Minutes of the meeting of 11<sup>th</sup> November 2015**

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**

Cllr Sharp tabled an application from the Friends of St Andrews Church Carlton for a grant of £1,885 from the H&BBC P&CIF for a new marquee. This application was supported by the PC, and the form was signed by the Clerk.

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

Cllr I D Ould reported on current LCC business, and was very concerned by inequalities and inconsistencies in government funding of County Councils. Cllr Ould left the meeting at this point.

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

Cllr M Cook reported on current H&BBC business; there would now not be a referendum on increasing H&BBC's element of the council tax. A number of village residents, including Members, had not received copies of the Borough Bulletin containing the survey forms (p.1587/3c refers), and there was a suspicion that deliveries had not been made to outlying homes. Cllr Cook left the meeting at this point.

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

Ms Yule had reported that in October there had been one 'other theft' (includes employee theft, making off without payment), and in November one 'violent or sexual offence' in Carlton.

**e) Northfields Liaison Group**

Cllr Sarson (PC Representative) reported on a meeting held on 30<sup>th</sup> November, where it had been suggested that a village event of some kind might be held at Northfields. It was suggested that an event might be timed to coincide with the flowering or cutting of the wild flower meadow. Some details of grounds maintenance agreements and responsibilities had been agreed. One member of the Group had also asked about the local connections of residents of Northfields, with a view to publicising this information. The minutes had been copied to Members and were available from the PC website.

**It was resolved** that parishioners be reminded that to be considered for any future vacancy at Northfields they must be on the H&BBC Housing Register, and would then have to bid for the vacancy through the H&BBC choice-based letting scheme.

**f) Parish Clerk**

**Mud on roads** – contractors harvesting potatoes from fields off Barton Road had damaged highway verges and deposited very thick mud on Barton Road and Main Street between Wednesday 25<sup>th</sup> and Saturday 28<sup>th</sup> November. Complaints had been made by many parishioners. The Clerk had reported the incident to LCC Highways, the Police and the landowner, and the former had undertaken to ensure that the roads and pavements were cleaned and the gullies emptied. The cleaning had been minimal, loose stones and mud had been a problem for two weeks afterwards, and some pavements were still coated with mud. Cllr Sarson noted that the gully at the junction of Main St and Bosworth Rd was still blocked, creating a big puddle on the corner. Two BT inspection chambers (one 50 paces north and one 50 paces south of the field gateway) had been damaged and had not yet been repaired. The western verge along Barton Rd had been levelled at the end of December. **It was resolved** that the remaining concerns be reported to LCC Highways with a request for action.

**Shackerstone Walk/Main Street junction** – complaints had been made about car parking on the junction and poor visibility due to overgrown shrubs and hedges. **It was resolved** that these matters be investigated and considered at the next meeting.

**Street lighting** – Tony Bull (LCC Environment & Transport) was reviewing the part-night lighting scheme and invited comments. County-wide research had shown no increase in crime or road traffic accidents during part-night operation. **It was resolved** that Mr Bull be advised that the PC had no concerns about the scheme.

**Parish Council noticeboard** – the Chairman and Clerk **were thanked** for putting up the new noticeboard; the grant of £415 had been received from H&BBC; and the PC had been asked to fix a plaque and arrange a photo opportunity (p.1565/5e, 49/3e, 1542/5 refer). **It was resolved** that (i) Cllr Kevin Morell be invited to fix the plaque after the brass plate had been installed; and (ii) that the balance of the total cost be reclaimed from s106 developer contributions.

**Charity Lands** – the Tree Warden had helped prune the roadside trees and pollard the willow tree near the field pond. The alder tree next to the pond had been measured and had a girth of 4.77m at 0.2m above ground level, which made it the biggest alder tree found in Leics so far and one of only 226 alder trees with a girth of more than 4.70m in the country.

**Rural Conference** – the Clerk had represented the PC (p.1588/3e refers), and had copied a written report to Members. There had been presentations on the changing nature of policing, statistical data on the Borough, the LEADER programme, and affordable housing, with group sessions on current rural issues. The Clerk had suggested repairing the Ashby Canal towpath as a Borough-wide project; supported other representatives in calling for co-ordinated action on rural speeding, and a more refined approach to the provision of open market housing to meet local needs; and called for

improved access to services via a path between Carlton and Market Bosworth. H&BBC had begun preparation of a Rural Strategy, and expected to circulate a draft for comment in 2016.

**Market Bosworth Marina – Ann Carruthers, LCC Assistant Director Highways and Transportation**, had advised that the planning consent requires a bus lay-by to be provided under a section 278 agreement; the marina owners have currently appointed consultants to prepare the details of this work for approval by LCC as Highways Authority prior to implementation. In addition, a contribution of £8,766 was secured for a bus shelter, dropped kerbs and timetable case which will be provided via LCC. A further contribution of £23,611.44 was secured towards the provision of a footway linking the access to the Marina development to the Bosworth Water Park (p.1540/3e, 1573/3b, 1587/3b refers).

**Cemetery management – it was resolved** that the Clerk attend a course at LRALC on Monday 8<sup>th</sup> February at a cost of £40 plus mileage.

**Spring Clean Litter Pick** – will take place on Sunday 13<sup>th</sup> March, teams will assemble at 10 am in the Gate car park or on Carlton Green.

**Sport Relief Fun Run** – will take place on Sunday 20<sup>th</sup> March, starting at 2.30 pm and based in The Gate car park, with running routes of 1, 3 and 6 miles. Mr D Frazer planned to attend the next meeting to discuss arrangements.

**Vista Outreach project** – thanks to the Gate Hangs Well, the information vehicle will attend in the car park on 19<sup>th</sup> September, 1.30 – 3.15 pm. The project offers support and information to people living with sight loss and those who may be at risk of developing problems with their sight.

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.

#### **g) Members of the public**

There were none.

#### **4. Brass nameplate for the new parish noticeboard**

Timpsons had quoted £74.50 to make a brass sign to fit at the top of the new noticeboard. **It was resolved** that this quotation be accepted.

#### **5. Replacement of damaged gate on footpath S50**

LCC RoW were carrying out a routine inspection of all RoW in an area to the east of Carlton. A hand gate on footpath S50 had been found to have been damaged by a contractor. This gate was one of a pair on each side of a ditch next to a track. The gate had been installed to prevent cattle being driven along the track from straying onto the sleeper bridge and falling into the ditch. LCC RoW had proposed to remove the damaged gate on the grounds that it was not necessary, and that the landowner should have claimed the cost of repair from the contractor at the time of the damage.

LCC RoW would charge £287.20 to install a replacement gate, and were willing to leave the damaged gate with the landowner or the PC. The landowner was not prepared to pay all or half of the cost for a replacement gate, and had made a repair by hammering a length of angle iron into the ground to support the damaged post. The gate would now open, but did not latch, and was held closed with a loop of rope, but would keep cattle off the sleeper bridge over the ditch.

**It was resolved** that LCC RoW be advised that the PC was not prepared to replace this gate; that the landowner had repaired it; and that LCC was free to remove the gate if the repair was not acceptable.

Elsewhere in the Parish, the landowner had agreed that a hand gate might be installed at the north end of the footbridge on footpath S68 (p.1539/3a refers).

**It was resolved** that quotations be obtained and an application be made to the H&BBC P&CIF for a grant towards the cost of gate installation, estimated to be £340.

## **6. Proposals for kerbing part of the East Green, Main Street**

A site visit had been held with the Chairman, Clerk and occupiers of 3-9 Main St on 12<sup>th</sup> December to consider the condition of the kerbing and access drives across the East Green. This drive was used for turning by many vehicles, including HGVs, and the kerbs near the highway had been broken down. The sides of the driveway were too narrow and angled for easy access, the low concrete edgings were hard to see, and vehicles regularly ran onto the grass causing ruts and leading to mud on the road. The tarmac surface of the drives had deteriorated, partly because the high water table fed a spring near the road in the winter, which had lifted the tarmac. The drainage of the site was the key problem. It had been agreed in principle that the residents would pay for the surfacing of their drives across the Green, and that the PC would pay for the kerbs.

A draft plan of the proposed works and revised alignments **was approved**. LCC Highways had attended a site meeting in the afternoon of the day of the meeting and it had been agreed that (i) the spring could be piped into the existing gully; (ii) an ACCO drain would be laid across the drives at the highway boundary, protected by dropped kerbs on both sides, and connected to (i) so as to prevent any surface water from running onto the highway; (iii) the PC would apply for a s184 licence to modify the highway access (£45) and would check whether planning permission was required; (iv) standard concrete kerbs would be used for all highway works, and Marshalls conservation kerbing for the remainder; (v) tactile pavers would not be required; (vi) a stop tap on the E side of the drives would need to be re-levelled; (vii) the drives would be surfaced with bound material for at least 5m from the highway boundary; (viii) LCC Highways would quote for the works; (ix) contractors working on the highway must be NRSWA accredited; (x) Phase I, to be carried out by the PC would comprise the drainage, footway and kerbing works; (xi) Phase II, to be carried out by the residents would comprise the surfacing of the drives behind the ACCO drain, and would not take place until everyone was satisfied that the drainage works had been effective; (xii) a site meeting with the works team would be held asap.

It was proposed to fund the kerbing works with a 50% grant from the H&BBC P&CIF, with the balance from s106 Developer Contributions. The closing date for applications to the P&CIF was 6<sup>th</sup> Feb 2016. The Clerk would arrange a site meeting with the P&CIF Project Officer to discuss the scheme.

**It was resolved** that the Chairman and Clerk be authorised to prepare an agreed specification and timetable for the project, to obtain necessary quotations, to submit an application to the P&CIF, to liaise with the affected residents and LCCC Highways, and to report to the next meeting.

**7. Planning matters****a) Planning applications submitted**

**16/00025/FUL. Single storey rear extension and alterations.** Willow Barn, Shackerstone Walk. PC had no objections.

**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).

**15/00892/CONDIT. Variation of conditions 2, 5, 6 of 14/01034/COU.** Harcourt Mill, Barton Rd, Mkt Bosworth. Re-consultation; no change to access; no comment.

**15/01155/CONDIT Removal of condition 12 of planning permission 13/00195/FUL.** 36 Main St. PC objected on grounds that condition was necessary (i) to protect residential amenity, as failure to carry out development in accordance with approved plans has increased adverse impacts; (ii) to enable creation of safer highway access to offices at 36a Main Street. Application approved.

**15/01171/CONDIT Variation of conditions 5 and 7 of planning permission 13/00978/COU to alter flying times and restrictions on silent flight times.** Land at Sycamore Farm, Main Street, Barton in the Beans. PC objected to proposal to allow flying of noisy aircraft on both Saturdays and Sundays, suggested revised conditions.

**c) Planning applications determined**

**15/00658/REM Reserved matters application pursuant to planning permission 14/00311/OUT for the erection of three dwellings (layout, scale, landscaping and appearance).** Heljon, Nailstone Road, Carlton. Approved without provision of footway (p.1575/10b refers).

**d) LGBC Electoral Review of Leicestershire**

A draft response had been copied to Members for comment, and the PC had written to support the revised boundaries proposed by the LGBC.

**e) DCLG consultation on the National Planning Policy Framework**

A draft response to the consultation questionnaire had been circulated in December, and modified to take account of comments received. **It was resolved** that the revised response be submitted to the DCLG.

**8. Financial matters****a) Report 2016-01: Quarterly Financial Report Oct-Dec 2015**

The monthly current account statements had been checked and signed off as required (p.1515/9c refers). Report 2016-01 was checked against the latest statements for all three bank accounts, and typographic errors corrected. **It was resolved** that Report 2016-01 be approved.

**b) Clerk's salary and expenses**

The Clerk presented his expenses book for examination, and **it was resolved** that the Clerk be paid £431.98 comprising £275 salary, £30 contribution towards broadband subscription and £126.98 approved expenses (including £12.69 VAT).

**c) Sector Led Body for external audit**

The new audit regime would begin on 1<sup>st</sup> April 2017. PCs with annual turnover (defined as higher of receipts or payments) of £25k or less would no longer be subject to external audit, but instead would be subject to the Transparency Code, and would still have to submit and publish an Annual Return. However, an External Auditor would still need to be appointed, in case a member of the public objected to the PC's accounts. This appointment might be made by the new Sector Led Body from a panel, or the PC could opt out of this arrangement and appoint its' own External Auditor. **It was resolved** that the PC would not opt out of the Sector Led Body.

**9. Donations, event support and budgets of community groups****a) Market Bosworth Community First Responder Scheme: donation**

Cllr Sarson took no part in the discussion of this item. **It was resolved** that a donation of £150 be made to the West Leicestershire Community First Responder Scheme 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**

Cllr Sharp took no part in the discussion of this item. **It was noted** that the fifth Carlton Horticultural Show had been a success, and that a balance of £21.50 (including donations) had been carried forward (p.1577/3a refers). **It was resolved** that a grant of £35 be made to the organisers of the 2016 Carlton Horticultural Show.

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

The 2015 Christmas tree had cost £200. **It was resolved** that the cost of a Christmas tree, lights or similar festive materials in 2016 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 RoW in the area.

**e) Carlton Gardening Group: group budget**

The current balance of the Carlton Gardening Group Fund was £288.83. **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 gardening works on public open spaces in the Parish.

**f) Carlton News: group budget**

The production costs of Carlton News for 2015-16 were expected to be £134.40. **It was resolved** that the production costs of Carlton News for the 2016-17 financial year be reimbursed from the Parish Amenities Fund up to a limit of £200.00.

**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 authorised to draw up to £30 at a time through the Clerk for litter picking equipment and consumables for use in the area.

**10. Annual subscriptions to societies and publications**

**It was resolved** that membership of the Leicestershire & Rutland Association of Local Councils, the Society of Local Council Clerks, 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 £250.00.

**11. Report 2016-02: Annual Review of Risk Management**

**It was resolved** that Report 2016-02 be adopted.

**12. Report 2016-03: Annual Review of Internal Financial Control**

**It was resolved** that Report 2016-03 be adopted.

**13. Annual review of salaries, fees, charges and variable direct debits****a) Clerk's salary and expenses**

The Clerk left the meeting while this item was discussed.

**It was resolved** that for the 2016-17 financial year the Clerk's salary remain at £1100.00 pa paid quarterly in arrears; that an allowance of £10 pcm be paid quarterly in arrears to cover the PCs share of a broadband subscription (to include all emails and telephone calls); that a car mileage allowance of £0.50/mile be paid for the use of the Clerk's private car on approved official business outside the Parish; 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 Plan (p.1125) remain as adopted on 10<sup>th</sup> January 2007 (p.1121/6 refers). **It was resolved** that the Cemetery Regulations (p.1126), and Cemetery Fees (p.1127) be reviewed at the April meeting (the Clerk planned to attend a course on Cemetery Management on 8<sup>th</sup> Feb).

**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 2015-16 were £20.48 and £35.00 respectively.

**14. Internal auditor for the financial year 2016-17**

**It was resolved** that Mrs J Marshall be appointed Internal Auditor for the financial year 2016-17 with a fee of £60 to be paid for this work after approval of the accounts, and with any necessary costs or mileage reimbursed at the same rate as the Clerk.

**15. Report 2016-04: Financial Estimates for the Financial Year 2016-17**

The tax base for Carlton in 2015-16 had been 165.2, the PC had precepted H&BBC for £5,700, and the Band D council tax payable to the PC had been £34.50.

The total Band D Council tax payable in Carlton in 2015-16 was £1,455.04. Band D Council Tax payable in the Borough ranged from £1,513.55 to £1,451.69. When ranked from high to low in order of the amount of Council Tax payable, Carlton was ranked 22nd out of 25 parishes (p.1554/3e refers). The tax base for 2016-17 would be 166.0.

Minor changes and corrections were made to the draft budget.

**It was resolved** that the amended version of Report 2016-04 be adopted as the budget for 2016-17 and published as Report 2016-05.

**16. Precept for 2016-17**

**It was resolved** that H&BBC be precepted for £5,800 for the financial year 2016-17.

**17. Next meeting**

**It was resolved** that the next meeting be held at 19:30 hrs on Wednesday 10<sup>th</sup> February 2016 at Saint Andrews Church, Main Street, Carlton.

**It was resolved** that no meeting be held in March.

The meeting closed at 2150 hrs.

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

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

**Abbreviations used in these minutes**

CFG	Carlton Footpath Group
CGG	Carlton Gardening Group
DCLG	Department for Communities and Local Government
H&BBC	Hinckley & Bosworth Borough Council
KCTG	Keep Carlton Tidy Group
LCC	Leicestershire County Council
LGBC	Local Government Boundary Commission
LRALC	Leicestershire and Rutland Association of Local Councils
NRSWA	New Roads & Street Works Act
P&CIF	Parish & Community Initiative Fund
PC	Parish Council