

CARLTON PARISH COUNCIL

Minutes of the Annual Meeting held at Saint Andrew's Community Hub, Main Street, Carlton at 19:50 hrs on Wednesday 11th May 2022

Present: S G Tupling (Chairman), J H Boston, S J Cooper, I Sarson (Councillors), M Cook (Borough Councillor), 6 members of the public, C J Peat (Clerk).

1. Election of Chairman and Vice Chairman

It was resolved that Stuart Tupling be elected Chairman.

It was resolved that Ian Sarson be elected Vice Chairman.

2. Declarations of acceptance of office

The Chairman signed a Declaration of Acceptance of Office.

3. Administrative matters

a) Apologies for absence from Councillors

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

b) Declarations of interests

Cllr Boston declared a non-registrable interest in item 7b.

4. Minutes of the meeting of 9th March 2022

It was resolved that the minutes be confirmed and they were signed by the Chairman.

5. Reports, questions and comments from the following

a) Parish Councillors

The Chairman noted that there were now 7 ponies on the land at Willowfield (p.1854/4 refers).

b) Leicestershire County Council

Cllr B Harrison-Rushton **was thanked** for (i) supporting the PC over the landscaping at Bosworth Marina; (ii) using some of the LCC Members Highways Fund to install one hand gate and two kissing gates on Silk Hill in Market Bosworth; and (iii) for a written report on current LCC business.

c) Hinckley & Bosworth Borough Council

Cllr M Cook reported that the Birmingham 2022 Queen's Baton Relay would visit Market Bosworth on 21st July. Cllr Cook **was thanked** for a written report on H&BBC business.

d) Carlton Neighbourhood Watch group

Ms R Yule reported that in February there had been 1 vehicle crime, 2 burglaries, 1 anti-social behaviour, 1 drugs, and 1 other crime; in March there had been 1 other crime.

e) Parish Clerk

Council tax – the Band D Council Tax 2022-23 in Carlton would be £1,958.59.

The range in the Borough was £2,032.06 - £1,951.75. Of the 24 Parishes and Hinckley Urban Area in the Borough, only 2 Parishes would have a lower Council Tax.

Nailstone Rd – the blocked gully had been replaced by LCC Highways (p.1847/3e; 1842/3f refer).

Main St – the sunken gully outside 63 Main St had been replaced (p.1842/3f refers).

Shackerstone Walk – LCC Highways had kindly cleaned out the ditches on the east side of the West Green, and the southern side of Congerstone Lane (p.1854/3e refers). The outfall of the pipe from the gullies in Shackerstone Walk had not been located, and might be obscured by a growth of blackthorn suckers.

Water trough planter – Richard Woodward **was thanked** for moving the water trough, and the CGG for filling it with soil and planting up (p.1848/6; 1854/3e refer).

P&CIF 2022 – the grant application had been approved and the playbark had been ordered (p.1843/4 refers).

Parish Plan Group – had copied minutes to Councillors. **It was noted** that the public meeting to launch the Carlton Parish Plan 2022 had been arranged at the Community Hub on 29th June at 7.30pm.

Churchyard – the CGG **was thanked** for installing pea gravel behind the western churchyard wall and weep holes at the base of the wall, and levelling, cultivating and seeding the adjacent part of the churchyard which had been damaged and compacted by building works. Mike Duffield **was thanked** for the donation of ducting and permeable membrane, and Cllr Vann **was thanked** for the donation of grass seed.

Churchyard – the CGG **was thanked** for sowing wild flower seeds along the eastern side of the churchyard.

Cemetery – the CGG **was thanked** for levelling, cultivating and seeding the heap of soil left from the path extension works.

Cemetery – permission had been granted for the erection of a memorial to Benjamin and Alice Liddington. The inscription included details of two of their parents who were buried in the churchyard.

Little Lane – the CGG and neighbouring landowner were **thanked** for cutting back two bird cherry trees which had been overhanging the neighbouring property, together with other small trees and shrubs.

153 bus service – had been withdrawn on 17th April. **It was noted** that a Demand Responsive Transport Scheme operated between Carlton and Market Bosworth on Mondays, Wednesdays and Saturdays. This service had been advertised by notice, in Carlton News and on the PC website.

LCC Members Highways Fund – gates had been installed on footpath S69 between Back Lane and Harcourt Spinney (p.1847/3e refers). There was now only one stile (at the Stony Brook) on footpath S69 between Barton in the Beans and Mkt Bosworth. An article about the new gates was being written for Aspect.

Fly tipping – a dead horse had been dumped in a rape crop in a field off Congerstone Road (off Hag's Lane). The landowner was responsible for disposal.

Local Nature Recovery Strategy – would be prepared by LCC under the Environment Act 2021. The Clerk had attended a workshop at Norton juxta Twycross on 24th March which had considered priorities and explored opportunities and conflicts for nature recovery in OS 10km grid square SK30. This had been a scoping exercise, and this square had been

chosen as representing a typical arable environment. The Clerk had registered an interest in the development of the Strategy.

Information kiosk – the Clerk **was thanked** for obtaining spare fluorescent tubes and starters and repairing the light.

NALC – Sector finance survey had been completed and returned.

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

There were no questions or comments.

6. Annual reports from parish representatives and organisations

a) Carlton Charity Lands: Mrs H Davenport

b) Carlton Footpath Group: Mr C J Peat

c) Carlton Gardening Group: Mr G Jackson

d) Carlton Geocache: Puddlejumper

e) Carlton Heritage & Tree Warden: Mr C J Peat

f) Carlton Parish Council website: Clerk

g) Carlton Youth Champions: Ms R Yule

h) Keep Carlton Tidy Group: Mrs I M Peat

The contributors listed above **were thanked** for making report, and for their work and that of their groups for the benefit of the community. **It was resolved** that the reports be accepted and amalgamated into Report 2022-13.

7. Financial and audit matters

a) Reimbursement of costs incurred by the Clerk

The Clerk presented receipts and a statement of costs for the recent works on and around the western part of the churchyard retaining wall. **It was resolved** that costs of (£150.00 + £30.00 VAT) for pea gravel, (£61.42 + £12.28 VAT) for tool hire, (£11.26 + £2.25 VAT) for drainage pipe and (£10.00) for fuel be reimbursed (total £232.68 + £44.53 VAT = £277.21).

b) Platinum Jubilee Street Party

Members of the informal group organising the Platinum Jubilee Street Party reported that 147 adults and 30 young people had already registered to attend the party. The group had submitted a spreadsheet of estimated costs, was applying for a grant of £500 from the H&BBC Community Volunteering Fund, and had requested a grant of £350 from the PC.

The Clerk believed the group was not eligible for this H&BBC fund. Councillors questioned some of the items on the spreadsheet, and would not be happy to fund the purchase of expensive items such as a PA system, or balloon arches, and considered that some other items on the list might be borrowed for the event. However, the group **was commended** for its enthusiasm and commitment, and Councillors wished to support this important social event.

It was resolved that a grant of £200 be paid immediately, on condition that a report be made on how this money had been spent.

c) Report 2022-06: Quarterly financial statement for 1st January-31st March 2021

The monthly current account statements had been checked and signed as required (p.1515/9c refers), and the reconciliation was checked against the relevant statements for all bank accounts. **It was resolved** that Report 2022-06 be approved.

d) Receipts & Payments accounts for the financial year 2020-21

The Receipts and Payments accounts had been made up and signed by the RFO, and examined with supporting documentation by the Chairman and Internal Auditor. The reconciliations were checked against the relevant bank statements.

It was resolved that the receipts and payments accounts for the financial year ending 31st March 2022 be approved, and they were signed by the Chairman.

e) Report 2022-07: Summary financial statement for the financial year 2020-21

It was resolved that Report 2022-07 be approved.

f) Report 2022-08: Report on assets held on 31st March 2022

Cllr Sarson noted that the Carlton Gate Information Board had been omitted from the asset register. **It was resolved** that Report 2022-08 be approved with this item added with a book value of £1855.

It was noted that the total value of all assets had increased by £8 in addition to the above item. The water trough planter had been listed with a nominal value of £1, and the value of seven items previously listed as of nil value had been restated at £1 (p.1833/11;1838/5 refer).

g) Exemption from limited assurance review by the External Auditor

The total receipts and total payments for the financial year 2019-20 were both less than £25k, and the PC met the other criteria for exemption. **It was resolved** that the PC declare itself exempt from limited assurance review, and the Certificate of Exemption was signed by the RFO and Chairman.

h) Internal Auditor's report for the financial year 2021-22

The Internal Auditor had visited the Clerk to discuss financial management, had examined the accounts and supporting documents, and had completed and signed off the annual internal audit report. The Internal Auditor had recommended that the PC review its provision for the risks posed by the serious illness or death of the Clerk. **It was noted** that this statement included confirmation that the PC had correctly provided for the exercise of public rights during summer 2021. **It was resolved** that this report **be noted**, and that the agreed fee of £80 be paid (p.1822/10 refers).

i) Annual Governance Statement for the financial year 2021-22

It was resolved that the Annual Governance Statement for the financial year ending 31st March 2022 be approved, and it was signed by the Chairman and Clerk.

j) Accounting Statements for the financial year 2021-22

The Accounting Statements for the financial year ending 31st March 2022 had been completed and signed by the RFO. The statements were supported by an analysis of variances and a bank reconciliation. **It was resolved** that the Accounting Statements be approved, and they were signed by the Chairman.

The RFO advised that redacted copies of all of the documentation approved in 7c-i would be uploaded to the PC's website, and that all of the PC's accounts and supporting documentation would be open to public inspection from Monday 13th June to Friday 22nd July 2022 inclusive.

8. Report 2022-09: Summary statements of earmarked funds and s137 expenditure for the financial year ending 31st March 2022

It was resolved that Report 2022-09 be approved.

9. Report 2022-10: Annual review of property

It was resolved that Report 2022-10 be approved.

10. Report 2022-11: Annual report on memorials in the churchyard and cemetery

It was resolved that Report 2022-11 be approved.

11. Annual Report

A draft had been copied to Councillors before the meeting, and with minor corrections this draft **was approved** for publication.

12. Report 2022-12: H&BBC Community Governance Review

The proposals agreed at the last meeting (p.1856/8 refers) had been published in Report 2022-05, and the occupiers of all affected properties and Market Bosworth PC had been consulted. The occupiers of Little Friezeland had objected on the grounds that it would remove their home from the catchment area for Congerstone Primary School and would result in an increase in their council tax. The initial proposals had been supported by all other consultees.

A modified proposal had been published in Report 2022-12, and the consultation repeated. All of the consultees supported the proposals, except for Market Bosworth PC which '... does not support the revised proposed changes to the parish boundary' (Mkt Bosworth PC, Minutes, p.465, item 9, 5th April 2022). A letter from their Parish Clerk (dated 12th April) had stated: *'After due consideration it was agreed at last week's Parish Council Meeting that Market Bosworth PC does not support the proposed boundary changes which, as far as Members were concerned, would be of no real benefit. As such they would prefer for the current boundary line to remain as is.'*

The proposals were reviewed, and while taking note of the views of Market Bosworth Parish Council, Councillors took the view that the revised proposals would be of real benefit. They would locate Friezeland Farm and all of the associated farm buildings and fishing lakes unambiguously in the Parish of Market Bosworth; and the curtilages of all of the Westfields cottages, Park View Farm, and the highway approach to the village in the Parish of Carlton.

It was resolved that Report 2022-12 be submitted to H&BBC for consideration.

13. Planning matters**a) Planning applications and appeals submitted**

21/01524/NMA Non material amendment to 21/00507/HOU to reduce the size of the approved extension to the rear of the property and change roof to flat roof with lantern. Fernlea, 19 Barton Rd. PC made no comment.

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).

22/00152/FUL Change of use of agricultural buildings to B2 general industrial and B8 storage and distribution. Osbaston House Farm, Lount Rd, Osbaston. PC requested condition that all heavy goods vehicles be required to access the site from the A447, and that no hgvs be permitted to enter that part of Lount Road to the west of the site entrance.

222/00249/HOU Single storey rear extension. The Lawns, 54 Main St. PC had no objection.

c) Planning applications and appeals determined

21/00905/CLP Certificate of lawful proposed development for detached building at rear of house. 36 Main St. Permission granted.

21/01404/HOU Single storey side extension and new flue, 4 Field Farm, Main St. Permission granted.

21/01524/NMA Non material amendment to 21/00507/HOU to reduce the size of the approved extension to the rear of the property and change roof to flat roof with lantern. Fernlea, 19 Barton Rd. Permission granted.

d) Enforcement matters

Market Bosworth Marina. A site inspection on 27th April had evidenced some planting of specimen trees near to Carlton Road, but no planting of woodland areas 1-4, the native scrub area, or tree areas 1-7. Councillor Harrison-Rushton had forwarded a complaint from the PC, and on 3rd May LCC Planning had notified the Marina of its intention to issue a Breach of Condition Notice under s187A of the Town & Country Planning Act 1990 (p.1857/9e refers).

14. Next meeting

It was resolved that the next meeting be held at 19:30 hrs on Wednesday 13th July 2022 in Saint Andrew's Community Hub, Main Street, Carlton.

The meeting closed at 21:20 hrs.

Signed _____

Date _____