

CARLTON PARISH COUNCIL

Minutes of a meeting held at Saint Andrew's Community Hub, Main Street,
Carlton at 19:30 hrs on Wednesday 11th January 2023

Present: S G Tupling (Chairman), S J Cooper, I Sarson, M A Vann (Councillors),
M Cook (Borough Councillor), 2 members of the public, C J Peat (Clerk).

1. Administrative matters

a) Apologies for absence from Councillors

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

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

There were none.

2. Minutes of the meeting of 9th November 2022

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

3. Reports, questions and comments

a) Parish Councillors

The Chairman **thanked** the CGG, the FoSACC and the Carlton Rock Choir for decorating the trees in the churchyard and creating an enjoyable lighting switch-on event on Saturday 3rd December (p.1882/7 refers). Attendance had been lower than expected, and it was thought this was due to the weather being cold and wet, a World Cup football match on TV, and the Market Bosworth lighting switch-on event being held on the following evening.

It was noted that the Mkt Bosworth switch-on event in 2023 would be held on 3rd Dec and it was resolved that the Carlton event be held at 6pm on Sunday 10th December 2023.

Cllr Cooper was **thanked** for providing small signs reading *Bulbs Planted, Please Keep Off* to protect the new verge plantings of daffodils (p.1875/3f refers).

Cllr Vann reported that the finger post at Harry's Grave had been bent and the cap damaged. It was resolved that a repair be attempted, and that the damage be reported to LCC Highways if this was not possible.

Councillors had received complaints that The Gate Hangs Well had been closed on Friday 6th Dec without notice. Some elderly residents regularly attended the Friday Coffee Morning and stayed on for lunch. The Clerk was asked to find out what changes were being made to the pub opening hours and whether the coffee morning would continue to be hosted.

Cllr Vann suggested that an additional concrete water trough used as a planter would be beneficial at the Main St/Barton Rd junction, and had noted a disused concrete water trough on a local farm. It was resolved that an additional trough be sought, and the owner of the disused trough be approached.

Councillors **noted** that many waymark posts on local RoW were in poor condition. **It was resolved** that LCC RoW be invited to supply new posts for erection by the CFG and CGG.

Footpath S69 had been closed at Main St, Barton in the Beans to allow tarmacking of a private drive. The surfacing work had been carried out before Christmas, but the footpath was still closed. **It was resolved** that the Clerk request that this footpath be re-opened.

b) Leicestershire County Council

Cllr B Harrison-Rushton **was thanked** for a written report on local issues and LCC business.

c) Hinckley & Bosworth Borough Council

Cllr M Cook **was thanked** for a written report on local issues and H&BBC business. Cllr Cook advised that changes in government policy and the need for more research were delaying preparation of the Local Plan and it was now envisaged that the revised draft would be published for public consultation in May/June 2024, with a view to adoption in August 2025.

d) Carlton Neighbourhood Watch group

Ms R Yule had reported that in October there had been 3 reports of criminal damage; and in November 1 report of a burglary and 1 report of a violent and/or sexual offence.

e) Parish Clerk

Community Speedwatch – no volunteers had come forward (p.1881/3e; 1878/10b refer).

Barton & Nailstone roads – the *dragon's teeth* markings had been renewed on 17/11 (p.1846/3a; 1853/3a refer).

Lount Rd – a dumping of paint tins with cylinders in adjacent ditch had been reported to H&BBC on 19/11, but had still not been cleared. Following a similar incident in 2021 the PC had been advised that a new procedure had been adopted and that dumpings of hazardous waste would be cleared promptly (p.1842/3f refers). This matter had been referred to Cllr Cook on 4th Jan.

Bosworth Rd – street lighting column 3 had been reinstated (p.1881/3e refers).

Carlton Green West – LCC Highways had agreed to jet the culvert, but had not been able to give a date for the work (p.1881/3e refers). Recent heavy rains had caused flooding in Shackerstone Walk and **it was resolved** that photographs be submitted to LCC with a request for action.

Bosworth Links – archaeological test pits had been excavated in Carlton over the weekend of 10-11th September 2022 (p.1870/3e refers). A feedback meeting would be held in the Community Hub at 2pm on Sunday 12th February to report on the findings and show a film of the event.

Bosworth Rd – potholes on the approach to the village had been reported to LCC Highways by a parishioner.

Barton Rd – developing potholes at Bufton had been reported to LCC Highways.

Information kiosk – the Chairman and Clerk **were thanked** for replacing the broken window on 19/11 (p.1881/3e refers).

Churchyard – the Chairman and Clerk **were thanked** for cutting back the overhanging yew tree on 19/11 (p.1872/8 refers).

TPA – the Clerk **was thanked** for replacing the brittle plastic bird spikes with flexible stainless steel spikes on 20/11 (p.1880/3a refers).

Emergency cover – it had been agreed that the Clerks to Market Bosworth PC and Carlton PC would provide emergency cover for each other if one was unable to work (p.1883/10 refers).

Parishes Forum – PC had been represented by the Clerk (p.1881/3e refers).

Churchyard wall – had been surveyed on 24th Nov and the deviation from vertical found to be roughly mid-way between the maximum observed in February 2021 and the minimum observed in August 2022.

ROLLR – acknowledged deposit of PC minutes for calendar year 2021 on permanent loan under accession number DE 10526.

Street naming and numbering – PC had no objections to revised policy, but reported that current meetings cycle was 2-monthly.

HSBC Bank – the Mkt Bosworth branch had been earmarked for closure in 2023.

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

A member of the public complained that the Christmas Fun Run had used the paths in Bosworth Park, and as a result these were now churned up and muddy and not suitable for use by physically disabled visitors.

4. Toddlers Play Area

a) Management considerations arising from a recent course

Cllr Vann reported on the re-scheduled playground inspection course (p.1871/4 refers), and had found that many PCs had stopped using playbark because of the expense. Playbark rots and becomes compacted over time, and after being topped-up repeatedly the depth of soft playbark becomes too thin to adequately cushion falls, meaning that the solidified base layer has to be stripped out. **It was noted** that the playbark was going to be topped up in 2023, and **it was resolved** to review the position when further sinkage had occurred (See p.1883/11d; 1870/3e).

b) Annual independent inspection report

The TPA had been inspected on 31st October, and had been assessed as low risk (p.1881/3e refers). Minor points noted include: playbark includes long shard-like pieces of wood; algae, silt and moss on paths; potential toxicity of lead flashing used to cap signs; site signage does not include site address; projecting bolt threads on gate; nettles growing through hedge; sharp bird deterrents on swing crossbar, some wear of chains, bushes and shackles, chain openings exceed 8.6mm, seat frames corroding; climbing frame has potential head and finger traps and is close to timber edging; timber has splits and shakes.

It was resolved that the Annual Inspection Report **be noted**.

The TPA had been inspected weekly by Cllr Sarson or the Clerk, and the equipment had been repainted by Cllr Vann, who had also attended an inspection training course. The weekly inspection record book had noted that sharp pieces of wood were being removed; nettles and weeds had been removed by the CGG; the bird deterrents had been replaced (p.1880/3a); wear of the chains and shackles was being monitored. The timber shakes were normal in this kind of timber construction, and in long dry periods led to one of the handles on the climbing

frame becoming wobbly, but this tightened up again in damp conditions. **It was noted** that the playbark would be topped up in 2023 (p.1883/11d refers).

The Clerk reported that the northern gatepost at the vehicular entrance had rotted through. **It was resolved** this gatepost be replaced with a galvanised steel slamming post set in concrete.

5. Report 2022-20: Traffic in Carlton: an overview

Traffic data had been reviewed, and did not show a general increase in traffic through the village (p.1882/8 refers). **It was resolved** that Report 2022-20 be approved.

6. Report 2022-21: Survey of local bridleways

This report had been copied to Cllr Harrison-Rushton and the LCC RoW Team which was reviewing bridleways (p.1882/9 refers). **It was resolved** that Report 2022-21 be approved.

7. Planning matters

a) Planning applications and appeals submitted

There were none.

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).

22/00968/FUL Amended plans. Proposed single storey storage building. Rear of 36 Main Street. PC had no objection.

2011/0077/04/CS/06 Submission of details pursuant to condition 6 of planning permission 2011/0077/04 relating to revised landscaping details - Bosworth Marina, Carlton Road, Market Bosworth. PC objected to proposed reductions to 7 areas of tree and scrub planting, and to the proposed introduction of a temporary parking area near to the two houses (p.1868/13d refers).

c) Planning applications and appeals determined

22/00675/OUT Partial demolition and erection of replacement dwelling (access, layout and scale only). 39 Main St. Permission granted (following submission of revised plans).

22/00968/FUL Amended plans. Proposed single storey storage building. Rear of 36 Main Street. Permission granted.

21/00195/FUL Erection of 9 holiday cabins with associated parking and landscaping. Kyngs Golf & Country Club, Station Rd, Market Bosworth. Permission refused.

d) Enforcement matters

Bosworth Marina. See 2011/0077/04/CS/06 above (p.1868/13d refers). A letter from LCC Planning had proposed that no further action be taken as the landscaping scheme was now 85% complete. **It was noted** that significant planting had been carried out since comments had been made on application 2011/0077/04/CS/06. There was concern that

the amended proposal might not provide adequate screening along the northern side of the Marina site, and that the area of woodland scrub habitat was to be significantly reduced. An additional planning application was being prepared for the provision of a hard standing area near to Carlton Road between the site entrance and two houses. **It was resolved** that the Vice Chairman and Clerk inspect the site and submit a response.

8. Report 2023-01: Quarterly financial statement October-December 2021

The monthly current account statements had been checked and signed as required (p.1515/9c refers), and the reconciliations for all bank accounts were checked against the most recent statements. **It was resolved** that Report 2023-01 be approved.

9. Report 2023-02: Annual Review of Risk Management

It was resolved that Report 2023-02 be approved.

10. Report 2023-03: Annual Review of Internal Financial Control

It was resolved that Report 2023-03 be approved.

11. Appointment of Internal Auditor

It was resolved that Mrs J Marshall be appointed Internal Auditor for the financial year 2023-24 and that a fee of £85.00 be paid on conclusion of the audit process.

12. Donations, event support and budgets of community groups in 2023-24

a) West Leicestershire Community First Responder Group: donation

It was resolved that a donation of £250 be made to the West Leicestershire Community First Responder Group 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

It was noted that the 12th show had been held in the Community Hub, but had not been as well supported as previous years (p.1875/3e refers). **It was resolved** that a donation of £40 be made to the organisers of the 2023 Carlton Horticultural & Produce Show.

c) Christmas lighting and switch-on: event support

It was resolved that a grant of £40 be made to the PCC for the use of the church for the 2023 switch-on event and electricity for the lights.

d) Carlton Footpath Group: group budget

It was noted that the Clerk was acting as Chairman of the Group as no volunteer had come forward. 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 rights of way in the area.

e) Carlton Gardening Group: group budget

The current balance of the Carlton Gardening Group Fund was £151.12. **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 work on public open spaces in the Parish.

f) Carlton News: group budget

The total production costs for 2022-23, including a colour supplement in the August issue, were expected to be £215. The Carlton Volunteer Group had kindly donated £30 towards the cost of the colour supplement. **It was resolved** that the production costs of Carlton News for the 2023-24 financial year be reimbursed from the Parish Amenities Fund up to a limit of £300.

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 authorized to draw up to £40 at a time through the Clerk for litter picking equipment and consumables for use in the locality.

h) Fixed Asset Fund: annual contribution

The current balance of the Fixed Asset Fund (FAF) was £5,829.90. **It was resolved** that the annual transfer to the FAF remain at £650 (p.1570/5c refers).

13. Annual subscriptions

It was resolved that membership of the Leicestershire & Rutland Association of Local Councils 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 £240.

14. Review of salaries, fees, charges and variable direct debits**a) Clerk's salary and definition of costs eligible for reimbursement**

The Clerk left the meeting while this item was discussed.

It was resolved that for the 2023-24 financial year the Clerk's salary remain at £1,800.00 pa paid quarterly in arrears; that an allowance of £10/calendar month be paid quarterly in arrears to cover the PCs share of a broadband subscription (to include all emails and telephone calls); that 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 Regulations remain as adopted on 13th June 2018 (p.1714/6 refers) and that the Cemetery Plan remain as adopted on 28th September 2022 (p.1876/4 refers).

It was resolved that the Table of Fees adopted on 9th October 2019 (p.1781/6 refers) be reviewed in July 2023.

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 three variable direct debits, payable to (i) E.on, transferred to Npower in 2022; (ii) the Information Commissioner's Office; and (iii) HSBC. The amounts paid out in the calendar year 2022 were (i) £1.87 & £30.18 (including VAT); (ii) £35.00; and (iii) £122.00 respectively.

15. Report 2022-22: Preliminary financial estimates for the financial year 2023-24 version 2

The tax base for Carlton in 2022-23 had been 179.6; the PC had precepted H&BBC for £8,550, and the Band D council tax payable to the PC had been £47.61.

The total Band D Council Tax payable in Carlton in 2022-23 was £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 had a lower Council Tax.

The tax base for 2023-24 would be 180.1. Revised financial estimates for 2023-24 (Report 2021-22) had been copied to Councillors before the meeting (p.1883/11d refers).

It was resolved that Report 2022-22 be noted.

Cllr Sarson advised that the street lighting columns used by the SID would require a structural survey in November 2023. This had cost £479 in 2020 and travelling costs were a significant part of the fee. The cost might be kept down if surveys for nearby parishes could be carried out on the same day.

It was resolved that an estimate of £500 be included in the budget and that the Clerk invite nearby parishes to collaborate through a note in the LRALC weekly round-robin.

Receipts from cemetery fees had not previously been included in the budget because they were not guaranteed; received at irregular intervals; very variable; and it had been considered inappropriate to anticipate the death of parishioners. On the other hand, the PC had received significant income from this source over the past few years; would continue to do so; and there was a strong argument that recognising this in the budget would be proper practice. Over the 5 financial years 2016-17 to 2020-21 the fees received had ranged from £150 to £2,860.

It was resolved that this income be described as fees income in future and that £700 be included in the budget as estimated income for 2023-24, this being the rounded down average of the figures in the budget for the previous three financial years.

16. Precept for the financial year 2023-24

It was resolved that H&BBC be precepted for £8,575 for the financial year 2023-24, and that (with the addition of this figure, changes minuted above, and consequential minor adjustments), Report 2022-22 be adopted as the budget for 2023-24 and published as Report 2023-04.

17. Date, time and place of the next meeting and the Annual Meeting

It was resolved that the next meeting be held at 1930 hrs on Wednesday 8th March 2023 at Saint Andrew's Community Hub, Main Street, Carlton.

It was resolved that the Annual Parish Meeting and the Annual Meeting of the Parish Council be held at 19:30 hrs on Wednesday 17th May 2023 at Saint Andrew's Community Hub, Main Street, Carlton.

The meeting closed at 21:07 hrs.

Signed _____ **Date** _____

Abbreviations used in these minutes

CDJO	Carlton Diamond Jubilee Orchard
CFG	Carlton Footpath Group
CGG	Carlton Gardening Group
FoSACC	Friends of Saint Andrew's Church Carlton
H&BBC	Hinckley & Bosworth Borough Council
KCTG	Keep Carlton Tidy Group
LCC	Leicestershire County Council
LRALC	Leicestershire and Rutland Association of Local Councils
PAF	Parish Amenities Fund
PC	Parish Council
ROLLR	Record Office for Leicester, Leicestershire & Rutland
TPA	Toddlers Play Area