

CARLTON PARISH COUNCIL

Minutes of a meeting held at Saint Andrew's Community Hub, Main Street, Carlton at 7pm on Wednesday 10th January 2024

Present: S G Tupling (Chairman), R G Arnold, J H Boston, I Sarson, M A Vann (Councillors), M A Cook (Borough Councillor), 1 member of the public, C J Peat (Clerk).

1. Administrative matters

a) Apologies for absence from Councillors

There were none.

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 2023

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

The Chairman reported that the Christmas lights switch-on had been attended by over 60 parishioners on 10th Dec, and compliments on the event had been received by Councillors. The collection had raised £251.50 for the FoSACC and the Harley Staples Cancer Trust. Holding the event on a Sunday and a week after the Mkt Bosworth switch-on had proved successful (p.1885/3a refers). The CGG **was thanked** for putting up and taking down the lights, and the Carlton Rock Choir and the FoSACC **were thanked** for their support at this event. **It was resolved** that the 2024 switch-on event would be held at 6pm on Sunday 8th December.

A number of parishioners had also expressed their appreciation of the Christmas tree on Carlton Green, which had been provided and illuminated by local residents (p.1911/5 refers). **It was resolved** that a letter of thanks and appreciation be sent to the organiser.

Cllr Arnold had observed local people driving past the SID on Bosworth Road at speeds of 50 mph, and having to brake hard to avoid colliding with turning vehicles at the Main St/Barton Rd junction. His concern that a fatal accident in this area was likely to occur was shared by Councillors. **It was noted** that Bosworth Rd had been earmarked for traffic calming by LCC Highways, and that the SID data showed that the vast majority of drivers respected the speed limit. It was not clear how the PC could influence the small number of reckless drivers. **It was resolved** that the Local Beat Team be asked to deploy a radar speed check on Bosworth Road.

The Chairman reported that he had found out of date information on the PC website, and that there were no contact details for some organisations. The Clerk apologised for the out of date information which would be removed, but explained that it was very time-consuming to

monitor and update this kind of information, and that some individuals did not wish their personal contact details to be advertised on a website. The Clerk recommended that he remain the only named contact on the website, and could provide links or information on request. A significant number of the messages received related to other places with the name *Carlton*.

Parking on pavements was prevalent through the village, and caused problems for users of mobility buggies, carers with prams or pushchairs and pedestrians who needed to use walking aids. Putting notices on offending vehicles had not proved effective. **It was noted** that this had been identified as an important local issue by the new Police Area Commander, and **it was resolved** that the Local Beat Team be asked to monitor the village and take appropriate action.

A complaint was made about the muddy state of footpath S69 caused by the recent wet weather and the use of the land for pony paddocks. This was a legitimate use of the land, and **it was resolved** that no action be taken.

A complaint was made about bonfires. The complainant **was advised** that bonfire with black smoke could be referred to H&BBC Environmental Health for investigation, but the report must be made at the time of the nuisance so that evidence could be obtained.

b) Leicestershire County Council

Cllr B Harrison-Rushton **was thanked** for notice of current LCC initiatives.

c) Hinckley & Bosworth Borough Council

Cllr M A Cook **was thanked** for a report on H&BBC business and local issues, and was asked to find out why the dumping of containers on Congerstone Lane had still not been dealt with (see 3e below).

d) Carlton Neighbourhood Watch group

Ms R Yule had advised that there had been no reported crime in Carlton in October, and one report of a violent or sexual offence in November.

e) Parish Clerk

Congerstone Lane – chemical drums had been fly-tipped in the southern ditch on 13th Oct; on 7th Dec H&BBC had advised that the drums would have to be removed by a specialist contractor because they contained toxic material. The drums had still not been removed by the day of the meeting.

Congerstone Lane – LCC Highways had been advised that contractors laying a cable duct under the railway bridge appeared to have abandoned the project and left a section of unsurfaced trench in the middle of the road.

Bosworth Rd – the leaning street lighting column had been fixed upright (p.1915/3a, 1920/3a refer).

Main St/ Barton Rd junction – LCC Highways had advised that the area was being monitored and that resurfacing and white lining was not yet necessary (p.1920/3a refers).

Main St – the provision of horse warning signs near Manor House Farm was being investigated by LCC Highways (p.1920/3a refers).

Main St – the humped footway outside no.65 had been examined by LCC Highways, who had refused to widen the footway and would write to the landowner. It was difficult to

see what this would achieve as the tree was covered by a TPO and the landowner had no powers to carry out works to the footway (p.1920/3a refers). **It was resolved** that the Clerk visit the landowner to explain why the letter had been sent.

Nailstone Rd – street light number 5 had been reported to LCC as not working. This column, and no.6, had been installed when Northfields was built, but were missing from the LCC database. The matter had been referred to LCC Streetlighting and NCHA.

H&BBC Parish Forum – the Clerk had been unable to attend because of illness (p.1921/3e refers).

Churchyard wall – had been monitored on 20th Nov: the deviation from vertical had been slightly greater than the maximum observed previously in Feb 2021, though the autumn weather had been very wet. The CGG **was thanked** for removing 30cm of soil from behind the eastern section of the wall on 23rd Nov to relieve the pressure on the wall.

RHS Its Your Neighbourhood – the CGG **was congratulated** on being awarded a *Thriving – Level 4* award for the CDJO with gardening vouchers for £15 through Britain in Bloom.

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.

4. Inspection report on the Toddlers Play Area

The annual independent inspection had been carried out on by the Play Inspection Company on 9th November and had been assessed as low risk (p.1921/3e refers).

Minor points noted include: playbark includes long shard-like pieces of wood; algae, silt and moss on paths and on equipment; weed growth around installation; potential toxicity of lead flashing used to cap signs; site signage does not include site address; projecting bolt threads on gate; sharp bird deterrents on swing crossbar; some wear of chains and shackles; bushes worn or missing; chain openings exceed 8.6mm; seat frames corroding; climbing frame has potential head and finger traps and is too close to timber edging; timber has splits and shakes. The Inspector had advised that the metal bird deterrent spikes on the swing crossbar be replaced with cable ties (p.1895/3f refers).

It was resolved that the Annual Inspection Report **be noted**. In respect of the observations made in the report, **it was noted** that the TPA had been inspected weekly by Cllrs Sarson, Vann or the Clerk, and the equipment had been repainted by Cllr Vann. The weekly inspection record book had noted that sharp pieces of wood and weeds were being removed as they appeared. The playbark had been topped up (p.1916/3f); the brittle plastic bird deterrents had been replaced by flexible metal ones (p.1866/3e); and a new cradle seat and bushes had been installed (p.1904/3e). The bushes were not missing or worn. Cllr Vann reported that he had been advised not to use cable ties as bird deterrents at the recent training course. Wear of the chains and shackles was being monitored, but was not yet considered significant. 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.

5. Replacement of the cemetery fences

The fence along the northern side of the Cemetery Field had been pushed over by sheep on 11th December: Mr Scott and the Clerk **were thanked** for making temporary repairs. The posts had been found to be rotten – this fence had been installed in 2010 (p.1346.7 refers).

The site had been inspected on 12th Dec, and as about half of the posts in the eastern fence had also been found to be rotten a specification had been drawn up for the replacement of both fences and sent to 6 local contractors.

Two quotations had been received:

Charnwood Fencing	£4,070.56
BE, V & BJ Sutton	£1,000.00

It was resolved that the quotation from BE, V & BJ Sutton be accepted.

6. Report 2023-17: Speed and traffic monitoring

It was resolved that Report 2023-17 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).

23/00853/OUT Outline planning permission for the provision of two detached dwellings and associated parking to the land between 80 and 86 Main Street Carlton (all matters reserved except for access). Land between 80 and 86 Main St. PC objected on grounds that: (i) the proposed bin store will obstruct public footpath S50/51 which has not been diverted; (ii) the proposed pedestrian connection between the footway and public footpath S50/51 does not follow the definitive line of the public right of way. Requested conditions (i) the site access and bin collection point shall be contiguous and surfaced in bound materials; and (ii) any gates shall be set back at least 5.5m from the highway and fixed so as to open inwards only should LPA be minded to approve the application.

c) Planning applications and appeals determined

d) Enforcement matters

There were none.

8. Report 2024-01: Quarterly financial statement October-December 2023

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 2024-01 be approved.

9. Risk management

Risks were reviewed and **it was resolved** that they remained the same as set out in Report 2023-02 (except that the sums insured had been increased by index-linking).

10. Internal financial controls

Internal financial controls were reviewed and **it was resolved** that they remained the same as in Report 2023-03.

11. Appointment of internal auditor

It was resolved that Mrs J Marshall be appointed Internal Auditor for 2024-25 and that a fee of £90.00 be paid on conclusion of the audit process. **It was noted** that Mrs Marshall did not wish to be considered for this position in 2025-6.

12. Donations, event support and budgets of community groups in 2024-25

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 14th show had been held in the Community Hub, had been much better supported than 2022 and that a balance of £75.23 had been carried forward (p.1916/3e refers). **It was resolved** that a donation of £20 be made to the organisers of the 2024 Carlton Horticultural & Produce Show.

c) 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.

d) Carlton Gardening Group: group budget

The current balance of the Carlton Gardening Group Fund was £60.07. **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.

e) Carlton News: group budget

The total production costs for 2023-24 were expected to be £177.60. **It was resolved** that the production costs of Carlton News for the 2024-25 financial year be reimbursed from the Parish Amenities Fund up to a limit of £300.

f) 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.

g) Fixed Asset Fund: annual contribution

The current balance of the Fixed Asset Fund (FAF) was £6,479.90. **It was resolved** that the annual transfer to the FAF remain at £650 (p.1570/5c refers).

13. Annual subscriptions

It was noted that the Leicestershire & Rutland Playing Fields Association had closed down. **It was resolved** that membership of the Leicestershire & Rutland Association of Local Councils be renewed 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 2024-25 financial year the Clerk's salary be increased to £2,250.00 pa paid quarterly in arrears; that an allowance of £20/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 15th November 2023 (p.1922/6 refers); that the Cemetery Plan remain as adopted on 28th September 2022 (p.1876/4 refers); and the Table of Fees remain as adopted on 12th July 2023 (p.1912/12 refers).

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) Npower; (ii) the Information Commissioner's Office; and (iii) HSBC. The amounts paid out in the calendar year 2023 were (i) £73.78 (including VAT); (ii) £35.00; and (iii) £124.00 respectively.

15. Report 2024-02: Preliminary financial estimates for the financial year 2024-25 version 2

The tax base for Carlton in 2023-24 had been 180.1; 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 2023-24 was £2,056.09. The range in the Borough was £2,139.31 - £2,056.09. Of the 24 Parishes and Hinckley Urban Area in the Borough, Carlton had the lowest Council Tax.

The tax base for 2024-25 would be 180.9. Revised financial estimates for 2024-25 (Report 2024-02) had been copied to Councillors before the meeting (p.1923/8b refers).

It was resolved that Report 2024-02 be noted.

Minor adjustments and corrections were made to some of the figures in Report 2024-02 as invoices had been received since it was prepared. **It was resolved** that (i) the donation to Carlton PCC for the Christmas lights and switch-on event be increased from £40 to £50;

(ii) the budget allocation for training be increased to £300 with a view to commissioning a bespoke training course in 2024; (iii) the sum allocated for the annual inspection of the TPA be increased to £100; (iv) the allocation to the Recreational Land Reserve Fund be increased to £800.

16. Precept for the financial year 2024-25

It was resolved that H&BBC be precepted for £9,200 for the financial year 2024-25, and that (with the addition of this figure, changes minuted above, and consequential minor adjustments), Report 2024-02 be adopted as the budget for 2024-25 and published as Report 2024-03.

17. Next meeting

It was resolved that the next meeting be held at 7pm on Wednesday 13th March 2024 in Saint Andrew's Community Hub, 30 Main Street, Carlton.

The meeting closed at 8.35pm.

Signed _____ **Date** _____

Abbreviations used in these minutes

CDJO	Carlton Diamond Jubilee Orchard
CFG	Carlton Footpath Group
CGG	Carlton Gardening Group
FAF	Fixed Asset Fund
FoSACC	Friends of Saint Andrews 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
LPA	Local Planning Authority
NCHA	Nottingham Community Housing Association
PAF	Parish Amenities Fund
PC	Parish Council
PCC	Parochial Church Council
RHS	Royal Horticultural Society
SID	Speed Indicator Device
TPA	Toddlers Play Area