

This list is intended to serve as a complete inventory and annual management review

[i] = item insured and insured value May 2023

1. Land	Condition	Works
1.1 Carlton Green - West	Very good	Minor rutting from vehicles.
1.1.1 Ditch and outfall	Blocked	Outfall pipe blocked under Congerstone Lane; awaiting excavation by LCC Highways (p.1894/3e refers).Fit grid to outfall to prevent clogging. Infall into ditch from highway gullies not found 3/22. No Parking sign has rotted - remove or replace?
1.2 Carlton Green - East	Very good	
1.2.1 Bench seat	Good	Repainted 2015.
1.2.2 Litter bin	Excellent	Installed 2016.
1.3 Glebe Farm Green	Very good	Possible site for planting of <i>Magnolia</i> tree, subject to neighbour agreement.
1.4 Little Lane	Very good	Old ash tree in hedge infected with ash die-back; neighbours informed. Brambles treated with herbicide. Overhanging trees all cut back 5/23.
1.4.1 Millennium noticeboard	Good	Adjacent hedge cut back 5/23.
Bench seat	Good	Replaced 2021.
1.4.2 Wooden kissing gate	Good	
1.4.3 Hedgehog box	Very good	
1.4.4 Geocache	Good	Replaced 2020.
1.5 Diamond Jubilee Orchard	Very good	See Carlton Gardening Group reports & works programme. N hedge laid 2/22 and trimmed 2/23. 2 sessile oak whips planted next to hedge 3/23.
1.5.1 Toddlers play equipment	Very good	See separate independent report. Swing cradle seat repaired 2020. Climbing frame repainted 7/22. Monitor wear in swing shackles. Play bark added 5/21; topped up 6/22; to be further topped up 6/23. Flexible bird spikes installed above swing seats 11/22.
		[i] = £15010.79
1.5.2 Health & Safety notice	Very good	Required by law. Should include site address.
1.5.3 Bench seat nr Barton Rd	Good	In memory of Cllr Bob Edmunds 2015. Treated with tung oil 6/22.
1.5.4 Bench seat nr Nailstone Rd	Excellent	Installed 2019. Treated with tung oil 6/22.
1.5.4 Picnic table	Good	Treated with preservative 7/22.
1.5.5 Bench adj picnic table	Very good	Installed 10/21.
1.5.6 Entrance signs	Good	Paint has eroded from lettering, but engraving means sign can be read.
1.5.7 Parking area gate	Good	Recommended that bolts be filed down or capped. Galvanised steel gatepost installed 3/23.
1.5.8 2 hedgehog boxes	Good	
1.5.9 5 compost bins	Good	3 need emptying - is compost useable?
1.6 Cemetery	Very good	Next section of graves set out 8/22; Spoil from path works levelled 3/22. Bramble re-growth in trees and shrubs will need treatment with herbicide in 2023.
1.6.1 Paths	Very good	Repaired and extended 11/21.
1.6.2 Topsoil store	Good	Constructed 2016.
1.6.3 Steel kissing gate	Good	Footpath to S of gate levelled with spoil from church building works 6/21.
1.6.4 Drains to S & E ditches	Running	

1.7	Churchyard	Good	Church extended 2021. Sunken area on NE side of church levelled with spoil from building excavations. Extensive remediation works and levelling around extension carried out 11/21. New rainwater drain and inspection chambers laid 7/21. Overflow installed in water butt 11/21. Areas to NW and S of church levelled, cultivated and re-seeded 4/22. Reclaimed slabs to be laid at W end of church for dustbin. Investigate poor drainage at E end church -? blocked drain.
1.7.1	Retaining wall eastern section	Reasonable	Monitoring of movement ongoing. Will need to be re-built at some future date.
	Retaining wall western section	Good	Weep holes drilled & lined; pea gravel & field drain laid behind wall 4/22.
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	Poor	Rot continuing to develop.
1.7.5	Wooden kissing gate	Good	Fence replaced 9/20.
1.7.6	Trees	Good	3 trees planted 6/2/22 to mark Platinum Jubilee watered during drought in 2022 and alive. 1 tree to mark Coronation to be planted 2023.
1.7.6.1	Tall Austrian pine.		Inspected by Tree Warden 2/23 - no evidence of fungal infection, wind firm, no mounding or disturbance of soil around base.
1.7.7	Paths	Very good	New tarmac path from road to church laid 11/21 had significant cracks summer 2022. Banks to path reinstated 4/22.

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. Partial green roof may be installed as experiment in 2023.
	[i] = £15,105.86 two shelters in equal parts		
2.3	Parish information kiosk	Very good	Repainted 2017. Window replaced 11/22; bulbs and starters replaced 5/22. Light fitting in poor condition and will need replacement at some point. Bottom of door needs sanding so it closes fully.
2.3.1	Community defibrillator [i] = £2,060.00	Very good	Installed 2010. Owned & maintained by the Carlton Defibrillator Group.

3. Street furniture

3.1	Bench seat - E end Main St	Good	Donated by Leicester Mercury, 1974.
3.2	Concrete water trough planter	Good	Licence application approved 2/22. Installed 3/22.
3.3	Rustic bench - Harry's Grave	Good	
3.4	Victorian mile post - Bosworth Rd	Good	Needs welding/repair. Listed 1997.
3.5	Golden Jubilee sign - Barton Rd [i] = £3,415.48	Good	Needs treatment with tung oil during dry weather in summer each year. Treated 6/22.
3.6	Vehicle activated sign - mobile [i] = £3,347.50	Good	Acquired Aug 2018; repaired & fully operational.

4. Highway trees - trees in highway verges only

4.1	Lime	Healthy	E side Bosworth Rd. Crown raised 2/22.
4.2	Sessile oak	Healthy	NW side Main St/Barton Rd junction. Diamond Jubilee Oak tree.
4.3	2 Fastigate hornbeam	Healthy	W side Barton Rd. Low branches overhanging footway removed 2/22.
4.4	Cherry	Healthy	W side Barton Rd; minor pruning 2/22.
4.5	Alder	Dead	Congerstone Rd verge. Replaced by cuttings of yellow willow.
4.6	Ash	Healthy	N side Congerstone Rd. Branch over road cut back 1/19.
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 Answerphone in use by Clerk
- 5.4 2 strings of fairy lights stored by Clerk.
- 5.5 2 string fairy lights, transformer and box decorations for Christmas tree, stored by Clerk.
- 5.6 1x70m, 1x40m string static warm white LED fairy lights, 2x20m suply cables, 3 timer switches stored by Clerk.

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 2019-20 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 Registers of (i) Member's Interests, (ii) Gifts & Hospitality.
- 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.
Gate Information Board	Agreement with the Gate Hangs Well.
Water trough planter	Licence agreement pending.

7.7 Administration

Current Declarations of Acceptance of Office.
Schedule of documents stored by Flavells at Hinckley Office.

7.8 Books

Arnold-Baker on Local Council Administration, 9th, 10th, 12th editions.
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.

C J Peat. Parish Clerk & Responsible Financial Officer. 14th April 2023