

# CARLTON PARISH COUNCIL

## Minutes of a meeting held at Saint Andrew's Church, Main Street, Carlton at 19:30 hrs on Wednesday 10<sup>th</sup> April 2019

**Present:** S G Tupling (Chairman), J H Boston, S J Cooper, I Sarson, W R Sharp (Councillors), I D Ould (County Councillor), M Cook (Borough Councillor), 2 members 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 13<sup>th</sup> March 2018

**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 reported that footpath S68 had still not been restored to its original route on the approach to Shackerstone Station. **It was resolved** that this be reported to LCC RoW.

#### b) Leicestershire County Council

Cllr I D Ould **was thanked** for a written report on LCC business and local casework. Cllr Ould was campaigning for a review of a recent case where the CPS had refused to prosecute two individuals found in possession of a stolen vehicle (p.1743/3b refers).

#### c) Hinckley & Bosworth Borough Council

Cllr M Cook reported on current H&BBC business, but had no current casework in Carlton. Plans for Bosworth Water Trust were being discussed, but there would be no changes at the site for the summer of 2019 (p.1713/3e refers).

#### d) Carlton Neighbourhood Watch group

Ms R Yule reported that there had been no reported crime in January. On 15<sup>th</sup> March a pair of large front gates had been stolen.

#### e) Parish Clerk

**Election** – five nominations had been received for the five seats on the PC, so there would not be a contested election on 2<sup>nd</sup> May.

**Main St obstruction** – Main St had been blocked at 08:30 hrs on Tuesday 19<sup>th</sup> March by a concrete lorry delivering to 21 Main St. When informed of the problem the Clerk had

directed the traffic, and arranged with the builder to move the concrete pumping lorry further into the site.

**Police** – All Parish Meeting, 15<sup>th</sup> April, Bosworth Hall, 19:30 hrs. **It was resolved** that the PC be represented by Cllr Boston and the Clerk.

**Parishes Forum** – 21<sup>st</sup> March at Sheepy, attended by Clerk (p.1748/3e refers). The Rural Strategy had been updated and copied to Councillors; comments were invited on the 2019 draft. The draft *Rural Housing Delivery* plans included open market starter homes and retirement bungalows in rural hamlets. H&BBC planned to make Borough-wide PSPOs which the PC might opt-in to. The P&CIF had been under subscribed, so the PC's application should be successful; an extra £100k had been allocated to the DCF. The Clerk had obtained bottles for the *Message in a Bottle* scheme, which would be advertised in Carlton News, and had requested litter picking equipment for the KCTG through a government scheme administered by Street Scene Services. The RCC could offer advice and support for community consultation & engagement and the preparation of Parish Plans – the latter were still considered appropriate for parishes which were not preparing a Neighbourhood Plan. The Clerk had read an extract from H&BBC Design Guidance for New Residential Development, showed photographs of a recent local development, and asked how it had come to be permitted in view of this guidance. These comments had been met with support from the audience and bluster and excuses from members of the Planning Committee.

**LRALC** - AGM on 15<sup>th</sup> June. **It was resolved** that the Clerk attend and be appointed voting representative of the PC.

**H&BBC Sports Facilities survey** – had been completed and returned.

**WLCFR** – had sent annual report which had been copied to all Councillors.

**Sunday Times** – had published an article claiming that most PCs were 'pootling along' and that PCs were not accountable (Home, 7<sup>th</sup> April, p.8-9). After consulting Councillors, the Clerk had written to the Editor objecting to this unwarranted generalisation.

**Ivanhoe Line** – a new group called *Campaign to Reopen the Ivanhoe Line (CRIL)* had been formed, and had begun work on producing costings for the project.

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 parishioner complained that footpath S69 was becoming obstructed by an overgrown hedge along the back garden of Manor House Farm. **It was resolved** that the Clerk ask the landowner to cut this hedge.

#### **4. Proposed changes to speed signage on Bosworth Road**

The Chairman and Clerk had met with Cllr Ould on 25<sup>th</sup> March; the key issues were (i) the costs and how they might be reduced; and (ii) that the PC did not support the proposed 40 mph buffer zone. Cllr Ould had advised that LCC Highways had now adopted much more rigid policies in line with national guidance. In particular, LCC Highways would not install a 30 mph speed limit unless there was built development on both sides of the road. For this reason, the 30 mph zone on Bosworth Rd would not be extended.

**It was resolved** that (i) the proposal to extend the 30 mph speed limit be withdrawn; (ii) the offer to move the village nameplate be accepted; and (iii) the possibility of installing additional signage be investigated.

## **5. Report 2019-09: Speed and traffic monitoring**

It was resolved that Report 2019-09 be approved.

## **6. Quotations for insurance and agreement**

Quotations had been sought from five providers for the same cover, and three had responded:

Came & Co (Stackhouse Poland)	£395.56
Norris & Fisher	£381.68
Zurich Municipal	£353.73

The prices above were annual premium including tax for the first year of a 3-year agreement.

It was resolved that the quotation from Zurich Municipal be accepted and a long-term agreement entered into for 3 years with the option of an extension for a further 2 years.

## **7. H&BBC Draft Rural Strategy for 2019**

The Strategy for 2018 had been reviewed, and the update discussed at the Parishes Forum; draft comments had been copied to Councillors before the meeting and changes were discussed. It was resolved that revised comments be circulated for approval and then submitted by the Chairman and Clerk.

## **8. Financial and audit matters**

### **a) Report 2019-10: Quarterly financial statement for January-March 2019**

The monthly current account statements had been checked and signed as required (p.1515/9c refers), and the reconciliation was checked against the most recent statements for all bank accounts. It was resolved that Report 2019-10 be approved.

### **b) Receipts & Payments accounts for the financial year 2018-19**

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 latest bank statements.

It was resolved that the receipts and payments accounts for the financial year ending 31<sup>st</sup> March 2019 be approved, and they were signed by the Chairman.

### **c) Report 2019-11: Summary financial statement for the financial year 2018-19**

It was resolved that Report 2019-11 be approved.

### **d) Exemption from limited assurance review by the External Auditor**

The total receipts and total payments for the financial year 2018-19 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, and the Certificate of Exemption was signed by the RFO and Chairman.

**e) Internal Auditor's report for the financial year 2018-19**

The Internal Auditor had not identified any concerns or additional risks, and had completed and signed off the annual internal audit report. **It was resolved** that this report be noted, and that the agreed fee of £70 be paid.

**f) Annual Governance Statement for the financial year 2018-19**

**It was resolved** that the Annual Governance Statement for the financial year ending 31<sup>st</sup> March 2018 be approved, and it was signed by the Chairman and Clerk.

**g) Accounting Statements for the financial year 2018-19**

The Accounting Statements for the financial year ending 31<sup>st</sup> March 2019 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 8a-g above 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 3<sup>rd</sup> June to Friday 12<sup>th</sup> July 2019.

**9. Planning matters**

There were none.

**10. Next meeting**

**It was resolved** that the Annual Parish Meeting be held at 19:00 hrs on Wednesday 8<sup>th</sup> May 2019 at Saint Andrew's Church, Main Street, Carlton, and that this be followed by the Annual Meeting of the PC.

The meeting closed at 21:15 hrs.

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

**Abbreviations used in these minutes**

AGAR	Annual Governance and Audit Review
CPS	Crown Prosecution Service
DCF	Developing Communities Fund
H&BBC	Hinckley & Bosworth Borough Council
KCTG	Keep Carlton Tidy Group
LCC	Leicestershire County Council
LRALC	Leicestershire and Rutland Association of Local Councils
P&CIF	Parish & Community Initiative Fund
PC	Parish Council
PSPO	Public Space Protection Order
RCC	Rural Community Council
RFO	Responsible Financial Officer
WLCFR	West Leicestershire Community First Responders