

# CARLTON PARISH COUNCIL

## Minutes of a meeting held at Saint Andrew's Church, Main Street, Carlton at 19:30 hrs on Wednesday 8<sup>th</sup> July 2020

Meetings scheduled for 8<sup>th</sup> April, 13<sup>th</sup> May and 10<sup>th</sup> June had not been held in accordance with restrictions imposed by the Coronavirus Act 2020

**Present:** S G Tupling (Chairman), J H Boston, S J Cooper, I Sarson, M A Vann (Councillors), 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 11<sup>th</sup> March 2020

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 Vann reported that the hedge on the northern side of the jitty needed cutting. The Chairman reported that the hedge at the rear of 4 Nailstone Rd was overhanging the carriageway on Barton Rd. **It was resolved** that the landowners be asked to cut back these hedges.

#### b) Leicestershire County Council

Cllr I D Ould **was thanked** for a written report on LCC business and local issues.

#### c) Hinckley & Bosworth Borough Council

Cllr M Cook **was thanked** for a written report on H&BBC business and local issues.

#### d) Carlton Neighbourhood Watch Group

Ms R Yule reported that there had been one report of a sexual or violent offence in February, and no reported crime in March and April.

#### e) Parish Clerk

**Covid-19** – before the start of the lockdown each vulnerable parishioner had been visited and advised that volunteers would be available to provide additional practical help, and a

letter had been delivered to every household in the Parish giving contact details for the Minister, Fete Organiser and Clerk, each of whom could call on a team of volunteers. As expected, the pre-existing support networks of families, friends and neighbours had continued to work well, with extra volunteers stepping up when called on (p.1799/3a refers).

**Council tax 2020-21** – the Clerk reported that the Band D council tax payable in Carlton in 2020-21 would be £1807.10, and the range in the Borough would be £1,877.62 - £1,800.91. When ranked from high to low in order of the amount of council tax payable, Carlton would be ranked 22<sup>nd</sup> out of 25 areas in the Borough (24 parishes, and Hinckley urban area).

**Local Plan** – The Good Design Guide SPD and Area Specific Design Guidance had been adopted by H&BBC. The latter did not include any of the recommendations or photographs submitted by the PC (p.1763/8d refers).

**CDJO seat – installation** had been reported in the Spring issue of the Borough Bulletin.

**HSBC** – the review of the PC's accounts had been completed (p.1800/3e refers).

**West Leics Community First Responders** – sent annual report for 2019. **It was noted** that this Group had attended a significant number of incidents outside Leicestershire including Swadlincote, Woodville, Castle and Church Gresley, Burton, and even Northampton and Derby.

**Footpath S69** – complaints had been received about an overgrown hedge next to Manor House Farm; the hedge had been cut the back promptly by the landowner.

**Pile driving** – on 21<sup>st</sup> May complaints had been received about severe vibration from pile driving at 52 Main St from neighbours at 42, 48 and 59 Main St. The site manager had explained that hard ground had been encountered at the NW corner of the site: the Clerk had taken photographs of minor cracking and brick spalling at 50, 48 and 59. Those affected had been advised to contact their home insurers. The site was being monitored (under H&BBC Environmental Health), and surrounding buildings had been inspected by a surveyor (working for the contractor) on completion of the piling.

**Churchyard wall** – had been measured on 24<sup>th</sup> May: the centre of the bulge appeared to be tilting by about 6mm a year.

**Sewer repairs** – the sewer outside 25 Main St had overflowed again over evening of 17<sup>th</sup> June after heavy rainstorms, and had been jetted a couple of days later. Previous problems had been attributed to material becoming caught on damage to the pipe caused by tree roots, but on this occasion the blockage had been caused by lengths of solid concrete washed down the sewer pipe. Severn Trent was proposing to install a new section of sewer pipe, with work starting on 7<sup>th</sup> September for up to 5 days. Parking in the western end of Main St would be restricted during this period.

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 complaint was made about the obstruction of the footway and road by vehicles delivering concrete and building materials to 52 Main St.

#### **4. Report 2020-08: Quarterly report on speed and traffic monitoring January-March 2020**

**It was resolved** that Report 2020-08 be approved. The SID had not been deployed since the start of the Covid-19 lockdown.

## **5. Financial and audit matters**

### **a) Reimbursement of costs incurred by the Clerk**

The Clerk presented his record of costs for examination, and **it was resolved** that costs of £131.66 be reimbursed, comprising £30 contribution towards broadband subscription, £89.66 costs, and £12.00 VAT.

### **b) Report 2020-09: Quarterly financial statement for January-March 2020**

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 2020-09 be approved.

### **c) Report 2020-15: Quarterly financial statement for April-June 2020**

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 2020-15 be approved.

### **d) Receipts & Payments accounts for the financial year 2019-20**

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 31<sup>st</sup> March 2020 be approved, and they were signed by the Chairman.

### **e) Report 2020-10: Summary financial statement for the financial year 2019-20**

**It was resolved** that Report 2020-10 be approved.

### **f) 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.

### **g) Internal Auditor's report for the financial year 2019-20**

The Internal Auditor had visited the Clerk to discuss financial management, had examined the supporting documents, had not identified any concerns or additional risks, and had completed and signed off the annual internal audit report. **It was noted** that this statement included confirmation that the PC had correctly provided for the exercise of public rights during summer 2019. **It was resolved** that this report be noted, and that the agreed fee of £80 be paid.

### **h) Annual Governance Statement for the financial year 2019-20**

**It was resolved** that the Annual Governance Statement for the financial year ending 31<sup>st</sup> March 2020 be approved, and it was signed by the Chairman and Clerk.

**i) Accounting Statements for the financial year 2019-20**

The Accounting Statements for the financial year ending 31<sup>st</sup> March 2020 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-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 13<sup>th</sup> July to Friday 21<sup>st</sup> August 2020 inclusive.

**j) Report 2020-11: Summary statements of earmarked funds and s137 expenditure for the financial year ending 31<sup>st</sup> March 2020**

**It was resolved** that Report 2020-11 be approved.

**k) Report 2020-12: Assets held on 31<sup>st</sup> March 2020**

**It was resolved** that Report 2020-12 be approved.

**6. Report 2020-13: Annual review of property**

**It was resolved** that Report 2020-13 be approved.

**7. Report 2020-14: Annual report on memorials in the churchyard and cemetery**

**It was resolved** that Report 2020-14 be approved.

**8. Grass verge on Main Street/Bosworth Road corner**

Cllr Vann had received complaints about the poor appearance of this highway verge, and had suggested (i) that the PC should cut the grass in future; (ii) that a knee-rail fence or bollards be erected to stop vehicles parking; and (iii) that an information board be erected on the site.

The verge mowing programme had been disrupted by Covid-19 restrictions, though this verge had been mown by LCC contractors at the end of June. The Clerk noted that LCC would require the PC to enter into a licence agreement if it wished to carry out this work, and thought it unlikely that LCC would support a piecemeal approach. The PC had refused to accept any responsibility for the maintenance of highway verges within the 30 mph limit in 1998 (p.550/6c refers). It was noted that many residents mowed the verges outside their homes to a very high standard and that some of these areas were extensive, but that other verges were left for LCC contractors. There was concern that if the PC began to mow one area this would probably lead to requests to mow others, and that it would be very expensive to mow to the standard already being achieved by volunteers.

**It was resolved** that the PC would not mow the grass on highway verges on the grounds of cost.

The other suggestions were discussed; it was noted that any construction in the highway would require a licence from LCC.

It was resolved that (i) vehicle parking on grass verges be monitored when the pub and restaurant re-opened, and (ii) that a report be prepared on potential locations, design and estimated cost of an information board in the vicinity of the Gate Hangs Well.

## **9. Reports from parish organisations and representatives**

- a) Carlton Charity Lands**
- b) Carlton Footpath Group**
- c) Carlton Gardening Group**
- d) Carlton Geocache**
- e) Carlton Heritage & Tree Warden**
- f) Carlton Neighbourhood Watch Group**
- g) Carlton Parish Council website**
- h) Keep Carlton Tidy Group**
- i) Carlton Youth Champions**
- j) Northfields Liaison Group**

The contributors listed above were thanked for submitting written reports, and for their work and that of their groups on behalf of the community. It was resolved that the reports received be accepted and amalgamated into Report 2020-16.

## **10. 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).

**20/00316/FUL Replacement dwelling, 60 Main St.** PC objected: (i) by virtue of its size, elevated position, contemporary design and choice of materials and finishes, the proposed dwelling will be out of character with its surroundings and will have an obtrusive and severely detrimental impact on the street scene in the vicinity; (ii) the proposed balcony to bedroom 3 will give rise to an unacceptable degree of overlooking of the private rear garden and patio area of the neighbouring dwelling; (iii) the removal of the highway boundary hedge and replacement of the front garden with hardstanding will have a sterilising and detrimental impact on the street scene; requested condition that entrance gates be set back at least 5m from the highway boundary and fixed so as to open inwards; expressed concern that dwelling would not have a garage.

**20/00345/OUT Residential development for up to 90 dwellings with public open space, landscaping, sustainable drainage system (SuDS) and access (Outline – access only).** Land south of Market Bosworth Cemetery, Shenton Lane. PC objections: a) residential development of the application site is not supported by the Market Bosworth Neighbourhood Plan which has been properly made, has the support of the local community and remains in force; b) preferred sites for residential development have already been identified, will meet local needs, and have better access and less impact on the local landscape than the application site; c) the access roads linking the development site with Market Bosworth Town centre shops, schools, surgery, and major transport routes are narrow, lack footways and are already congested; d) the site lies outside the defined settlement boundary and is therefore within an area designated as countryside and in an area of valued landscape where views into, out of and through the site are readily available; e) the proposed development of 90 dwellings and roads in an area of only 2.48 Ha means that the scale and density of the built development would be much higher than that of the surrounding area, would have an incongruous appearance, and would not have a complementary or enhancing effect; f) the introduction of built development into this site would be out of character with the existing open verdant and rural character of the area, and would have a detrimental impact including the experience of users of Sutton Lane which is an important recreational route linking the town to the

Bosworth Battlefield area; g) the development would have an unacceptable enclosing effect on Market Bosworth Cemetery, and reduce the peace, tranquillity and privacy which mourners and the bereaved have a right to expect; h) residential development additional to that already planned will impact on access to local health services and schools.

**20/00421/FUL Subdivision of existing single dwelling to provide additional four-bed dwelling. Windhover House, 69 Main St.**

PC objections: a) the proposed access drive will have an unacceptable impact on the privacy and amenity of occupiers of number 67 Main St, and will have a cramped appearance and an unacceptable impact on the street scene; b) the proposed two parking spaces in the front garden of No. 67 Main St will take up much more than 50% of the front garden area which will be contrary to design guidance and will have an unacceptable impact on the street scene; c) the cramped arrangement of the proposed access drive and proposed parking spaces in front of No. 67 means that drivers of vehicles will have poor mutual visibility which is likely to lead to conflict and accidents; d) the proposals will leave No. 67 Main Street with a very small rear garden which may not meet current minimum design standards for a dwelling of this size; e) part of the proposed access drive and garden land on the western side of the proposed dwelling will be outside the Carlton settlement boundary and will represent an unacceptable encroachment of development into open countryside. Requested conditions that the access drive shall be surfaced in bound materials, and that any gates shall be set at least 5m back from the highway boundary and fixed so as to open inwards only. Suggested that the objections made above could be overcome by using the existing highway access to No.69.

**20/00519/FUL. Erection of storage building, hardstanding, 36 Main St.** PC objections: a) it will be outside the settlement boundary and in open countryside and will therefore be contrary to Local Plan Policy DM4; b) by virtue of its size and location the proposed building will have an unacceptable impact on the character of the countryside and its' enjoyment by users of public footpath S69.

**c) Planning applications and appeals determined**

**19/01238/FUL Construction of a new cafe (Use Class A3) with associated parking and access.** Bosworth Marina, Carlton Road, Market Bosworth. Permission refused.

**20/00186/OUT Four holiday units (outline).** Field adjacent The Rectory, Congerstone Lane. Permission refused.

**d) Planning enforcement**

**11/00077/04 Bosworth Marina.** In comments on application 19/01238/FUL the PC had noted that the approved landscaping scheme had still not been fully implemented. Cllr Ould had kindly followed this up and referred the matter to LCC Planning; the Clerk had provided photographs of the site with details of the works still outstanding.

**11. Cemetery Path Project**

A quotation of £4,960 for the works had been accepted, and a grant application was being considered by H&BBC (p.1790/4, 5 refer). **It was resolved** that the Chairman and Clerk be authorised to make any arrangements necessary to implement this project, providing that the additional costs of doing so did not exceed £500.

**12. Next meeting**

**It was resolved** that the next meeting be held at 19:30 hrs on Wednesday 9<sup>th</sup> September 2020 at Saint Andrew's Church, Main Street, Carlton.

**It was resolved** that the Chairman and Clerk be authorised to cancel or re-schedule meetings while the Coronavirus Act 2020 remained in force.

The meeting closed at 20:15 hrs.

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

**Abbreviations used in these minutes**

H&BBC	Hinckley & Bosworth Borough Council
LCC	Leicestershire County Council
PC	Parish Council
RFO	Responsible Financial Officer
SID	Speed Indicator Device
SPD	Supplementary Planning Document