

CARLTON PARISH COUNCIL

Minutes of the Annual Meeting held in Saint Andrew's Church, Main Street, Carlton at 19:40 hrs on Wednesday 12th May 2021

Present: S G Tupling (Chairman), J H Boston, S J Cooper, I Sarson, M A Vann (Councillors), 3 members of the public, C J Peat (Clerk).

1. Election of Chairman and Vice-Chairman

It was resolved that Cllr S G Tupling be elected Chairman.

It was resolved that Cllr I Sarson be elected Vice Chairman.

2. Declaration of Acceptance of Office

A Declaration of Acceptance of Office was signed by the Chairman and witnessed by the Clerk.

3. Minutes of the meeting of 13th January 2021

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

4. 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.

5. Reports, questions and comments from the following

a) Parish Councillors

The Chairman congratulated Mr B Harrison-Rushton on his election as County Councillor for the Market Bosworth Division.

The Chairman thanked Mr I D Ould OBE for his regular attendance at PC meetings over the past 24 years, and for his strong support, good humour, practical advice and unstinting help. A card was signed by all Members and the Clerk.

b) Leicestershire County Council

Cllr I D Ould was thanked for written reports on LCC business.

c) Hinckley & Bosworth Borough Council

Cllr M Cook was thanked for written reports on H&BBC business.

d) Carlton Neighbourhood Watch Group

Ms R Yule had advised that there had been no reported crime in Carlton in December 2020 or March 2021. In January and February there had been 1 report of an offence of a violent or sexual nature in each month.

e) Parish Clerk

Toddlers Play Area - the CGG was **thanked** for laying additional playbark (p.1789/3e refers). This work had been postponed from 2020 because of Covid-19 restrictions on volunteer group working.

LCC Highways & Community Fund – the three new kissing gates had been installed at S87 Barton Rd, S75 Congerstone Road, and S47 A447 at Nailstone thanks to Covid-19 funding from LCC and joint working with Nailstone PC (p.1812/7; 1815/3e refer). A publicity photograph of S87 had been submitted to LCC Highways and had been published on the LCC website and in the Hinckley Times on 31st March and the Leicester Mercury.

English elm tree – one sapling of *Ulmus procera* ‘Upper Swell’ had kindly been donated to the PC by Goscote Nurseries, Syston Rd, Cossington following an offer made through LRALC. The tree had been micro-propagated from a native tree which had not been affected by Dutch Elm disease. The sapling had been planted next to footpath S69 just inside the northern parish boundary by kind permission of the landowner, where it would make a significant contribution to the local landscape. The Tree Warden was **thanked** for making the necessary arrangements and carrying out this planting. Articles had been published in Aspect and Carlton News.

Litter bin – at lay-by on Carlton Road adj Canal Bridge 44 had been attracting large amounts of domestic refuse from people living on canal boats and H&BBC had proposed removing it. The PC had instead requested that a larger bin be provided at this site, as otherwise refuse might be fly-tipped. At other sites H&BBC had found that providing a larger bin had simply attracted more refuse and fly-tipping, and would not provide a larger bin. It had been agreed that the situation be kept under review, but recognised that H&BBC had the right to remove the bin. The bin had been installed in 1991 when the lay-by had been made as part of the H&BBC Ashby Canal Corridor Project (p.141/15; minutes 1990.08.28/8c; 1991.01.30/2d refer).

Grove House, Shackerstone Walk. A neighbour had raised concerns about the potential for nuisance arising from the operation of a fitness business from a converted garage on the premises. The occupiers of Grove House had said that their business would not give rise to noise or parking problems, and none had been caused so far. **It was resolved** that this matter be kept under review.

Bosworth/Harcourt Mills – walkers had complained of a foul smell on footpath S69 where it crossed the former mill race. The occupiers of the two properties had been asked to check their septic tanks and associated pipework.

Spring Clean Litter Pick – was exceptionally well-supported by 32 adults and 9 young people who collected over 2 cubic metres of litter and rubbish. All roads to Bosworth, the Marina, Congerstone, Barton, and Osbaston were cleared. H&BBC Clean Neighbourhoods Team **were thanked** for the loan of equipment, provision of sacks and disposal of the rubbish collected.

Railings – Congerstone Lane/Congerstone Road had been repaired during the week ending 20th March (p.1814/3a refers).

Churchyard wall – had been monitored on 21st February and the centre of the bulge had moved 4mm further from the vertical than any previous survey.

SID – s178 licence valid until 21.2.2023 had been received after application had been mislaid by LCC, and the SID had been re-deployed (p.1821/3e refers).

Council tax – the Band D Council Tax 2021-22 in Carlton would be £1,896.45. The range in the Borough was £1,966.83 - £1,890.63. Of the 24 Parishes and Hinckley Urban Area in the Borough, only 3 Parishes had a lower Council Tax.

LCC Community Speed Management Initiative – Bosworth Road was registered for this scheme.

Fly tipping – had been cleared from the sewage works entrance by Severn Trent Water on 15th January.

Speeding traffic – complaints had been made about speeding vehicles in Main St, including an incident in which a vehicle had refused to give way and had driven on the highway verge to avoid parked cars, knocking over a dustbin.

Motorised mountain bikes – without licence plates and with riders without crash helmets had been reported joyriding around the area at weekends. The Police had been alerted.

ROLLR – acknowledged receipt of PC's minutes for 2019 which had been accessioned as DE 10044.

West Leics Community First Responders – sent annual report for 2020 which had been copied to Councillors.

Land Registry – survey about PC land ownership and registration had been completed and returned.

LCC Cycling & Walking Strategy – questionnaire completed and returned.

H&BBC Climate Change – questionnaire completed and returned.

CPPG Report 1 – was noted.

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.

6. Annual reports from parish representatives and organisations

a) Carlton Charity Lands: Mr I Sarson

b) Carlton Footpath Group: Mr J Piggon

c) Carlton Gardening Group: Mr G Jackson

d) Carlton Geocache: Puddlejumper

e) Carlton Heritage & Tree Warden: Mr C J Peat

f) Carlton Parish Council website: Clerk

g) Carlton Youth Champions: Ms R Yule

h) Keep Carlton Tidy Group: Mrs I M Peat

The contributors listed above **were thanked** for making report, and for their work and that of their groups on behalf of the community. **It was resolved** that the reports be accepted and amalgamated into Report 2021-14.

7. Report 2021-07: Survey of local public rights of way

The Clerk **was thanked** for carrying out this survey. **It was noted** that there were no stiles on public RoW within the Parish at present. On the Parish boundary there were stiles at the S end of S47 at Harry's Grave, and at the E end of S78. The former offered a short-cut of only 60m across the corner of a field with a second stile at the W end, and the cost of installing 2 kissing gates was not justified. The latter connected with T10 and T103 which offered an attractive circular route with few stiles, particularly a long section to Temple Mill.

Outside the Parish, there was only one stile on S68 between Barton in the Beans and Market Bosworth, on the south side of the footbridge over the Stony Brook near Harcourt Mill. This stile was in the Parish of Market Bosworth, and an obvious candidate for replacement. Other popular routes had significant numbers of stiles.

It was resolved that this matter be kept under review; that the benefits of providing kissing gates be advertised at every opportunity; that it be suggested to LCC RoW that kissing gates be installed in any instance where an existing stile required repair; and that any opportunities to liaise with neighbouring Parishes to create longer stile-free routes be investigated.

8. Government call for evidence regarding remote meetings

A draft response had been circulated before the meeting and **it was resolved** that this be approved and submitted.

9. Financial and audit matters

a) Reimbursement of costs incurred by the Clerk

The Clerk presented his record of costs for examination for the period from December 2021 to date, and **it was resolved** that costs of £235.90 be reimbursed, comprising £60 contribution towards broadband subscription (Oct-Dec 2020 & Jan-Mar 2021), £160.90 costs, and £15.00 VAT.

b) Report 2021-08: Quarterly financial statement for 1st January-31st March 2021

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 2021-08 be approved.

c) Receipts & Payments accounts for the financial year 2020-21

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 31st March 2021 be approved, and they were signed by the Chairman.

d) Report 2021-09: Summary financial statement for the financial year 2020-21

It was resolved that Report 2021-09 be approved.

e) 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.

f) Internal Auditor's report for the financial year 2020-21

The Internal Auditor had pointed out that the position and labelling of some documents on the PC website could give rise to confusion; these matters had been corrected. The Internal

Auditor had visited the Clerk to discuss financial management, had examined the accounts and 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 2020. **It was resolved** that this report be noted, and that the agreed fee of £80 be paid.

g) Annual Governance Statement for the financial year 2020-21

It was resolved that the Annual Governance Statement for the financial year ending 31st March 2021 be approved, and it was signed by the Chairman and Clerk.

h) Accounting Statements for the financial year 2020-21

The Accounting Statements for the financial year ending 31st March 2021 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 9c-g 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 14th June to Friday 23rd July 2021 inclusive.

10. Report 2021-10: Summary statements of earmarked funds and s137 expenditure for the financial year ending 31st March 2021

It was resolved that Report 2021-10 be approved.

11. Report 2021-11: Assets held on 31st March 2021

The values listed in this report were questioned. The Clerk explained that assets were listed at book value at the time of acquisition, while gifts and community assets were listed as of 'nil' value. Councillors pointed out that the latter was not usual practice and gifts were usually listed with a nominal value of £1.00.

The underlying problem, identified during discussion, was that Councillors did not have easy access to the current value of PC property nor the current sums insured. This issue had its origin in changes to the way in which the inventory was prepared and property was reviewed (p.1661/13; 1710/11,12 refer).

It was resolved that Report 2021-11 be approved, but that these matters be investigated and reviewed at the next meeting.

12. Report 2021-12: Annual review of property

It was resolved that Report 2021-12 be approved.

13. Report 2021-13: Annual report on memorials in the churchyard and cemetery

It was resolved that Report 2021-13 be approved.

14. Extension of current insurance policy

It was resolved that this item be deferred.

15. Annual Report

A draft had been copied to Councillors before the meeting, and with one minor modification this draft was approved for publication.

16. Planning matters**a) Planning applications and appeals submitted**

21/00110/AGDO General purpose agricultural building. Mulberry House, Sycamore Farm, Main St, Barton in the Beans. PC made no comments.

21/00195/FUL Erection of 9 holiday cabins with associated parking and landscaping.

Kyngs Golf & Country Club, Station Rd, Mkt Bosworth. It was resolved that the PC object on the grounds that the proposed holiday cabins will introduce significant built development into an area of attractive open countryside, will be highly visually intrusive, and will have a severely detrimental effect on the enjoyment of users of public footpaths S77 and S68 between Carlton and Market Bosworth which are part of the Leicestershire Round walking route. To illustrate visual impact, PC to submit four views taken on a walk from Carlton Green along public footpaths S77 and S68 towards the application site.

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).

21/00096/OUT Residential development for up to 55 dwellings (Outline – access only).

Land north of Barton Road, Osbaston. PC objected on grounds that land was not allocated for development in Local Plan.

21/00050/FUL Construction of a new café with associated parking. Bosworth Marina, Carlton Road, Market Bosworth.

PC objected on grounds a) the proposed development will be in an obtrusive position in open countryside; b) the proposed development will take up land specifically designated for nature conservation and wildlife, and will introduce disturbance to this area, and no additional nature conservation area has been designated to compensate for this loss; c) the proposed café and car park will not be well-related to other built development on the site, the Ashby Canal towpath, or the visually attractive canal boat mooring area; d) the proposed building is not located on land set aside for Phase II of the development in the approved plans for the Marina; e) the application is not supported by a landscaping plan; f) the submitted drawings do not show dimensions; g) the proposed car park does not appear to be big enough. PC requested that should LPA be minded to approve the application, it be made clear by a new condition that the landscaping plan approved in 2013 (drawing 13/00888/C) still applied to the site.

c) Planning applications and appeals determined

20/00186/OUT Four holiday units (Outline - all matters reserved). Field Adjacent Carlton Grange, Congerstone Lane (p.1801/7a refers). Appeal dismissed.

20/00345/OUT Residential development for up to 90 dwellings with public open space, landscaping, sustainable drainage system (SuDS) and access (Outline – access only). (p.1807/10b refers). Application refused.

20/00519/FUL Erection of storage building, hardstanding. 36 Main St. Appeal dismissed.

21/00110/AGDO General purpose agricultural building. Mulberry House, Sycamore Farm, Main St, Barton in the Beans. Determination not required.

d) Enforcement matters

Bosworth Marina landscaping. LCC Head of Planning had advised Cllr Ould that landscaping had been carried out and was considered satisfactory (p.1808/10d refers). The Clerk could not reconcile this statement with the patent absence of woodlands and other landscaping work on parts of the site and had briefed County Councillor B Harrison-Rushton and asked him to investigate further, before seeking to discuss the position with LCC Officers. The briefing had been copied to Parish Councillors and Cllr Cook. This action **was approved**.

17. Next meeting

It was resolved that the next meeting be held at 19:30 hrs on Wednesday 14th July 2021 in Saint Andrew's Church, Main Street, Carlton.

The meeting closed at 20:45 hrs.

Signed _____ **Date** _____

Abbreviations used in these minutes

CDJO	Carlton Diamond Jubilee Orchard
CFG	Carlton Footpath Group
CGG	Carlton Gardening Group
CPPG	Carlton Parish Plan Group
H&BBC	Hinckley & Bosworth Borough Council
KCTG	Keep Carlton Tidy Group
LCC	Leicestershire County Council
LRALC	Leicestershire and Rutland Association of Local Councils
PC	Parish Council
RFO	Responsible Financial Officer
RoW	Right of Way
ROLLR	Record Office for Leicester, Leicestershire & Rutland
SID	Speed Indicator Device
TPA	Toddlers Play Area