

# CARLTON PARISH COUNCIL

## Minutes of the Annual Meeting held at Saint Andrew's Community Hub, Main Street, Carlton at 7.20pm on Wednesday 14<sup>th</sup> May 2025

**Present:** S G Tupling (Chairman), R G Arnold, J H Boston, I Sarson (Councillors),  
J Melen (County Councillor), M A Cook (Borough Councillor),  
4 members of the public, C J Peat (Clerk).

### **1. Election of Chairman and Vice-Chairman**

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

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

### **2. Declarations of Acceptance of Office**

Declarations of acceptance of office were signed, and witnessed by the Clerk.

### **3. Minutes of the meeting of 12<sup>th</sup> March 2025**

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

### **4. Administrative matters**

#### **a) Apologies for absence from Councillors**

**It was resolved** that an apology from Cllr Vann be accepted.

#### **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**

Cllr Arnold reported that the vegetation in Little Lane needed cutting back from the path.  
Cllr Boston reported that a black Fiesta had been roaring through the village at high speed.

#### **b) Leicestershire County Council**

Cllr J Melen was welcomed to the meeting and congratulated on his election to LCC. Cllr Melen thanked the community for its support – the elector turnout in the Division had been high at 38%. The Reform party now held 25 seats in LCC, just short of the 28 needed for an absolute majority. Cllr Melen had attended his first LCC meeting earlier in the day, and reported that Cllr Dan Harrison had been elected leader, and Cllr Joseph Boam deputy leader.

Cllr Melen left the meeting at this point.

**c) Hinckley & Bosworth Borough Council**

Cllr M A Cook **was thanked** for a written report on current local issues, none of which were specific to Carlton.

**d) Carlton Neighbourhood Watch Group**

Ms Yule had reported that in January there had been 3 violence and/or sexual offences. In February there had been 3 violence and/or sexual, 2 criminal damage and/or arson, 2 anti-social behaviour and 1 public order offence. In March there had been 1 violence or/or sexual offence.

**e) Parish Clerk**

**Council tax 2025-26** – the PC's element of the Band D council tax would be £57.05. The total Band D council tax payable in Carlton would be £2265.93. The range in the Borough was £2263.54 to £2369.55 (Band D). Of the 24 parishes and Hinckley Urban Area in the Borough, only one parish council had a lower council tax than Carlton.

**Rural Conference**- had been held at Mythe Barn Sheepy on 13/3. The PC had been represented by the Clerk.

**Dr Luke Evans MP** – PC's liaison meeting at Barlestone on 14/3 had been attended by the Chairman and Clerk.

**Formal Flood Investigations Statement** – from LCC **was noted**.

**Noticeboard** – Cllrs Arnold, Sarson, Tupling & Vann and the Clerk were thanked for erecting the new noticeboard at the Main St/Barton Rd junction (p.1968/3e refers). A nameplate was on order.

**Church gate** – P Davenport and M Quilliam (Market Bosworth Rotary Club volunteers) **were thanked** for repainting the church gate.

**HSBC** – the Safeguarding Review had been completed (p.1968/3e refers).

**Market Bosworth** – town centre highway improvement works were scheduled to begin on the day of the meeting and expected to take 10 weeks.

A list of digital communications and reports received would be copied to each Councillor, and copies of any files would be forwarded on request.

**f) Members of the public**

A member of the public asked about the current planning position in respect of 39 Main St, and was advised that the LPA had designated the original Victorian dwelling a Local Heritage Asset and served an Article 4 Direction which meant that this part of the dwelling could not be demolished. An earlier outline application to replace the modern extension at the rear of the Victorian house had been approved. It was now up to the applicant to put forward a revised proposal (Items 15a, c below refer).

**6. Annual reports from parish representatives and organisations**

**a) Carlton Charity Lands: Mr G Jackson**

**b) Carlton Footpath Group: Mr C J Peat**

**c) Carlton Gardening Group: Cllr M Vann**

**d) Carlton Geocache: Puddlejumper**

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

**f) Carlton Parish Council website: Clerk**

**g) Carlton Village Society: Mr A Burch**

**h) Carlton Youth Champions: Ms R Yule**

**i) Keep Carlton Tidy Group: Mrs I M Peat**

**j) Market Bosworth Country Park parkrun: parkrun core team**

The contributors above **were thanked** for their reports, and for the work of their groups for the benefit of the community. **It was resolved** that the reports be accepted and amalgamated into Report 2025-11.

## **7. Insurance policy**

**It was resolved** that the policy with Zurich Municipal be renewed.

## **8. Repair of the Turnpike Milepost**

The turnpike milepost was believed to be the only milepost surviving from the Hinckley to Measham and Burton on Trent Turnpike. It had been repaired and moved to its current location in 1995 after being damaged by the snowplough (p.406/11, 412/2f refer). It had been listed Grade II in 1997 (p.507/10 refers).

The mileage plate had been removed and shown to Mr Clamp and two other local engineers with welding experience. All had stated that it was very difficult to weld old cast iron, and that there was a serious risk of shattering the casting. Mr Clamp had advised that the current repair was about the best that could be made, and that the only way of fully restoring the milepost would be to cast a new mileage plate. This would be expensive, require listed building consent, and would not preserve the original material with its patina and history.

**It was resolved** that the original mileage plate be cleaned and replaced, and the milepost be re-painted.

## **9. Financial and audit matters**

### **a) Report 2025-04: Quarterly financial statement for 1<sup>st</sup> January-31<sup>st</sup> March 2025**

The monthly current account statements had been checked and signed as required (p.1515/9c refers), and the reconciliations for all accounts were checked against the relevant statements. **It was resolved** that Report 2025-04 be approved.

### **b) Receipts & Payments accounts and bank reconciliation for the financial year 2024-25**

The Receipts & Payments accounts had been made up and signed by the RFO and examined together with the supporting documentation by the Chairman and Internal Auditor. The reconciliations were checked against the relevant bank statements.

**It was resolved** that the Receipts & Payments accounts for the financial year ending 31<sup>st</sup> March 2025 be approved and they were signed by the Chairman.

### **c) Report 2025-05: Summary financial statement for the financial year 2024-25**

**It was resolved** that Report 2025-05 be approved.

### **d) Report 2025-06: Report on fixed assets held on 31<sup>st</sup> March 2025**

**It was resolved** that Report 2025-06 be approved.

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

The total receipts and total payments for the financial year 2024-5 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 2024-25**

The Internal Auditor had not identified any matters requiring attention. **It was resolved** that the Internal Auditor's report **be noted** and the agreed fee of £90 be paid (p.1928/11 refers). Mrs J Marshall **was thanked** for her work in this role since 2014-15 and a thank-you card was signed by Councillors.

**g) Annual Governance Statement for the financial year 2024-25**

The Annual Governance Statement for the financial year ending 31<sup>st</sup> March 2025 was completed with **Yes** answers to all questions and was signed by the Chairman and Clerk.

**h) Accounting Statements for the financial year 2024-25**

The Accounting Statements for the financial year ending 31<sup>st</sup> March 2025 had been completed and signed by the RFO. **It was resolved** that the Accounting Statements be approved, and they were signed by the Chairman.

**i) Explanation of variances**

**It was resolved** that the Explanation of Variances be approved.

**j) Breakdown of reserves held**

**It was resolved** that the Breakdown of Reserves be approved.

**k) Period for the exercise of public rights of inspection**

**It was resolved** that the period for the exercise of the public right to inspect the accounts and supporting documentation be from Tuesday 3<sup>rd</sup> June to Monday 14<sup>th</sup> July inclusive.

**l) Grant application from the Carlton Fete Committee**

The annual Church Fete was the main social event in the village, and had previously been held on Carlton Green and organised by the PCC to raise money for church funds. The Carlton Fete Committee had now reconstituted itself as the Carlton Village Society, with a wider remit, and in 2025 the Carlton Fete would be held at The Rectory (Report 2025-11/g refers). The Horticultural & Produce Show, previously held in the church, would now be held in a marquee on the same site. A grant of £50 had been made to the organisers of the Horticultural & Produce Show (p.1964/13c refers). A grant of £250 had been requested to support setting up the new arrangements and the expanded fete.

**It was resolved** that a grant of £200 be made to the Carlton Village Society on condition that a report be provided on how the money had been spent, in accordance with the current Grant Awarding Policy.

**10. Report 2025-07: Summary statements of earmarked funds and s137 expenditure for the financial year ending 31<sup>st</sup> March 2025**

**It was resolved** that Report 2025-07 be approved.

**11. Report 2025-08: Annual review of property**

**It was resolved** that Report 2025-08 be approved.

**12. Report 2025-09: Annual report on memorials in the churchyard and cemetery**

**It was resolved** that Report 2025-09 be approved. **It was noted** that the projecting inspection chamber covers in the churchyard, identified as trip hazards in this report, had been levelled up by the CGG.

**13. Annual Report**

**It was resolved** that the draft Annual Report be approved for publication.

**14. Report 2025-10: Review of the playing field project**

**It was resolved** that Report 2025-10 be approved and that the Chairman and Clerk be authorised to open discussions with and make approaches to any local owner of land with potential for use as a playing field and/or public open space.

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

**25/00326/DGDO** Demolition of building. 39 Main St. The Planning Officer had written with the reasons for making the Article 4 Direction. **It was resolved** that this letter be acknowledged with a brief explanation of the PC's position and an offer to support a meeting between the parties.

**b) Comments submitted under delegated powers**

**24/01067/FUL** Erection of detached bungalow and garage, land rear of 42-44 Main St. PC had no objection; welcomed proposed detailing and design and layout which minimised impact on neighbours; noted that site plan showed garage attached to bungalow while elevations showed it separated; suggested natural light could be provided to en-suite by skylight or light tube; requested conditions (i) to restrict the height of any residential development in order to protect the residential amenity and privacy of the occupiers of 42-50 Main St; (ii) to remove permitted development rights from this site in order to protect the residential amenity and privacy of the occupiers of 42-50 Main St; and (iii) to require any gates to be set back at least 5m from the highway boundary and to open inwards only.

**c) Planning applications and appeals determined**

**24/00918/CLP** Erection of detached ancillary outbuilding. Weston, Bosworth Rd.  
Application withdrawn.

**25/00024/LBC** **Renovation of dwelling** including the demolition of a modern lean-to storage building, replacement of all windows and doors, reinstatement of two windows, addition of rooflights, installation of an EV charging point and internal alterations including the demolition of internal walls and staircase. Manor House Farm, 45 Main St. Permitted.

**25/00047/HOU** **Erection of a timber shed and pergola.** Manor House Farm, 45 Main St. Permitted.

**25/00114/HOU** **Single storey rear extension.** 4 Orton Close. Permitted.

**25/00127/P3CQ** Notification to determine if Prior approval is required for the change of use of three agricultural buildings to seven smaller dwellinghouses (Class C3). Carlton House Farm, Congerstone Lane. Prior approval refused.  
**25/00326/DGDO** Demolition of building. 39 Main St. Applicant served with Article 4 Direction preventing demolition.

**d) Enforcement matters**

There were none.

**16. Date, time and place of the next meeting**

**It was resolved** that the next meeting be held at 7pm on Wednesday 9<sup>th</sup> July 2025 at Saint Andrew's Community Hub, Main Street, Carlton.

The meeting closed at 8.21pm.

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

**Abbreviations used in these minutes**

|       |                                     |
|-------|-------------------------------------|
| H&BBC | Hinckley & Bosworth Borough Council |
| LPA   | Local Planning Authority            |
| LCC   | Leicestershire County Council       |
| PC    | Parish Council                      |
| PCC   | Parochial Church Council            |
| RFO   | Responsible Financial Officer       |