

CARLTON PARISH COUNCIL

Minutes of a meeting held at Saint Andrew's Community Hub, Main Street,
Carlton at 7pm on Wednesday 12th November 2025

Present: S G Tupling (Chairman), R G Arnold, J H Boston, I Sarson, M A Vann
(Councillors), J Melen (County Councillor), M A Cook (Borough Councillor),
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 10th September 2025

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

The Chairman reported that a kissing gate on footpath S50 was impassable due to overgrown vegetation. **It was resolved** that the gate be cleared as soon as possible.

Cllr Sarson reported that the light on the *Give Way* sign at the western end of Nailstone Rd was not working. **It was resolved** that this be reported to LCC Highways.

Cllr Arnold noted that although Main St had been closed for two days before the meeting, the bollards had been moved and vehicles had been driven on the footway and grass verge to bypass the excavation.

b) Leicestershire County Council

Cllr J Melen **was thanked** for a report on LCC business and local issues.

c) Hinckley & Bosworth Borough Council

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

d) Carlton Neighbourhood Watch Group: crime report

Ms R Yule reported on offences committed since the last meeting:

July: Burglary – 1, Public Order – 1, Violence and/or sexual offence – 1;

August: Violence and/or sexual offence – 1.

e) Parish Clerk

H&BBC Licensing Policy – the PC submitted no comments on this updated policy.

Parish Forum – the PC had been represented by the Clerk on 16 Aug.

Rural Conference – **it was resolved** that the PC be represented by the Clerk on 12 March 2026.

Dog fouling – new notices had been printed and were being put up on local kissing gates (p.1987/3a refers).

National Grid supply pole – had been inspected on 18 Sept. The pole was not rotten and the site engineer had concluded that no action was necessary (p.1987/3a refers).

Congerstone Lane – the damaged guard rails had been repaired by LCC Highways (p.1983/3e refers).

Main St footway – the section fronting the garden to Manor House Farm had been marked up for repair (p.1987/3a refers).

Footpath S68 – the landowner **was thanked** for replacing the rotten timber sleeper with a concrete one (p.1987/3a refers).

Footpath S77 – LCC Row had been asked to supply a replacement for a waymark post in poor condition.

CPR training – had kindly been provided by W Leics Community First Responders at The Gate Hangs Well on 16 Oct and had been attended by two Councillors, the Clerk, pub staff and other volunteers (p.1989/6 refers).

Parishes forum – will be held on 27 Nov at Groby. **It was resolved** that the PC be represented by the Clerk.

NALC – information on the provision of Christmas lights, fly tipping and graveyard maintenance was submitted to NALC on 3 Nov following an appeal in the LRALC round-robin.

Christmas lights – volunteers would be sought to put up the lights on Thursday 11 Dec at 10am (see p.1961/3e).

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) Horticultural & Produce Show: Cllr J Boston

Cllr Boston reported that there had been 113 entries from 24 parishioners this year, compared with 67 from 15 last year, though the weather had been bad last year (p.1951/3e refers). This year the show had been held in a marquee at the Rectory on the same site as the fete and had attracted 203 visitors, compared with 47 in 2024 and 85 in 2023.

<u>Receipts</u>	<u>£. p</u>	<u>Payments</u>	<u>£ .p</u>
Brought forward	42.73	Prize money	50.00
Grant from PC	50.00	Judge's gift voucher	20.00
<u>Entry money</u>	<u>56.50</u>	<u>Consumables</u>	<u>22.00</u>
<u>Totals</u>	<u>149.23</u>		<u>92.00</u>
Balance	57.23		

Schedule printing costs of £28.00 had been paid by the PC.

Cllr Boston and Mr Peat **were thanked** for organising the show and making report. **It was resolved** that the balance of £57.23 be carried forward to 2026.

g) Members of the public

There were none.

4. Provision of SID mounting posts

The five suggested sites had been surveyed by Councillors, all affected frontagers had been consulted, and an agreed location plan had been submitted to LCC Highways on 19 Oct (p.1989/7 refers). LCC Highways had rejected 3 sites as within 100m of the 30mph signs, and had requested review of another. Revised locations were agreed at the meeting. Project costs were estimated to be £1985 comprising 5 posts @ £250 each; Highways structures licence £235; traffic management up to £500.

It was resolved that the affected frontagers be consulted; application be made to LCC Highways for a Structures Licence; a grant application for £1985 be made to the Police & Crime Commissioners Community Action Fund – Road Safety when it opened on 17 Nov; and an application to the H&BBC Community Equipment grant fund also be made if the application to the Police fund was not fully supported.

5. Mobile vehicle activated sign

Quotations for solar-powered and battery-powered SIDs had been summarised and copied to Councillors before the meeting. Prices ranged from £2931.50 to £5,622.00 excluding VAT. The cheapest option did not allow full data logging.

It was resolved that the preferred model was a battery operated MVAS supplied by SWARCO at an estimated total cost of £4,500 excluding VAT; and that a grant application be made to the Police & Crime Commissioners Community Action Fund – Road Safety.

6. Grounds maintenance contract 2026 - 27

The contract for 2023-25 had been awarded to David Sansom, with the option for a *pro rata* extension for a further two years (p.1881/5 refers). David Sansom had submitted quotations totalling £2,574.73 and £2636.98 for 2026 and 2027 respectively. **It was resolved** that these quotations be accepted.

7. Churchyard Wall Rebuilding Project

A draft specification had been copied to Councillors and the PCC, and had been updated to include various suggestions. The H&BBC Conservation Officer had provided general advice, including that a planning application would not be required if a Faculty was granted by the Diocese, and that the project could be considered for grant aid from the next round of the H&BBC Environmental Improvement Fund. A test excavation at the eastern end of the wall had revealed that the wall was corbelled in from brickwork foundations which were in good condition. The church architect had not responded to an invitation to supervise this project.

It was resolved that the updated specification be approved and that the Clerk appoint a suitable local architect to draw up specifications and plans.

8. NHT Public Representative Survey

Draft responses had been copied to Councillors before the meeting, and **it was resolved** that the final agreed responses be submitted.

9. Emergency Plan

It was resolved that the updated Emergency Plan be adopted.

10. Financial matters

a) Report 2025-14 Quarterly financial statement July-September 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 2025-14 be approved.

b) Revised arrangements for payment of the Clerk's salary

The Clerk had been paid quarterly in arrears since his appointment. In the current financial year, Hames had submitted nil PAYE returns for April and May, and the PC had paid the Clerk's salary and PAYE of £170.00 in June as usual (Report 2025-12). The Clerk had received a penalty notice from HMRC in September alleging that PAYE returns for the first quarter had not been submitted in time. The penalty notice had been appealed, but the appeal had been rejected and the penalty of £100 had been paid by the Clerk. Hames had investigated, and had advised that HMRC would no longer accept nil returns and that the Clerk's salary and PAYE must be paid monthly. The Clerk noted that this would increase administration and the costs of payment, but there was no alternative but to comply. **It was resolved** that in future the Clerk's salary and PAYE be paid monthly.

c) Payment of the Clerk's salary and PAYE to date

Hames had re-worked the Clerk's payroll with monthly statements, and these were examined. For the period 1 April - 31 October 2025 the Clerk was due £1,586.71 salary and HMRC was due £396.60 PAYE. Payments of £680.00 salary and £327.36 PAYE had been made. **It was resolved** that the penalty of £100 paid by the Clerk be refunded and that payments of £906.71 salary and £69.24 PAYE be made, and cheques were signed at the meeting.

d) Direct debit instruction for the payment of PAYE

It was resolved that arrangements be made for PAYE to be paid by direct debit in future.

e) Reimbursement of costs incurred by the Clerk

The Clerk presented his record of costs for examination, and **it was resolved** that costs of £242.32 be reimbursed, comprising £60 contribution towards broadband subscription, £161.88 general costs, and £20.44 VAT.

f) Report 2025-15 Preliminary financial estimates for 2026-27 version 1

Cllr Sarson pointed out an error in Report 2025-15 in that non-recurrent expenditure for 2026-7 had not been totalled and included in the estimates. It was also noted that bank interest had been under estimated. The costs of rebuilding the churchyard wall were not known: the key question was whether new foundations would be required. It was agreed that the works should be put in hand during 2026-7 if possible, even if this meant using reserve funds. The forward programme and estimates were discussed and **it was resolved** that revised figures be presented for consideration at the Finance meeting in January.

11. Planning matters

a) Planning applications and appeals submitted

There were none.

b) Comments submitted under delegated powers

There were none.

c) Planning applications and appeals determined

25/00523/FUL Erection of a B8 Distribution Hub with Ancillary Offices, Quality Control Office and Canopy, Maintenance Units, and Gatehouse, and Associated Infrastructure and Landscaping Land at Wiggs Farm, Wood Road, Nailstone, Coalville. Permission granted.

d) Planning enforcement matters

There were none.

e) Consultation Draft of the Local Plan

Details of the consultation and draft responses had been copied to Councillors before the meeting and were discussed. **It was resolved** that revised comments be submitted by the Chairman and Clerk.

12. Next meeting and calendar of meetings for 2026-7

It was resolved that the next meeting be held at 7pm on Wednesday 14th January 2026 in Saint Andrew's Community Hub, Main Street, Carlton.

It was resolved that future meetings be held on 11 March, 13 May, 8 July, 26 August, 11 November 2026 and 13 January 2027.

The meeting closed at 20:35 hrs.

Signed _____ **Date** _____

Abbreviations used in these minutes

H&BBC	Hinckley & Bosworth Borough Council
HMRC	His Majesty's Revenue & Customs
LCC	Leicestershire County Council
LRALC	Leicestershire and Rutland Association of Local Councils
MVAS	Mobile Vehicle Activated Sign
NALC	National Association of Local Councils
NHT	National Highways & Transport
PAYE	Pay As You Earn
PC	Parish Council
PCC	Parochial Church Council
RoW	Rights of Way
SID	Speed Indicator Device