

# CARLTON PARISH COUNCIL

## Minutes of a meeting held at Saint Andrew's Community Hub, Main Street, Carlton at 7pm on Wednesday 14<sup>th</sup> January 2026

**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), 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 17<sup>th</sup> December 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 **thanked** the CGG, the Friends and Carlton's Rock Choir for making the Christmas lights switch-on an event to remember. There had been standing room only in the church, and the event had raised donations of £145 each for the Friends and the Bodie Hodges Foundation. **It was resolved** that the 2026 switch-on would be at 6pm on Sunday 13 December.

The Chairman **thanked** Councillors and volunteers for help with the organisation and running of a Drop-in Information Event on 5<sup>th</sup> Jan. The event had been attended by Borough Councillor M Cook, all Parish Councillors, the Clerk and 32 members of the public.

Cllrs Arnold and Vann had received reports from a number of dog walkers that the paws of their dogs had become painful and reddened after walking at the eastern end of Main St on the evening of 6<sup>th</sup> Jan. Their own dogs had suffered the same effects. Cllr Melen kindly offered to ask LCC Highways whether other reports had been received, and whether the issues might have been caused by a change in the grit specification.

Cllr Sarson reported that the *Give Way* markings at the Congerstone Lane/Road junction were very faded. **It was resolved** that this be reported to LCC Highways.

Cllr Sarson reported that grass was encroaching over the footway on the southern side of Main St between the drive to no. 86 and the Leicester Mercury seat. **It was resolved** that this be referred to the CGG.

#### b) Leicestershire County Council

Cllr Melen **was thanked** for a report on recent LCC business.

Cllr Arnold had drawn attention to a report in the Sunday Times of 11<sup>th</sup> Jan (p.5) that LCC was one of the “worst councils for steering clear of repairing potholes”. Cllr Melen advised that LCC had received £8m, but that this money had not been ring-fenced for spending on roads. Questions on how this money had been spent would be tabled at the next meeting of LCC.

**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**

Ms R Yule reported that in September there had been 1 violence and/or sexual offence; in October 1 public order offence in Lount Rd; and in November 1 violence and/or sexual offence, 1 other theft, and 1 public order offence (the latter in Lount Rd).

**e) Parish Clerk**

**Spring Clean Litter Pick** – would begin at 10am on Sunday 22 March, organised by the KCTG.

**Shackerstone Walk** – minor flooding had been caused by surface water backing up from a blocked pipe outfall in Congerstone Lane. The landowner responsible had agreed to clean out the ditch which had become silted up and full of vegetation.

**CDJO** – a 2m boarded fence between the Orchard and no.7 had blown over. NCHA had agreed to carry out repairs.

**Nailstone Rd** – LCC Highways had been advised that streetlight 5 was not coming on at night.

**Barton Rd** – LCC Highways had been advised that streetlight 6 was not coming on at night.

**P&CC Road Safety Scheme** – locations for the MVAS mounting posts had not yet been finalised, so an application for a replacement MVAS only had been submitted (p.1994/5 refers).

**Pavement parking** – the DfT had announced that local councils would be given new and improved legal powers to make it easier to restrict parking on pavements.

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**

There were no questions or comments.

**4. Annual independent inspection report on the Toddlers Play Area**

A replacement for the rotting swing support had been provided by Wicksteed, and installed by the CGG (p.1962/4, 1983/3e refer). The playbark had been topped up in July, and the equipment had been repainted in August. The TPA is monitored weekly by trained volunteers who carry out cleaning and general maintenance and the inspection log was examined at the meeting.

The annual independent survey had been carried out on 18<sup>th</sup> November, and the report copied to all Councillors and uploaded to the PC website.

Findings relating to the play equipment – notes on the findings

Finger traps in barriers and swing chains – supplier claimed equipment met BS EN1176  
Splits & shakes in timbers – monitor for splinters and sand as necessary.  
Minor rot in timber cladding at top of slide – monitor  
Algae and moss on climbing frame - clean  
Cradle swing seat is too low – recently added playbark will compact  
Hard wire bird deterrents on swings – prevent contamination of seats  
Wear in bushes on swings - monitor  
Timber edging is a trip hazard – necessary to retain playbark

Findings relating to the site:

Algae and moss round picnic table - clean  
Highway fence posts have some rot – monitor; hedge has not grown as planned  
Projecting bolts on gate – very low risk  
Should be 12mm gaps between gate and posts to avoid finger traps – gate is locked  
Debris present on paths and seat plinths - clean  
Algae and moss on paths - clean

All of the findings were low or very low risk. **It was resolved** that the reports above be noted and that cleaning and monitoring be continued with special attention being paid to the findings listed above.

## **5. Churchyard Wall Rebuilding Project**

Following the PC meeting of 17 Dec, a parishioner had reported that the previous incumbent had advised that a strip of land four feet wide behind the churchyard wall was not consecrated. If this was the case there would have been no burials close to the wall and it might be possible to re-build the wall further back to provide a wider footway. The footway at the church gate was 1160mm wide: to provide a footway of this width along the eastern section of wall would require the pillar at the eastern end of the wall to be set back by 640mm.

The Diocesan Registry Manager had advised that there was a long-standing rule that burials should not take place within four feet of any wall.

The Diocesan Secretary had advised (i) that he had no knowledge of an unconsecrated strip behind the wall; (ii) nevertheless a Faculty might be granted to rebuild the wall further back if a case could be made; and (iii) there might also be legal issues that would need to be resolved.

AT2 had advised that it would be necessary to carefully excavate around the Austrian pine tree to establish the extent of any roots which would be cut by the excavation for the wall foundations.

The Director of AR Demolition had advised that the soil behind the wall needed to be stripped back with a batter of 45° to provide safe working conditions, and that the wall should be taken down by hand and the capstones and bricks cleaned and stored on pallets off-site. He kindly offered to provide manual workers and equipment for this part of the project, on the understanding that the PC would provide additional manual volunteers. Market Bosworth Rotary Club community volunteers had also offered to help with this project.

**It was resolved** that the project be organised in two Phases. Phase I would be carried out by volunteers and would comprise stripping back the retained soil, taking down the wall and cleaning the bricks; Phase II would be carried out by a building contractor and would

comprise excavation of new footings, rebuilding the wall, re-pointing the western section of wall, re-setting the capstones and re-setting the stone capping on the eastern gate pillar.

**It was resolved** that (i) the Architect be updated with the new proposals; (ii) the wall be rebuilt in a straight line, with the face of the rebuilt eastern pillar set back by 1160mm from the face of the carriageway kerb; (iii) LCC Highways be advised of the proposals and asked for a specification for footway construction and procedure for adoption of the additional footway; (iv) J Davey be asked to draw up plans for the construction; (v) an application for a Faculty be submitted to the Chancellor; (vi) the CGG be asked to investigate the extent of the roots of the Austian pine and Judas trees; (vii) AT2 be advised of the extent of the roots and asked to inspect the Austrian pine tree; and (viii) the Austrian pine tree be removed if AT2 considered that the proposed excavation would cause it to become unstable.

## **6. Planning matters**

### **a) Planning applications and appeals submitted**

**24/01079/OUT** Outline planning application for the erection of up to 126 dwellings (all matters reserved except access). Land north of Station Rd, Mkt Bosworth. Appeal submitted: APP/K2420/W/25/3372919. PC did not submit additional comments (p.1963/8b refers).

**25/01071/HHGDO** Notification to determine if prior approval is required for a singe storey rear extension measuring 7.00m in depth, 3.70m at ridge height and 2.50m at eaves. 11 Main St. PC had no objection.

**25/01121/AGDO** Notification to determine if Prior Approval is required for the erection of a portal frame grain store. Westfields Farm. PC had no objection.

### **b) Comments submitted under delegated powers**

**25/01130/PIP** Permission in principle for the erection of 9 dwellings. Land west of Barton Road. PC noted that this was an opportunistic application, submitted only because Hinckley & Bosworth Borough Council was temporarily unable to demonstrate a 5-year housing supply for purely technical reasons. PC objected on grounds that (i) application proposes new residential development in open countryside, contrary to Policy DM4 of the Local Plan, and would cause demonstrable harm to the local landscape; (ii) the adverse impacts of the proposal would outweigh the benefits, contrary to Policy DM1 of the Local Plan and the NPPF; (iii) the proposed community open space would be poorly located, not fit for purpose and would have an adverse impact on the local landscape contrary to Policy DM4 of the Local Plan. The PC submitted detailed justification for these objections.

### **c) Planning applications and appeals determined**

**24/01157/HYB** Hybrid planning application seeking full planning permission for the erection of a golf leisure and health spa and outline planning permission (all matters reserved except for access) for the erection of up to 126 golf holiday lodges with associated works. Kyngs Golf And Country Club, Station Road, Market Bosworth. Permission refused.

**24/01079/OUT** Outline planning application for the erection of up to 126 dwellings (all matters reserved except access). Land north of Station Rd, Mkt Bosworth. Permission refused.

**25/01071/HHGDO** Notification to determine if prior approval is required for a single storey rear extension measuring 7.00m in depth, 3.70m at ridge height and 2.50m at eaves. 11 Main St. Permitted development.

**25/01121/AGDO** Notification to determine if Prior Approval is required for the erection of a portal frame grain store. Westfields Farm. Permitted development.

**d) Planning enforcement**

**It was noted** that two large containers had been placed in the front garden of 60 Main St on 24 December.

**7. Report 2026-01: Quarterly financial statement October-December 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 2026-01 be approved.

**8. Report 2026-02: Annual review of risk management**

**It was resolved** that Report 2026-02 be approved.

**9. Report 2026-03: Annual review of internal financial controls**

**It was resolved** that Report 2026-03 be approved.

**10. Appointment of internal auditor for the financial year 2026-27**

**It was resolved** that Mrs D Igoe be appointed internal auditor for the financial year 2026-27, and that a fee of £90 be paid on completion of the audit process.

**11. Donations, event support and budgets of community groups in 2026-27**

**a) West Leicestershire Community First Responder Group: donation**

**It was resolved** that a donation of £250 be made to the West Leicestershire Community First Responder Group under s137 of the Local Government Act 1972 on the grounds that this expenditure was in the interests of the inhabitants of the area and that the benefit would be commensurate with the expenditure incurred.

**b) Carlton Parochial Church Council: event support**

**It was resolved** that a donation of £50 be made to Carlton Parochial Church Council for use of the church building and electricity for the 2026 Christmas lights switch-on event under s137 of the Local Government Act 1972 on the grounds that this expenditure was in the interests of the inhabitants of the area and that the benefit would be commensurate with the expenditure incurred.

**c) Carlton Horticultural Show: event support**

**It was noted** that the 16<sup>th</sup> show had been held in a marquee at the Rectory and had been very well supported. The cost of schedule printing (£28.00) had been paid by the PC. A balance of £57.23 had been carried forward (p.1993/3f refers). **It was resolved** that in future the PC would pay for schedule printing, and that a donation of £50 be made to the organisers of the 2026 Carlton Horticultural & Produce Show.

**d) Carlton Footpath Group: group budget**

**It was noted** that the Clerk was still acting as Chairman of the Group as no volunteer had come forward. The current balance of the Carlton Footpath Group Fund was £57.01. **It was resolved** that the CFG be authorised to draw up to £30 at a time from this fund through the Clerk for repair works, consumables and minor improvements to public rights of way in the area.

**e) Carlton Gardening Group: group budget**

The current balance of the Carlton Gardening Group Fund was £48.85. **It was resolved** that the budget be increased to £100 and that the CGG be authorised to draw up to £50 at a time through the Clerk for seeds, plants, gardening equipment and consumables for work on public open spaces in the Parish.

**f) Carlton News: group budget**

The total production costs for 2025-26 were expected to be £235. **It was resolved** that the production costs of Carlton News for the 2026-27 financial year be reimbursed from the Parish Amenities Fund up to a limit of £300.

**g) Keep Carlton Tidy Group: group budget**

The current balance of the Keep Carlton Tidy group Fund was £151.53. **It was resolved** that the KCTG be authorized to draw up to £40 at a time through the Clerk for litter picking equipment and consumables for use in the locality.

**h) Fixed Asset Fund: annual contribution**

The current balance of the Fixed Asset Fund (FAF) was £3043.90. **It was resolved** that the annual transfer to the FAF remain at £1000 (p.1952/4 refers).

**12. Annual subscriptions to associations**

**It was resolved** that membership of the Leicestershire & Rutland Association of Local Councils be renewed for a further year at an estimated total cost of £350.

**13. Review of salaries, fees, charges and variable direct debits**

**a) Clerk's salary and definition of costs eligible for reimbursement**

The Clerk left the meeting while this item was discussed.

**It was resolved** that for the 2026-27 financial year the Clerk's salary remain at £3,400 paid monthly in arrears; that an allowance of £20/calendar month be paid quarterly in arrears to

cover the PCs share of a broadband subscription (to include all emails and telephone calls); that printed papers be reimbursed at £0.10/page; and that other approved expenses be reimbursed at cost.

**b) Cemetery fees and regulations**

**It was resolved** that the Cemetery Regulations remain as adopted on 15<sup>th</sup> November 2023 (p.1922/6 refers); that the Cemetery Plan remain as adopted on 14<sup>th</sup> September 2022 (p.1876/4 refers); and the Table of Fees remain as adopted on 12<sup>th</sup> July 2023 (p.1912/12 refers).

**c) Peppercorn rental agreement**

**It was resolved** that the agreement signed on 22nd June 1996 be allowed to stand for a further year (p.473/2a refers).

**d) Variable direct debits**

**It was noted** that the PC had three variable direct debits, payable to (i) NPower; (ii) the Information Commissioner's Office; and (iii) HSBC. The amounts paid out in the calendar year 2025 were (i) £132.53 (including VAT); (ii) £47.00; and (iii) £100.00.

The Clerk was arranging for PAYE to be paid by direct debit each month to avoid payment problems (see p.1995/10b), but the arrangements had not yet been finalised. The payments would total around £680 pa.

**14. Report 2026-04: Preliminary financial estimates for the financial year 2026-27 version 2**

The tax base for Carlton in 2025-26 had been 175.3; the PC had precepted H&BBC for £10,000, and the Band D council tax payable to the PC had been £57.05. The total Band D Council Tax payable in Carlton in 2025-26 was £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.

The tax base for 2026-27 would be 179.9. Revised financial estimates for 2026-27 (Report 2026-04) had been copied to Councillors before the meeting (p.1995/10f refers).

The Churchyard Wall Rebuilding Project would be a major expense, requiring a significant increase in the precept. The financing of this project had been discussed in December and these decisions (p.1999/4) had been incorporated into Report 2026-04. Although strong objections had been made to planning applications 25/01127/COU and 25/01130/PIP, an appeal might result in the PC receiving an area of community open space. The recreational land fund had a balance of £29k which should be enough to cover the establishment costs of this area if necessary.

Cllr Sarson **noted** that the PC would be required to have a full audit for 2026-7 at an estimated cost of £210 if its expenditure exceeded £25k. **It was resolved** that this cost be included in the budget.

## **15. Precept for the financial year 2026-27**

**It was resolved** that H&BBC be precepted for £16,000 for the financial year 2026-27, and that (with the addition of this figure, changes and group budgets minuted above, and consequential minor adjustments), Report 2026-04 be adopted as the budget for 2026-27 and published as Report 2026-05.

## **16. Next meeting**

**It was resolved that** the next meeting be held at 7pm on Wednesday 11<sup>th</sup> March 2026 at Saint Andrew's Community Hub, Main Street, Carlton.

The meeting closed at 8.20 pm.

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

### **Abbreviations used in these minutes**

CFG	Carlton Footpath Group
CGG	Carlton Gardening Group
Dft	Department for Transport
FoSACC	Friends of Saint Andrew's Church Carlton
H&BBC	Hinckley & Bosworth Borough Council
KCTG	Keep Carlton Tidy Group
LCC	Leicestershire County Council
LRALC	Leicestershire and Rutland Association of Local Councils
NCHA	Nottingham Community Housing Association
PAF	Parish Amenities Fund
PC	Parish Council
PCC	Parochial Church Council
P&CC	Police & Crime Commissioner
TPA	Toddlers Play Area