

# Carlton Parish Council

*Please address all correspondence to*

C J Peat, Parish Clerk

7 Main Street  
Carlton  
Nuneaton  
Warks, CV13 0BZ  
Tel: 01455-290934

Our ref:

Your ref:

Date: 30.4.2024

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## To all Members of Carlton Parish Council

I hereby summon you to the Annual Meeting of Carlton Parish Council at Saint Andrew's Community Hub, Main Street, Carlton at 7.30 pm on Wednesday 8<sup>th</sup> May 2024 to transact the items of business listed below.

1. To elect a Chairman and Vice-Chairman
2. To receive Declarations of Acceptance of Office
3. To confirm the minutes of the meeting of 13<sup>th</sup> March 2024
4. Administrative matters
  - a) To consider any apologies for absence from Councillors
  - b) To receive any declarations of interests (including Disclosable Pecuniary Interests) and requests for dispensations in respect of items on the agenda
5. To receive reports, questions and comments from the following
  - a) Parish Councillors
  - b) Leicestershire County Council: Cllr B Harrison-Rushton
  - c) Hinckley & Bosworth Borough Council: Cllr M Cook
  - d) Carlton Neighbourhood Watch Group: Ms R Yule
  - e) Parish Clerk
  - f) Members of the public
6. To receive and consider annual reports from parish representatives and organisations
  - a) Carlton Charity Lands: Mr F Onesti
  - 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 Youth Champions: Ms R Yule
  - h) Keep Carlton Tidy Group: Mrs I M Peat
7. To consider renewal of the insurance policy
8. Financial and audit matters
  - a) To approve Report 2024-04: Quarterly financial statement for 1<sup>st</sup> January-31<sup>st</sup> March 2024
  - b) To approve the Receipts & Payments accounts and bank reconciliation for the financial year 2023-24
  - c) To approve Report 2024-05: Summary financial statement for the financial year 2023-24
  - d) To approve Report 2024-06: Report on fixed assets held on 31<sup>st</sup> March 2024
  - e) To consider self-certification as exempt from limited assurance review by the External Auditor
  - f) To consider the Internal Auditor's report for the financial year 2023-24
  - g) To complete and sign the Annual Governance Statement for the financial year 2023-24

- h) To approve and sign the Accounting Statements for the financial year 2023-24
  - i) To approve the explanation of variances
  - j) To approve the breakdown of reserves held
  - k) To agree the dates for the period of public rights
9. To approve Report 2024-07: Summary statements of earmarked funds and s137 expenditure for the financial year ending 31<sup>st</sup> March 2024
10. To consider Report 2024-08: Annual review of property
11. To consider Report 2024-09: Annual report on memorials in the churchyard and cemetery
12. To approve the draft Annual Report for publication
13. To consider the LCC Local Nature Recovery Survey
14. Planning matters
- a) To consider planning applications and appeals submitted  
24/00357/FUL Demolition of existing garage and construction of a new skincare treatment room with associated access and car park. Weston, Bosworth Road.
  - b) To note comments submitted under delegated powers
  - c) To note planning applications and appeals determined
  - d) To note enforcement matters  
20/00316/FUL & 20/01102/DISCON Replacement dwelling, 60 Main St.  
Construction of gate pillars.
15. To confirm the date, time and place of the next meeting  
Scheduled for 1930 hrs on Wednesday 10<sup>th</sup> July 2024 at Saint Andrew's Community Hub, Main Street, Carlton.

Yours faithfully,

*C J Peat*

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