

CARLTON PARISH COUNCIL

Minutes of the Annual Meeting held at Saint Andrew's Community Hub, Main Street, Carlton at 7.20 pm on Wednesday 8th May 2024

Present: S G Tupling (Chairman), R G Arnold, J H Boston, M A Vann (Councillors), M A Cook (Borough Councillor), 2 members of the public, C J Peat (Clerk).

1. Election of Chairman and Vice-Chairman

It was resolved that Stuart Tupling be elected Chairman.

It was resolved that Ian Sarson be elected Vice Chairman.

2. Declarations 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 March 2024

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 Sarson 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 Vann asked about the church gate lamp project. The Clerk undertook to follow this up with the local blacksmith who had agreed to make the lamp and repair the church gate in November 2022 (p.1882/6 refers).

Cllr Vann asked about the recent spate of scam emails. These involved personal customers of btconnect.com and had not affected PC emails or the PC website.

Cllr Arnold reported that dog poo was now being regularly found in the CDJO. **It was resolved** that a suitable notice be displayed.

Cllr Boston had been asked about the number of big slurry tankers passing repeatedly through the village. These were believed to be part of normal agricultural operations on local farms.

Cllr Vann suggested that it might be beneficial to have a second parish noticeboard near the Gate Hangs Well at the western end of the village. **It was resolved** that the Clerk investigate potential sites and designs and report to the next meeting.

b) Leicestershire County Council

Cllr B Harrison-Rushton had advised of local events and current consultations.

c) Hinckley & Bosworth Borough Council

Cllr M A Cook reported on local matters of interest. The Draft Local Plan was now scheduled for public consultation in June, with adoption pencilled in for 2025.

d) Carlton Neighbourhood Watch Group

Ms Yule reported that in February there had been 1 other crime in Carlton, and in March 1 burglary.

e) Parish Clerk

Harry's Grave – faded Give Way and road markings reported to LCC Highways 15/3 and refreshed.

Harry's Grave – pothole repaired by LCC Highways on 2/4 (p.1931/3a refers).

Main St – eroded tarmac at junction with Barton Rd had been patched 22/3 (p.1925/3e refers)

Main St – LCC Highways had advised that the footway across the road from the church was not wide enough to allow for the installation of a dropped kerb. They had noted that there were dropped kerbs on both sides of Main Street further to the west (p.1933/7 refers).

Rural Conference – had been attended by the Clerk on 14/3.

H&BBC Open Space & Recreational Facilities study – survey form completed and returned.

Committee on Standards in Public Life – public bodies consultation returned.

GPO letter boxes – had all been painted.

Little Lane – the neighbouring landowner and CGG volunteers **were thanked** for removing trees and overhanging branches on 30/3 (p.1933/5 refers).

CDJO – the CGG **was thanked** for installing the galvanised trough at the western entrance on 4/4 and planting it with herbs (p.1934/8 refers).

Community Equipment grant – the scheme rules had not been published at the time of the last meeting: in the event a kissing gate had been defined as a miscellaneous item, and only one could be applied for. However, Market Bosworth PC had resolved to support the project, and had been awarded a grant towards the replacement of the stile on footpath S69, while the PC had been awarded a grant of £400 towards the replacement of the stile on footpath S78 (p.1934/9 refers). The affected landowners had consented, and both kissing gates had been ordered. The estimated cost to supply and install the gate on S78 was £800. **It was noted** that there were metal bars at each end of the footbridge on S69 which had to be stepped over. **It was resolved** that the Clerk ask whether these could be removed when the kissing gate was installed so that there would be no obstructions at all on this route.

Churchyard wall – had been surveyed on 2/5 after an unusually wet winter and spring. The lean had been the same or slightly greater than the maximum measured previously (on 20/11/23), except that the most affected section (screws 5-6) had tilted significantly less. This was thought to be due to the removal of soil from behind the wall.

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

A member of the public commented that the village had a scruffy appearance, that litter was appearing in Main St where it had not previously been a problem and the footways and gutters were dirty and full of weeds. There was broad agreement with this statement – building works created dirt and litter; the footways were in poor condition with cracks full of weeds, hollows which collected slippery silt, and areas of poor surfacing (p.1904/5e, 1920/3a refer); kerbs and gutters contained debris and weeds; parking on footways and verges had created ruts and damage; and some hedges and verges were unkempt. In some parishes all highway verges were now being left uncut as wildlife refuges. There was agreement that a balance was required, and that it was desirable to foster pride in the appearance of the village.

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 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 for the benefit of the community. **It was resolved** that the reports be accepted and amalgamated into Report 2024-10.

7. Renewal of the insurance policy

The current policy would expire on 31st May; had been underwritten by Zurich Municipal Insurance; and had been subject to a long-term agreement. Three quotations had been received for 2024-25:

	£.p
Ansvar Charity & Community	549.21
Clear Councils	479.32
Zurich Municipal	415.17

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

8. Financial and audit matters

a) Report 2024-04: Quarterly financial statement for 1st January-31st March 2024

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 2024-04 be approved.

b) Receipts & Payments accounts and bank reconciliation for the financial year 2023-24

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 2023 be approved, and they were signed by the Chairman.

c) Report 2024-05: Summary financial statement for the financial year 2023-24

It was resolved that Report 2024-05 be approved.

d) Report 2024-06: Report on fixed assets held on 31st March 2024

It was resolved that Report 2024-06 be approved.

e) Exemption from limited assurance review by the External Auditor

The total receipts and total payments for the financial year 2023-24 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 2023-24

It was resolved that the Internal Auditor's report be **noted** and the agreed fee of £85.00 be paid (p.1850/11 refers).

g) Annual Governance Statement for the financial year 2023-24

The Annual Governance Statement for the financial year ending 31st March 2024 was completed with *Yes* answers to all questions, and it was signed by the Chairman and Clerk.

h) Accounting Statements for the financial year 2023-24

The Accounting Statements for the financial year ending 31st March 2024 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) Dates for the period of public rights

It was resolved that the period for the exercise of public rights to inspect the accounts be from Monday 3rd June to Friday 12th July 2024.

The RFO advised that redacted copies of all of the documentation approved in 8b-k would be uploaded to the PC's website after the meeting. Paper notices of the public inspection period would be put up before 2nd June, and copied on the PC's website.

9. Report 2024-07: Summary statements of earmarked funds and s137 expenditure for the financial year ending 31st March 2024

It was resolved that Report 2024-07 be approved.

10. Report 2024-08: Annual review of property

It was resolved that Report 2024-08 be approved.

11. Report 2024-09: Annual report on memorials in the churchyard and cemetery

It was resolved that Report 2024-09 be approved.

12. Annual Report

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

13. LCC Local Nature Recovery Survey

It was resolved that the survey be completed by Cllrs Arnold and Boston.

14. Planning matters

a) 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. **It was resolved** that the PC had no objections; considered that one parking space should be suitable for disabled drivers; suggested that it would be desirable for two customer parking spaces to be provided in addition to two residential spaces; noted that speed data would not be representative; requested conditions (i) that the use of the treatment room shall remain ancillary to the main dwelling; (ii) that any business shall be operated by the occupier of the main dwelling; and (iii) that the hours of opening be limited to 9am-9pm on weekdays, and 9am-2pm on Saturdays and that the business should not open at all on Sundays.

b) Comments submitted under delegated powers

There were none.

c) Planning applications and appeals determined

24/00113/HOU Two storey front and single storey rear extension, detached double garage and associated works. 9 Main Street. Permitted.

24/00173/HOU Loft conversion including the addition of 5 rooflight windows to rear. Spinney View 72 Main Street. Permitted.

d) Enforcement matters

20/00316/FUL & 20/01102/DISCON Replacement dwelling, 60 Main St.

Construction of gate pillars more than 1m high not on approved plans. Case closed..

15. Date, time and place of the next meeting

It was resolved that the next meeting be held at 7pm on Wednesday 10th July 2024 in Saint Andrew's Community Hub, Main Street, Carlton.

The meeting closed at 20:40 hrs.

Signed _____ **Date** _____

Abbreviations used in these minutes

CDJO	Carlton Diamond Jubilee Orchard
CFG	Carlton Footpath Group
CGG	Carlton Gardening Group
H&BBC	Hinckley & Bosworth Borough Council
KCTG	Keep Carlton Tidy Group
LCC	Leicestershire County Council
PC	Parish Council
RFO	Responsible Financial Officer