

CARLTON PARISH COUNCIL

Minutes of the Annual Meeting held at Saint Andrew's Community Hub, Main Street, Carlton at 7.40pm on Wednesday 13th May 2026

Present: S G Tupling (Chairman), R G Arnold, J H Boston (Councillors), J Melen (County Councillor), C J Peat (Clerk).

1. Election of Chairman and Vice Chairman

It was resolved that Cllr Stuart G Tupling be elected Chairman.

It was resolved that Cllr Ian Sarson be elected Vice Chairman.

2. Declarations of Acceptance of Office

A Declaration of Acceptance of Office was signed by Cllr Tupling.

3. Administrative matters

a) Apologies for absence from Councillors

It was resolved that apologies from Cllrs Sarson and 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.

4. Minutes of the meeting of 11th March 2026

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 the sad news that former Mayor and Borough Councillor Rita Aldridge had died aged 89. Rita had represented the Cadeby, Carlton & Market Bosworth Ward from 1999 to 2011.

Cllr Arnold requested clarification on the recycling of plastic food packaging. **It was resolved** that this be investigated.

It was noted that the caddies used for the new waste food collection service were prone to blow about once emptied, causing highway problems in some areas.

b) Leicestershire County Council

Cllr J Melen presented an update on LCC business, and **was thanked** for a written report on local matters. Cllr Melen kindly offered to obtain Police stickers for use on vehicles obstructing footways. Cllr Melen left the meeting at this point.

c) Hinckley & Bosworth Borough Council

Cllr M A Cook had apologised for her absence, but **was thanked** for a written report on H&BBC business and local matters.

d) Carlton Neighbourhood Watch Group

Ms R Yule reported that in Carlton in February there had been 2 violence and/or sexual offences, and in March 1 burglary.

e) Parish Clerk

AGAR – the new on-line reporting system had not been made available in time to meet the PC's meeting and approval date, so the Clerk had withdrawn from the trial.

Lount Rd – the abandoned and vandalised car had been removed by H&BBC, and the remaining debris cleared up by the KCTG.

Barton Rd – streetlight 6 had been repaired (p.2010/3e refers).

Congerstone Lane – the blocked ditch had been cleared by the landowner (p.2010/4 refers)

Northfields – no response had been received to the PC's letter and the fence was still lying in the bin collection area (p.2012/8 refers). **It was resolved** that a complaint be submitted to the Housing Ombudsman Service.

Parish Councillors meeting – arranged by Dr Luke Evans MP. **It was resolved** that the meeting be attended by the Chairman and Clerk.

Garden exchange rack – had been installed in the churchyard by CGG volunteers.

Turnpike milestone – has been referred to *The Repair Workshop* for refurbishment following a BBC Casting Call for community heritage items in the LRALC round-robin.

Jitty/footpath S51 – complaints had been received that the jitty was obstructed by vegetation. The landowner responsible had apologised and promised to cut the hedge back.

Footpath S47 – complaints from walkers that the path was obstructed by an arable crop had been referred to LCC RoW.

NPower – had sent the PC an invoice for a BT kiosk in Harlaxton, while Shirley PC had received an invoice for the BT kiosk in Carlton. Similar problems had occurred in 2025 and had been believed to have been resolved at that time. These matters had been reported to NPower.

Carlton Charity Lands – clauses 23 and 24 of the Scheme of 1912 relating to apprenticeships had been replaced by the following clauses: Clause 23 – To advance in life and help young people of the Civil Parish of Carlton through: a) providing financial support to young people no older than 23 years of age to develop their skills and education for the furtherance of their careers and personal development, and b) providing financial support for the provision of 1) tools and equipment in the pursuit of a) above, and 2) other charitable purposes to benefit the community in the Civil Parish of Carlton. Clause 24 – To preserve and protect the health of residents within the Parish in particular but not exclusively by the provision of a defibrillator, health lectures and exercise classes. Clause 25 of the Scheme of 1912 had been removed. **It was resolved** that these changes be noted.

H&BBC Rural Conference – the PC had been represented by the Clerk on 12/3 (p.1993/3e refers).

H&BBC Heritage Forum – on 29/4 had been attended by Cllrs Arnold, Boston and the Clerk. Local projects had been reviewed; attendees all reported problems with the recruitment of volunteers; it would be important to ensure that the Forum continued after local government reorganisation.

White lines and slow signs – in the village and on Carlton Rd had been renewed by LCC Highways (p.2001/3a, 2009/3a refer).

SID Posts Project – a grant of £617.50 had been offered from H&BBC Community Equipment grant fund; the application for a Structures Licence had been submitted to LCC Highways (p.2011/7 refers).

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

Two members of the public asked about Willowfield in Bufton Lane and were advised of the current position.

6. Data Protection Policy

It was resolved that the revised Data Protection Policy be adopted.

7. Churchyard Wall Rebuilding Project

The Diocesan authorities and LCC Highways had agreed in principle that the wall could be moved back so as to provide a footway 1160mm wide along the highway frontage. This still required justification and formal approval through a Faculty.

One drawing had been provided by the Architect; additional drawings and specifications were being prepared by the Structural Engineer. The Faculty application would be submitted as soon as this documentation was available (p.2011/6 refers).

A grant of 50% of the costs up to a limit of £9,000 had been offered by the H&BBC Environmental Improvement Fund.

8. Application to The Friends for a grant towards rebuilding the churchyard wall

The Clerk had reported to Councillors on potential sources of funds and grant applications made, but had not applied to the Friends of St Andrews Church Carlton because he believed that the funds managed by the Trustees could only be used for the repair and maintenance of the church building.

It was noted that the objects of this charity were: “The trustees shall hold the trust fund and its income upon trust to apply them for the following objects (“the objects”): in care and maintenance of fabric of St Andrews Church, Carlton (“the area of benefit”).

Councillors took the view that the words *fabric of St Andrews Church* were open to interpretation; that it was for the Trustees of the charity to interpret the wording of their objects; and that the Trustees response to an application for funding would clarify the position.

It was resolved that an application for funding be submitted to The Friends of St Andrews Church, Carlton.

9. Insurance policy

The current policy was due for renewal, and Zurich Municipal had quoted £436.49 for renewal and £402.00pa for an on-line policy with almost identical terms. CAS Insurance had been invited to quote but had declined as they could not match the Zurich prices.

It was resolved that the on-line quote from Zurich Municipal be accepted.

10. Financial and audit matters

a) Report 2026-07: Quarterly financial statement for 1st January-31st March 2026

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 2026-07 be approved.

b) Receipts & Payments accounts and bank reconciliation for the financial year 2025-26

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 and Payments accounts for the financial year ending 31st March 2026 be approved and they were signed by the Chairman.

c) Report 2026-08: Summary financial statement for the financial year 2025-26

It was resolved that Report 2026-08 be approved.

d) Report 2026-09: Report on fixed assets held on 31st March 2026

It was resolved that Report 2026-09 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 2025-26

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.1964/12 refers).

g) Annual Governance Statement for the financial year 2025-26

The Annual Governance Statement for the financial year ending 31st 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 2025-26

The Accounting Statements for the financial year ending 31st March 2026 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 Statement of Reserves Held be approved.

k) Period for the exercise of public rights of inspection

It was resolved that the accounts and supporting documentation be made available for public inspection from Wednesday 3rd June to Tuesday 14th July 2026.

11. Report 2026-10: Summary statements of earmarked funds and s137 expenditure for the financial year ending 31st March 2025

It was resolved that Report 2026-10 be approved.

12. Reimbursement of costs incurred by the Clerk

LCC required the Highway Structures Licence fee of £235 to be paid by bank giro credit, and this had been paid by the Clerk from his personal account. **It was resolved** that this sum be refunded.

13. Report 2026-11: Annual review of property

It was resolved that Report 2026-11 be approved.

14. Report 2026-12: Annual report on memorials in the churchyard and cemetery

It was resolved that Report 2026-12 be approved.

15. Annual Report

A draft had been copied to Councillors before the meeting. **It was resolved** that the Annual Report be approved for publication.

16. Planning matters

a) Planning applications and appeals submitted

b) Comments submitted under delegated powers

There were none.

c) Planning applications and appeals determined

25/01230/OUT Outline planning permission for the erection of a single self-build dwelling (all matters reserved except access). Land south of Main St. Permission refused.

26/00239/HOU Two storey rear extension and temporary permission for a static caravan during the works. 39 Main St. Permission granted.

d) Planning enforcement matters

60 Main Street. Enforcement proceedings had been initiated for the removal of the containers (p.2014/13d refers).

17. Next meeting

It was resolved that the next meeting be held at 7pm on Wednesday 8th July 2026 in Saint Andrew's Community Hub, Main Street, Carlton.

The meeting closed at 8.40pm.

Signed _____ **Date** _____

Abbreviations used in these minutes

CDJO	Carlton Diamond Jubilee Orchard
H&BBC	Hinckley & Bosworth Borough Council
LCC	Leicestershire County Council
NCHA	Nottingham Community Housing Association
PC	Parish Council