

# CARLTON-ON-TRENT PARISH COUNCIL

Minutes of the meeting of  
Carlton-on-Trent Parish Council held  
in the Village Hall, Main Street, Carlton on Trent on

**Tuesday 4<sup>th</sup> April 2017 at 7.30pm**

**Present:**

Cllr N Fletcher (Chair), Cllr M Martin (Vice-Chair), Cllr J Clark, Cllr M Eley, Cllr L Hopkins, Cllr F Jerome, Cllr R Whate, DCllr S Michael and T Grimes (Clerk)

**1) To consider any apologies for absence**

CCllr BL apologised for being unable to attend during the run up to the County Council elections.

**2) To receive any declarations of interest in items on the agenda**

MM declared an interest in the clerk's wages.

**3) To accept the minutes of the Parish Council meeting held Tuesday 7<sup>th</sup> March 2017**

The minutes were approved as a true record of the meeting and were signed by the chair.

**4) 10 minute open forum to receive questions and comments from members of the public**

There were no members of the public present but FJ informed the meeting that residents had approached her regarding the road surface at the entrance of Carlton Lane from Ferry Lane. The tarmac is in a very poor state of repair and the white lines have disappeared so the residents were advised to report the matter to Highways. It was suggested that due to imminent building works at the Maltings it may be better for the council to wait until work was complete before reporting this.

FJ also reported that residents had raised concerns about works vehicles turning into Park Farm building plot from the A1 slip road. It was confirmed that the planning permission stated they had to use this entrance and that it was sign posted but the sign was rather late and small so anyone following a lorry wouldn't see it. FJ offered to ask the builders to put further signage near the cross roads.

ME had been asked when NSDC would be clearing the drains as the South end of the village are blocked.

JC reported that there was a drain near the café which had a hole in the cover where someone could catch their heel.

The clerk will report the last two matters.

**5) To note any matters arising from the minutes of 7<sup>th</sup> March 2017**

**a) Feedback on bank signatories (RW)**

RW reported that NF was now a signatory on the account.

**b) Housing Needs Survey update**

The clerk informed councillors that Miles King had taken over from Jill Sanderson and would be sending the survey at the beginning of June for distribution with the village newsletter. His communications were put in the pack for councillors to read.

**6) To receive updates on any District & County Councillor matters**

DCllr SM offered a poster to promote the Warm Homes scheme but councillors confirmed that they had put one up. She also reminded councillors that the next Safer Neighbourhoods meeting is on Thursday 6<sup>th</sup> April.

- 7) To receive feedback from councillors on any meetings/training attended**  
Councillors had not attended any meetings but the clerk reported that she had been on the External Audit training provided by NALC.
- 8) To decide whether to run a Veolia Recycling Trip**  
As there were a small number of people expressing an interest it was agreed that a Tuesday evening trip would be requested. FJ offered to contact Veolia.
- 9) To decide whether to submit a Unity article regarding Cromwell Holt and Cromwell Filling Station issues**  
It was felt that a Unity article would be worthwhile and DCllr SM suggested the matter be raised at the SNG meeting so that a point of contact could be confirmed.
- 10) To consider whether additional storage is required for Council documentation**  
The clerk outlined the amount of documentation and the cost of fire boxes. It was felt that the cost was excessive and that more recent material was stored digitally in 4 places so fireproof storage wasn't necessary. The clerk was asked to find out about archiving older material such as minutes which would be irreplaceable if lost in a fire.
- 11) To discuss and note any further actions required from correspondence received since the last meeting**
- a) Notts ALC – Best Kept Village Competition**  
The information was put in the pack for councillors to consider.
  - b) CPRE – Housing White Paper**  
This had already been emailed to councillors and was listed in error.
  - c) National Institute for Health Research - Reboot Notts**  
The clerk outlined the programme and it was agreed the leaflets should be displayed.
  - d) Civic Voice – Civic Day**  
The information was put in the pack for councillors to consider.
- 12) To discuss and respond to the following consultations**
- a) NSDC – CIL Draft Charging Schedule**  
It was felt no response was required.
- 13) To consider and approve any financial matters**
- a) To approve payments for:**
    - **Clerk's Wages £178.05**

**RESOLVED:** To make the payment.  
(proposed by NF, seconded by FJ, carried unanimously, MM did not vote)

    - **NSDC Dog Bin Emptying £82.84**

The clerk noted that the invoice had been made out to the Village Hall in error, a new one had been requested but had not yet arrived. The clerk also informed council that NSDC would no longer accept a cheque which would mean having to go to the Post Office to make payment.

**RESOLVED:** To make the payment BUT to hold the cheque until the corrected invoice arrives.  
(proposed by LH, seconded by RW, carried unanimously)
  - b) Any other financial matters**
    - i) To note the bank reconciliation**  
The bank reconciliation and statements were checked and signed by the chair.

**ii) To note the additional requirements of the External Audit**

The clerk informed councillors that Carlton had been selected for an intermediate investigation and outlined the additional requirements. It was noted that statement 9 on Trust Funds was not applicable but that statement 8 would require additional information being submitted.

**iii) To determine the Village hall fee (on account)**

This was agreed to be 1 hour, i.e. £3, making £18 on account to date.

**14) To raise any other business which may need to be included on the agenda of the next meeting**

The clerk informed councillors that they had received a litter picking kit from NSDC. The clerk also noted that the following items had arrived after the agenda had been displayed;

- A letter from E-on stating the electricity rates for the phone box were increasing
- A new version of Governance and Accountability had been published and
- A planning consultation for which the clerk had requested an extension.

**15) To note the date of the next meeting**

The next meeting will be the Annual Parish Meeting to be held at 7pm on 3rd May 2017. This will be followed at 7.30pm by the Annual Council Meeting.

The meeting closed at 8.35pm