# Minutes of the Annual Meeting of the Parish Council On Thursday 20 May 2021

**Present:** Stephen Roberts, Kate Homan, Giles Dobson, Mary Maitland, Polly Fenwick,

Edith Osborn as Clerk, County Councillor - Henry Batchelor, District Councillor - Geoff

Harvey

Members of the Public: Josephine Roberts

## 1 Apologies

Apologies were received from Robert Foster and Paul Archer.

#### 2 Declarations of Interest

There were no new Declarations of Interest.

#### 3 Administration

#### **3.1** Election of Chairman

The Chairman noted that he had stood as Chairman for ten years and he was happy to continue.

Stephen Roberts was proposed as Chairman by Giles Dobson and this was seconded by Polly Fenwick. It was resolved that Stephen Roberts be Chairman until the next Annual Meeting.

#### **3.2** Election of Vice-Chairman

It was agreed that there would be no Vice-Chairman for the current year.

#### 3.3 Confirmation of Clerk as Responsible Financial Officer

Edith Osborn was proposed as the Responsible Financial Officer by Stephen Roberts and seconded by Giles Dobson. It was resolved that Edith Osborn be the Responsible Financial Officer until the next Annual Meeting. The Chairman thanked the Clerk for her hard work in the past year.

## **3.4** Planning Committee

The Chairman reminded councillors of the procedure which was in place; new planning applications are emailed to the Clerk by the Planning department who then emails all of the councillors. All can comment but consideration should be by a committee of three councillors to include the Chairman and a councillor who lives nearest to the proposed application. The application is added to the Planning application report which is presented at each meeting. The result is commented on at the next meeting of the council.

#### 3.5 Parish Council website

Polly Fenwick confirmed that she had reviewed the suppliers which other parishes had started using together with the costs and she felt that the costs were disproportionate to the level of the precept. The on-going cost worked out at 5-7% of the precept plus there would be the set up cost. She had looked at Ickleton's website which could not comply with the WCAG 2.1 requirements but had added an Accessibility statement and noted the disproportionate burden of making the website comply. It was queried what Carlton would be using the website for. It was agreed to circulate residents if anyone had any expertise in setting up websites. Stephen proposed that the parish council would adopt disproportionate burden and go for the lowest price to set up a website.

# **3.6** Village Voice

The Clerk advised councillors that she had been in discussion with Trish Bull regarding contributions from the villages to the cost of printing the Village Voice. One village had not been distributing paper copies to the residents and had been making a donation which raised the question whether Carlton wanted to do the same. It was decided that Carlton would continue distributing paper copies as not all residents use email. Stephen Roberts proposed that the parish contribution to Village Voice be £100 and this was seconded by Polly Fenwick.

# 4 Minutes of Meeting held 11 February 2021 and matters arising

On reviewing the minutes, the Clerk advised that the Roodhall bridleway referred to in the Internal Review is the name of the lane from the War Memorial down to the ford. From the ford to Willingham Green the lane is called Brook Lane and the other lane leading from the ford to Weston Green is Clamps Lane. These names can be found on a map from 1949 loaded onto the current website.

The acceptance of the minutes of the meeting held on 11 February 2021 was proposed by Stephen Roberts and seconded by Kate Homan.

#### 5 Finance

**5.1** The following payments were reviewed:

5.1.1	The Community Heartbeat Trust chq 367	£ 14.81
5.1.2	CCC chq 368	£ 25.00
5.1.3	CPRE chq 369	£ 206.70
5.1.4	CGM chq 370	£ 36.00
5.1.5	CAPALC chq 371	£ 210.30
5.1.6	The Community Heartbeat Trust chq 372	£ 120.00
5.1.7	J Dockerill chq 373	£ 36.00
5.1.8	Business Services at CAS	£ 186.73

The payments to The Community Heartbeat Trust were for replacement pads for the defibrillator and for the annual cost of the Village Emergency Telephone System which the parish council will be funding from this year onwards.

Giles Dobson proposed that the payments be approved and Stephen Roberts seconded the proposal.

## **5.2** Receipts, payments and bank reconciliation. Year end 2020/2021 as attached.

The Chairman reviewed the accounts. Stephen Roberts proposed that the accounts for the year ended 31 March 2021 be accepted and Polly Fenwick seconded the proposal.

**5.3** Annual Return for the year ended 31 March 2021.

# **5.3.1** Approval of the Annual Governance Statements

The Clerk advised that each section of the Annual Governance Statements was the same as last year. All the Councillors agreed unanimously on each section of the Statements. Giles Dobson proposed that the Annual Governance Statements for the year ended 31 March 2021 be accepted and Mary Maitland seconded the proposal.

#### **5.3.2** Consideration of the Accounting Statements

The Chairman reviewed the figures for the year ended 31 March 2021. The Clerk confirmed that there were no new or unusual entries from the previous year.

#### **5.3.3** Approval of the Accounting Statements

Giles Dobson proposed that the figures agreed above be entered into the accounting statements and the Certificate of Exemption for the year ended 31 March 2021 and be accepted, and Mary Maitland seconded the proposal.

## **5.4** The receipts, payments and bank reconciliation as at 30 April 2021

Stephen Roberts proposed that the accounts for the period to 30 April 2021 be approved and Giles Dobson seconded the motion.

## 6 Planning

**6.1** 20/05132/FUL Willingham House Stud – Construction of 1 dwelling update

The planning application was refused in March 2021.

#### **6.2** Willingham Green Scrapyard

The planning application which was approved for this site was for the construction of 4 new dwellings which expires at the end of November 2021. As this may not be a financially viable proposition this development may not go ahead.

**6.3** 21/00344/HFUL The Bungalow, WG – single storey extensions & garage

This application was approved in April 2021.

**6.4** Proposed housing at Six Mile Bottom

This development remains with South Cambs District Council to consider. The next date for review is 15 October when the number of sites will be selected. A decision would not be forthcoming for another 18 months.

#### 7 Environmental

#### **7.1** LHI application 2021/22 for Willingham Green

The application had been successful and the speed limit in Willingham Green will be reduced to 50mph. Stephen Roberts proposed that the parish council pay the required 10% of the cost of the work and Kate Homan seconded this proposal. Stephen Roberts agreed to contact the new Police

Commissioner regarding the speed limits in Cambridgeshire villages not following the national guidelines as Carlton village still has a speed limit of 40mph.

### **7.2** Climate Change report

Stephen Roberts thanked the sub-committee for their work on the proposed climate change survey so far. A link to the survey will be sent to residents shortly so that everyone can take part and feedback can be collated

It was noted that Josephine Roberts trims round the newly planted trees on a weekly basis. She had received a donation of an oak tree and planted a variety of other trees in the parish. She had also picked up a large quantity of litter from the verges and is part of 'Rubbish Friends'. She had applied for a grant of £100 to help with the cost of equipment.

### **7.3** Footpaths/Road surfaces/drains/gulleys

Stephen Roberts reported that he had made 12 entries on the County Council's portal regarding potholes. There is a new Highways Officer - Maciej Adamczyk with whom Stephen Roberts had been discussing the potholes. Five of the largest had been completed including on Temple End Road. Carlton Green Road is still outstanding.

Robert Foster had been in touch with the D'Abo Estate regarding the flooding issue but had had no response. John Garrod at Weston Colville is producing a map of the drains in that area. It was decided to contact Henry Batchelor for advice.

Geoff Harvey advised that he had watched a farming video as part of the recent Sustainability Fortnight which was inspiring and may be watched via the South Cambs website.

It had already been decided to use the remaining S106 monies on planings for the bridleway. Stephen Roberts had estimated a distance of 500m would need to be covered which would require four lorryloads. This project will commence when Covid restrictions ease.

## **7.4** Grass cutting in Willingham Green

It was noted that the verges were not cut often enough in Willingham Green which is leading to a safety issue on the bend. Stephen Roberts agreed to contact Henry Batchelor about this.

The bridleway needs to be trimmed back. Polly Fenwick agreed to investigate useful machinery and the availability of someone to do the work.

## 8 County and District Councillors' report

Geoff Harvey noted that the May report had been circulated to councillors. The Zero Communities Grant has opened again; the split of schemes is: 40% by increasing biodiversity by planting trees, 40% for energy efficient schemes and 20% for innovative schemes. 15 to 20 projects will be chosen. A seminar is being set up for the public to talk to people who have already been awarded a grant. SCDC are offering free trees, maximum of 6 per parish. The 5 year land supply will be re-assessed with 1-2 years as a buffer.

Henry Batchelor joined the meeting.

He was congratulated on his re-election.

The Covid weekly bulletins feedback has been found useful. Business grants are being offered again. At the CC there has been a change of administration since the election but no party has enough members to form an administration, it will be a combination of Liberal Democrats, Labour and Independents. The CC is changing the way it operates; Highways Department will be changing to try and improve the service, feedback on how to better operate would be good. Henry Batchelor is now the Chairman of the Planning Committee which also covers waste and minerals. The new mayor is Dr Nik Johnston who has cancelled some large projects such as the Cam Metro. It is not known yet what his policies are.

#### 9 General observations or matters for consideration at the next meeting (formerly AOB)

Kate Homan reported that one of the residents had raised the Climate & Ecology Bill with her. This Bill is at the beginning of its passage through Westminster with 108 MPS, 49 councils and 128 organisations supporting it. The plan is to expand on the 2008 Act. It was decided that the Bill could be discussed in the village climate group.

Caroline Revitt proposed that the village adopt a rare buttercup only found in Carlton and Weston Colville as the village emblem.

The Chairman thanked everyone for attending.

# 10 Proposed Meeting Dates

Parish Council Meeting Dates 2021/22

The Chairman proposed that future meetings be held as follows:

Thursday 5 August 2021 Thursday 11 November 2021 Thursday 10 February 2022 Thursday 12 May 2022 A G M

Thursday 12 May 2022 Parish Meeting

The Meeting closed at 9.32pm.