

# CARLTON cum WILLINGHAM PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council On Thursday 12 May 2022

**Present:** Stephen Roberts, Kate Homan, Giles Dobson, Robert Foster, Polly Fenwick, Paul Archer  
Edith Osborn as Clerk, County Councillor – Henry Batchelor, District Councillor - Geoff  
Harvey  
Members of the Public

### **1 Apologies**

Apologies were received from Suki Troy.

### **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 eleven 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 Robert Foster. 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**

It was noted that the procedure which was in place remained the same as before; 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 had circulated some information prior to the meeting relating to the website designed for Burrough Green. She had contacted the designer who is based in England and was very helpful. The cost is £349 to set up and there is an £150 annual fee. The set up fee includes a security certificate, help with applying for a domain name plus full training. Polly Fenwick agreed to check what would happen to the website when the designer no longer supports it.

All councillors were in agreement that the parish council should proceed with this option to create a new website for the village.

#### **3.6 Village Voice**

The Clerk advised councillors that she had received a set of accounts from Village Voice and questioned whether the parish council should increase their donation from £100. It was agreed that the Clerk would contact Trish Bull to ascertain what the other villages are considering as only 10-15% of Carlton residents are not on email.

### **4 Minutes of Meeting held 10 February 2022 and matters arising**

The acceptance of the minutes of the meeting held on 10 February 2022 was proposed by Stephen Roberts and seconded by Giles Dobson.

Geoff Harvey arrived.

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## 5 Finance

5.1 The following payments were reviewed:

5.1.1	Edith Osborn chq 384	£ 1,566.24
5.1.2	Edith Osborn – salary	£ 26.52
5.1.3	CCC chq 385	£ 345.25
5.1.4	CPRE chq 387	£ 36.00
5.1.5	CGM chq 386	£ 127.08
5.1.6	CAPALC chq 388	£ 213.51
5.1.7	Marilyn Field chq 389	£ 25.00
5.1.8	D Haird &Co chq 390	£ 1,126.02
5.1.9	J Dockerill chq 391	£ 36.00
5.1.10	Community Heartbeat Trust chq 392	£ 120.00
5.1.11	Business Services at CAS	£ 272.53
5.1.12	Edith Osborn – expenses	£ 10.55
5.1.13	CGM	£ 136.61

The Clerk advised that the insurers had not offered renewal terms and had broken the Long Term Agreement. The Brokers had offered terms from a different insurer but the premium had increased substantially. It was agreed the Clerk would try to obtain an alternative quote prior to the renewal date. The Clerk noted that CGM had increased their prices by 7.5% from 1 April 2022.

Stephen Roberts proposed that the payments be approved and Robert Foster seconded the proposal.

5.2 Receipts, payments and bank reconciliation. Year end 2021/2022 as attached.

The Chairman reviewed the accounts. Stephen Roberts proposed that the accounts for the year ended 31 March 2022 be accepted and Robert Foster seconded the proposal.

Kate Homan arrived.

5.3 Annual Return for the year ended 31 March 2022.

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.

5.3.2 Consideration of the Accounting Statements

The Chairman reviewed the figures for the year ended 31 March 2022.

5.3.3 Approval of the Accounting Statements

Stephen Roberts proposed that the figures agreed above be entered into the accounting statements and the Certificate of Exemption for the year ended 31 March 2022 and be accepted, and Giles Dobson seconded the proposal.

5.4 The receipts, payments and bank reconciliation as at 30 April 2022

Stephen Roberts proposed that the accounts for the period to 30 April 2022 be approved and Robert Foster seconded the motion.

## 6 Planning

6.1 22/00009/FUL Land north of Providence House

The planning application was still not decided by the Planning Department.

6.2 Willingham Green Scrapyard

There was no update

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

An update is required on the resolution of the flooding issues on the B1052

## 8 Proposed Meeting Dates

The Chairman proposed that future meetings be held as follows:

Thursday 4 August 2022

Thursday 10 November 2022

Thursday 9 February 2023

Thursday 11 May 2022 A G M

Thursday 11 May 2022 Parish Meeting

The Chairman thanked everyone for attending.

The Meeting closed at 7.50pm.