

CARLTON cum WILLINGHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in St Peter's Church Carlton
On Thursday 9 May 2013

Present: Caroline Revitt, Michael Mann, Malcolm Stennett, Hedley Francis, Stephen Roberts, Paul Dean, Edith Osborn as Clerk, Richard Barrett and Andrew Fraser – District Councillors
Martin Reynolds and Geoffrey Blackford.

1 Apologies

Apologies were received from John Coppen and Roger Hickford – County Councillor.

2 Declarations of Interest

There were no new Declarations of Interest.

3 Administration

3.1 Election of Chairman

Stephen Roberts was proposed as Chairman by Malcolm Stennett and this was seconded by Michael Mann. It was resolved that Stephen Roberts be Chairman until the next Annual Meeting.

3.2 Election of Vice-Chairman

Hedley Francis was proposed as Vice-Chairman by Caroline Revitt and this was seconded by Stephen Roberts. It was resolved that Hedley Francis be Vice-Chairman until the next Annual Meeting.

3.3 Confirmation of Clerk as Responsible Financial Officer

Edith Osborn was proposed as the Responsible Financial Officer by Stephen Roberts and seconded by Caroline Revitt. It was resolved that Edith Osborn be the Responsible Financial Officer until the next Annual Meeting.

3.4 It was approved that the councillors' addresses would be displayed on the village notice boards

3.5 The Chairman suggested that it could be to the benefit of the village as a whole if the Parish Council had a representative on the Wadlow Wind Farm Committee. Hedley Francis had been unable to attend meetings for some time. Other villages within the catchment had already submitted applications for funding of projects and Carlton may wish to do that too in the near future. There had recently been a re-election of representatives to the Committee in March. The next meeting will be held in September.

Paul Dean offered to attend the next meeting depending on when it was held. Malcolm Stennett requested that he be emailed a set of minutes of the Committee meetings.

4 Minutes of Meeting held 7 February 2013. Agreed as correct by all councillors. Michael Mann proposed that the minutes be approved and Stephen Roberts seconded the proposal. It was resolved that the minutes be approved.

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5 Finance

5.1 The following payments were reviewed:

5.1.1 CAPALC subscription	£ 65.27
5.1.2 Insurance premium	£

The Clerk advised that she had received the renewal notice from the insurers since the agenda had been sent out. The insurers had proposed that the renewal premium be £206.18 but they also offered a 3 year Long Term Undertaking for £195.87 or a 5 year Long Term Undertaking for £185.56. After a short discussion, it was agreed that the Council would accept the 5 year Long Term Undertaking.

5.1.3 Village Voice	£ 45.00
5.1.4 CPRE Subscription chq 239	£ 29.00

Hedley Francis proposed that these payments be accepted and Michael Mann seconded the proposal.

5.2 Receipts, payments and bank reconciliation for the year ended 31 March 2013.

Malcolm Stennett advised that the Chairman review the bank statements before signing off the accounts.

5.3 Annual Return for the year ended 31 March 2013.

The Chairman advised that he had reviewed the Return prior to the Meeting.

5.4 The receipts, payments and bank reconciliation as at 30 April 2013

Caroline Revitt proposed that the accounts for the year ended 31 March 2013, the Annual Return, including the Annual Governance statement, and the accounts for the period to 30 April 2013 be approved and Malcolm Stennett seconded the motion.

5.5 The Chairman advised that the S106 monies in relation to the land adjacent to 1 Hall Cottages had still to be applied for from the District Council. He referred to the discussion which would take place at the Parish Meeting about what to use the monies for within the community of Carlton.

IT WAS PROPOSED that the Parish Council enter into a Section 106 Agreement in respect of the Development of land adjacent to 1 Hall Cottages, Acre Road, Carlton and that Caroline Revitt and Hedley Francis be the signatories to the Agreement.

6 Planning.

6.1 S/0879/13/FL Christmas Cottage - detached double garage

The Clerk advised that the planning department were no longer sending out planning applications to Parish Councils by post. Notification will now be by email to the Clerk with a link to the DC's Planning application website. It was decided that the Clerk would henceforth forward planning emails to all Councillors for their comments.

7 Proposed Meeting Dates

Parish Council Meeting Dates 2013/14

The Chairman proposed that future meetings be held as follows:

Thursday 1 August 2013
Thursday 7 November 2013
Thursday 13 February 2014
Thursday 8 May 2014 A G M
Parish Meeting Thursday 8 May 2014

The Meeting closed at 7.56 pm.