

# CARLTON cum WILLINGHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in St Peter's Church Carlton  
On Thursday 12 May 2016

**Present:** Caroline Revitt, Michael Mann, Hedley Francis, Kate Homan  
Stephen Roberts, Stan Richardson, Giles Dobson, Edith Osborn as Clerk,  
Andrew Fraser – District Councillor, Roger Hickford – County Councillor.

## 1 Apologies

Apologies were received from Richard Turner – District Councillor

## 2 Declarations of Interest

There were no new Declarations of Interest.

## 3 Administration

### 3.1 Resignations

The Chairman confirmed that he had received a letter of resignation from Caroline Revitt advising that she would like to stand down effective from this meeting.

### 3.2 Election of Chairman

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

### 3.3 Election of Vice-Chairman

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

### 3.4 Confirmation of Clerk as Responsible Financial Officer

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

### 3.5 Publication of addresses on notice board

It was approved that the councillors' addresses would be displayed on the village noticeboard.

## 4 Minutes of Meeting held 11 February 2016 and matters arising

Further to the minutes, Stephen Roberts noted that 60 tons of planings would be delivered on Friday morning at a cost of £15 per ton plus VAT. Peter Coppen will start spreading the planings on the by-way on Saturday morning.

Most of the other items would be covered at the Parish Meeting.

The acceptance of the minutes of the meeting held on 11 February 2016 was proposed by Giles Dobson and seconded by Michael Mann.

## 5 Finance

### 5.1 The following payments were reviewed:

5.1.1	CAPALC subscription	£ 125.95
5.1.2	Insurance premium	£ 185.56
5.1.3	CPRE subscription chq 288	£ 36.00
5.1.4	BG Archives chq 287	£ 25.00
5.1.5	Orchard Park- Training chq 289	£ 35.00

Stephen Roberts proposed that the payments were approved and Michael Mann seconded the proposal.

Caroline Revitt arrived.

### 5.2 Receipts, payments and bank reconciliation for the year ended 31 March 2016.

The Chairman reviewed the accounts. Kate Homan proposed that the accounts for the year ended 31 March 2016 be accepted and Giles Dobson seconded the proposal.

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## 5.3 Annual Return for the year ended 31 March 2016.

### 5.3.1 Approval of the Annual Governance Statements

The Clerk reviewed each section of the Annual Governance Statements as the Annual Return had been amended as a result of the 2015 Audit Regulations and all the Councillors agreed unanimously each section of the Statements. Stephen Roberts proposed that the Annual Governance Statements for the year ended 31 March 2016 be accepted and Kate Homan seconded the proposal.

### 5.3.2 Consideration of the Accounting Statements

The Chairman reviewed the figures for the year ended 31 March 2016 and requested any comments.

### 5.3.3 Approval of the Accounting Statements

Kate Homan proposed that the figures agreed above be entered into the accounting statements for the year ended 31 March 2016 and be accepted and Giles Dobson seconded the proposal.

## 5.4 The receipts, payments and bank reconciliation as at 30 April 2016

Stephen Roberts proposed that the accounts for the period to 30 April 2016 be approved and Giles Dobson seconded the motion.

## 6 Planning.

### 6.1 S/0675/16/LB The Old Rectory – demolish extension and replace

The Clerk advised that the planning department had not yet decided on this application

### 6.2 S/0907/16/FL Acre Cottage –single storey rear extension

The Councillors had passed this application with no objections.

## 7 Environmental

### 7.1 S106 money and Indemnity

Further S106 money is now available from the development of Pinehawk Kennels. The Developer has had to pay to SCDC £743.82 in lieu of on-site provision of public open space and £284.08 towards the off-site provision of community facility space.

The Chairman proposed that the Council apply for this money from SCDC and enter into a S106 Agreement with SCDC in respect of the development at Pinehawk Kennels, Carlton and that Stephen Roberts and Hedley Francis be the signatories to the Agreement.

### 7.2 Donations to local charities

The Clerk advised that she had received requests for donations from Magpas and Linton Childrens Book Festival. After discussion, it was agreed not to make donations to either in this financial year.

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

Millenium Path – it was decided to see how much S106 money remained before deciding on maintenance of the path.

Broadband update – a report should be available in June

Grass verge update

## 9 Proposed Meeting Dates

Parish Council Meeting Dates 2016/17

The Chairman proposed that future meetings be held as follows:

Thursday 28 July 2016

Thursday 10 November 2016

Thursday 9 February 2017

Thursday 11 May 2017 A G M

Thursday 11 May 2017 Parish Meeting

No objections to the proposed dates.

The Meeting closed at 7.55 pm.

**CARLTON cum WILLINGHAM PARISH COUNCIL**