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 2019

Present:Kate Homan, Stephen Roberts, Giles Dobson, Matthew Smith
Edith Osborn as Clerk, District Councillor - Geoff Harvey

1 Apologies

Apologies were received from Paul Archer, Mary Maitland, County Cllr Henry Batchelor

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 Kate Homan and this was seconded by Giles Dobson. It was resolved that Stephen Roberts be Chairman until the next Annual Meeting.

3.2 Election of Vice-Chairman

As no councillor stepped forward for election, it was agreed that there would be no Vice-Chairman for the current year.

Matthew Smith arrived.

3.3 Co-option

As the proposed councillor had not yet arrived at the meeting, it was decided to postpone this item until the end of the meeting.

3.4 New signatory for the Bank Account

Giles Dobson offered himself as the third signatory on the Bank Account. This was approved by all councillors.

3.5 Confirmation of Clerk as Responsible Financial Officer

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

3.6 Publication of addresses on notice board

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

3.7 Clerk's salary rates

The Clerk advised that NALC had reached agreement on a new pay scale for the year commencing 1 April 2019. The new rate will be £9.74 per hour. Giles Dobson proposed that this new rate be approved and was seconded by Kate Homan.

4 Minutes of Meeting held 14 February 2019 and matters arising

The Chairman noted that he had not received any feedback from Mary Maitland about Willingham Green scrapyard. Giles Dobson confirmed that the planning application had gone to Committee and been approved.

The Chairman had spoken to Peter Coppen about cutting back the bridleway and Peter had advised that he did not have a flailer which could be used.

The Chairman advised that all the pipes had been checked in Acre Road and the Reads were now going to check theirs using the help of Ian Wylie.

He had emailed the County Council about flushing the drains in Carlton Green Road but he still had had no response.

No volunteers had come forward to maintain the village website.

The acceptance of the minutes of the meeting held on 14 February 2019 was proposed by Giles Dobson and seconded by Matthew Smith.

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Finance

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5.1 The following payments were reviewed:

	CPRE subscription chq 338	£	36.00
5.1.2	BG Archives chq 339	£	25.00
5.1.3	CGM Group chq 340	£	114.00

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

5.2 Receipts, payments and bank reconciliation. Year end 2018/2019 as attached. The Chairman reviewed the accounts.

5.3 Annual Return for the year ended 31 March 2019.

5.3.1 Approval of the Annual Governance Statements

The Clerk reviewed each section of the Annual Governance Statements. All the Councillors agreed unanimously each section of the Statements. Stephen Roberts proposed that the Annual Governance Statements for the year ended 31 March 2019 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 2019 and noted that the only difference between 2018 and 2019 was the £5,500 grant from Wadlow Wind Farm.

5.3.3 Approval of the Accounting Statements

Giles Dobson proposed that the figures agreed above be entered into the accounting statements for the year ended 31 March 2019 and be accepted, and Matthew Smith seconded the proposal.

5.4 The receipts, payments and bank reconciliation as at 30 April 2019

Stephen Roberts proposed that the accounts for the period to 30 April 2019 be approved and Giles Dobson seconded the motion.

6 Planning.

6.1 S/1265/19/FL 173 Acre Road – Erection of single storey dwelling It was decided to postpone the discussion of this planning application and review by sub-committee.

7 Environmental

7.1 Millenium Walkway – start date

John Mingay has confirmed that he will start work this month to repair the surface.

7.2 Footpaths/road surfaces

The Chairman noted that the pavement in Church Road had been partially re-surfaced but the section outside Walnut Trees also needs re-surfacing.

7.3 VETS scheme

The Chairman reported that the training meeting on how to use the defibrillator went well, the required number of people attended. There is a handbook for those who volunteered. He was keen to get the scheme up and running.

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

- The Chairman had been requested to consider a Neighbourhood Watch scheme as residents could then apply to their insurance company for a reduction in premium. A co-ordinator for the village would be required.
- It has been suggested that the remains of the S106 money could be used to purchase benches to be placed on paths affording the opportunity to stop and admire the view.
- The Emergency Plan

Co-option

The Chairman introduced Josephine Harkins and proposed that she be co-opted to the Council. Giles Dobson seconded this proposal. All approved. The Clerk to complete the documentation after the meetings.

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8 Proposed Meeting Dates

Parish Council Meeting Dates 2019/20

The Chairman proposed that future meetings be held as follows:Thursday1 August 2019Thursday14 November 2019Thursday13 February 2020Thursday14 May 2020 A G MThursday14 May 2020 Parish Meeting

No objections to the proposed dates.

The Meeting closed at 8 pm.