

CARLTON cum WILLINGHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council On Thursday 14 May 2024

Present: Kate Homan, Polly Fenwick, Robert Foster, Paul Archer, Nicki Whetstone
Edith Osborn as Clerk
Greg Franco

1 Apologies

Apologies were received from Henry Batchelor, Geoff Harvey and Robert Enschede.

2 Declarations of Interest

There were no new Declarations of Interest.

3 Administration

3.1 Election of Chairman

Kate Homan was proposed as Chair by Robert Foster and this was seconded by Paul Archer. It was resolved that Kate Homan be Chair until the next Annual Meeting.

3.2 Election of Vice-Chairman

Polly Fenwick had agreed to stand as Vice-Chair and she was proposed by Kate Homan and seconded by Robert Foster.

3.3 Confirmation of Clerk as Responsible Financial Officer

Edith Osborn was proposed as the Responsible Financial Officer by Kate Homan and seconded by Paul Archer. It was resolved that Edith Osborn be the Responsible Financial Officer until the next Annual Meeting.

3.4 Co-option of councillors

Robert Enschede was proposed as a new councillor by Kate Homan and this was seconded by Paul Archer. All were in agreement.

Greg Franco was proposed as a new councillor by Kate Homan and this was seconded by Robert Foster. All were in agreement.

3.5 Parish Council website

Robert Foster's picture of the Carlton Buttercup will be added to the website. Polly Fenwick will take further pictures of the Church and add to the website and will also update the website for the visit of the Morris Men in May.

3.6 Village Voice contribution

The Clerk advised councillors that she had received a report from Trish Bull regarding contributions from the other villages to the cost of printing the Village Voice and also covering income and expenditure. After some discussion about whether to receive the Village Voice digitally rather than in paper form, Nicki Whetstone proposed that the contribution from Carlton should be increased to £150 and this was seconded by Kate Homan.

3.7 Defibrillator

The Chair advised that she had updated the cascade list by adding two new volunteers. She was keen to arrange refresher training for everyone on the current list. The cost of this would be £175. The emergency call to the numbers on the cascade list now work with mobile numbers as well as landline numbers.

Kate Homan proposed that training was organised at a cost of £175 and Nicki Whetstone seconded the proposal.

4 Minutes of Meeting held 8 February 2024 and matters arising

The acceptance of the minutes of the meeting held on 8 February 2024 was proposed by Kate Homan and seconded by Robert Foster.

5 Open forum for public participation

There was no one in attendance.

CARLTON cum WILLINGHAM PARISH COUNCIL

6 Finance

6.1 The following payments were reviewed:

6.1.1	CAPALC chq 428	£ 220.99
6.1.2	The Community Heartbeat Trust chq 429	£ 120.00
6.1.3	Marilyn Field chq 430	£ 25.00
6.1.4	Edith Osborn	£ 24.36
6.1.5	J Dockerill	
6.1.6	McGregor Services	£ 180.00

The Clerk had received the internal auditor's invoice since the Agenda was published which remained the same as last year at £40.

Kate Homan proposed that the payments be approved and Paul Archer seconded the proposal.

6.2 Receipts, payments and bank reconciliation. Year end 2023/2024 as attached.

Kate Homan proposed that the accounts for the year ended 31 March 2024 be accepted and Robert Foster seconded the proposal.

6.3 Annual Return for the year ended 31 March 2024.

6.3.1 Approval of the Annual Governance Statements

The Clerk advised that each section of the Annual Governance Statements was the same as last year and read out each section. All the Councillors agreed unanimously on each section of the Statements. Kate Homan proposed that the Annual Governance Statements for the year ended 31 March 2024 be accepted. Paul Archer seconded the proposal.

6.3.2 Consideration of the Accounting Statements

The Chair reviewed the figures for the year ended 31 March 2024.

6.3.3 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 2024 and be accepted, and Paul Archer seconded the proposal.

6.3.4 Internal audit

The internal audit had been completed and signed off on 7 May 2024.

6.3.5 Certificate of Exemption from external audit

Kate Homan proposed that the figures agreed above be entered into the Certificate and the Certificate of Exemption for the year ended 31 March 2024 be accepted, and Paul Archer seconded the proposal.

6.4 The receipts, payments and bank reconciliation as at 30 April 2024

Paul Archer proposed that the accounts for the period to 30 April 2024 be approved and Robert Foster seconded the motion.

7 Planning

7.1 Willingham Green Scrapyard update

It was noted that both planning applications had been approved for this site, but apart from some fencing work, no further work had been completed.

8 Environmental

8.1 LHI application – Willingham Green

Robert Foster was thanked for attending the Panel Meeting and setting out the case for lowering the speed limit through Willingham Green. He advised that he had 3 minutes for his presentation and 17 minutes for questions. The outcome will be known soon.

8.2 Footpath – Bradley to Carlton

The Chair advised that she had been approached by the Chair of Gt Bradley Parish Council regarding creating a footpath between the two villages.

8.3 Community Chest Grant -village benches

It was confirmed by Josephine Roberts that she had made an application for a Community Chest Grant which had been awarded to cover the cost of two benches for the parish. They will be ordered at the beginning of June. Andrew Coppen will move some road planings to Willingham Green for one bench and the other bench will be sited on the corner of Acre Road.

8.4 Pond on the Bye-road

The Chair referred to the pond at the side of the track up to Cocksedge Farm. Cambridgeshire County Council had advised that it was the farmer who owned the pond. As the farm is up for sale, approaching the landowner about clearing the pond would be postponed.

CARLTON cum WILLINGHAM PARISH COUNCIL

8.5 West Wickham fete

The Chair had been approached by West Wickham Parish Council regarding Carlton villagers offering help and taking part in their fete on 1 June. West Wickham are raising funds for solar panels for the Village Hall roof.

The Chair will circulate the email from West Wickham.

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

- Flooding at the bend in Willingham Green – to be followed up
- Broken pipe under the road on Brinkley Road which has been causing flooding
- Gulley emptying
- Walnut Trees planning application
- Speed indicator device

10. Proposed Meeting Dates

Parish Council Meeting Dates 2024/25

The Chairman proposed that future meetings be held as follows:

Thursday 8 August 2024

Thursday 14 November 2024

Thursday 13 February 2025

Thursday 8 May 2025 A G M

Thursday 8 May 2025 Parish Meeting

The Chairman thanked everyone for attending.

The Meeting closed at 8.26pm.