

CARLTON cum WILLINGHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council On Thursday 8 May 2025

Present: Kate Homan, Polly Fenwick, Robert Foster-Jones, Paul Archer,
Edith Osborn as Clerk
Greg Franco, Robert Ensich
Some residents.

1 Apologies

Apologies were received from Henry Batchelor and Geoff Harvey.

2 Declarations of Interest

There were no new Declarations of Interest.

3 Administration

3.1 Election of Chairman

The Chair advised that she would be resigning effective from the end of the meeting. She had completed 10 years on the council, two of which were as Chair.

Paul Archer advised that he would be resigning from the council effective from the end of the meeting. Kate Homan requested a volunteer to take on the role but no-one stepped forward. It was agreed that the position would be rotational going forward and the remaining councillors would vote for the role of Chair at each meeting.

3.2 Election of Vice-Chairman

As there was no position of Chair it was decided that the position of Vice-Chair was not relevant.

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

There were no volunteers to co-opt to the council.

3.5 Lloyds Bank account fees

The Clerk advised that Lloyds Bank had introduced fees for running the current account. They are set at half the cost of business fees but cheque payments will also be charged for at 50p per transaction.

3.6 Bank signatories

Robert Foster-Jones had agreed to become a new bank signatory in place of Kate Homan and Paul Archer who will come off the mandate. The Clerk requested that he complete a mandate form and the existing signatories also sign the amendments to the mandate.

3.7 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. Gregory Franco proposed that the contribution from Carlton should be increased by £10 and this was seconded by Kate Homan.

3.8 Amendment to Internal Control Review 2025

The Clerk read out the amendment to the wording to cover the boundary through the pond at the top of the bridleway. Kate Homan proposed that the amendment be accepted and Paul Archer seconded the motion.

3.9 Clerk and Chair email addresses

The Clerk had requested that the website administrator set up new addresses to cover the fact that a named person would not be Chair. The other councillors requested access to the Chair inbox. A divert will be added to Kate Homan's email address.

4 Minutes of Meeting held 13 February 2025 and Planning Committee meeting held on 1 April 2025 and matters arising

The acceptance of the minutes of the meeting held on 13 February 2025 and the Planning Committee meeting held on 1 April 2025 was proposed by Kate Homan and seconded by Robert Foster-Jones.

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5 Open forum for public participation

A resident raised whether the parish council had joined the Kingsway Parish Council Alliance. The parish council intend to join but it would not be the same councillor attending the meetings. It was suggested that someone not on the parish council could volunteer to be the liaison person if consistency was important.

Another resident raised the poor state of the humps through Brinkley village. They were referred to logging the damage on the East Cambs website and a message would be sent to residents to log highway defects on the relevant council's portal.

6 Finance

6.1 The following payments were reviewed:

6.1.1	Mrs Roberts chq 492	£ 162.99
6.1.2	Mrs Roberts chq 493	£ 12.75
6.1.3	CAPALC	£ 224.82
6.1.4	The Community Heartbeat Trust	£ 120.00
6.1.5	Marilyn Field	£ 25.00
6.1.6	J Dockerill	£ 40.00
6.1.7	McGregor Services	£ 180.00
6.1.8	Clerk's expenses	£ 12.77
6.1.9	Business Services at CAS	£ 325.67

The payments to Mrs Roberts were for purchasing birdboxes and a bird bath funded by a Community Chest Grant. The payment to CAPALC is for membership and includes the Data Protection Fee. Clerk's expenses were for ink. The Clerk advised that she was waiting for a revised premium for insurance so the figure could not be approved yet. Kate Homan proposed that the payments be approved and Paul Archer seconded the proposal.

6.2 Receipts, payments and bank reconciliation. Year end 2024/2025 as attached.

Polly Fenwick proposed that the accounts for the year ended 31 March 2025 be accepted and Robert Foster-Jones seconded the proposal.

6.3 Annual Return for the year ended 31 March 2025.

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 2025 be accepted. Robert Foster-Jones seconded the proposal.

6.3.2 Consideration of the Accounting Statements

The Chair reviewed the figures for the year ended 31 March 2025.

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 2025 and be accepted, and Gregory Franco seconded the proposal.

6.3.4 Internal audit

The internal audit had been completed and signed off on 17 April 2025.

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 2025 be accepted, and Robert Foster-Jones seconded the proposal.

6.4 The receipts, payments and bank reconciliation as at 30 April 2025

Paul Archer proposed that the accounts for the period to 30 April 2025 be approved and Robert Foster-Jones seconded the motion.

Robert Enschede arrived.

7 Planning

7.1 25/00860/PIP Erection of 1 No. Rural worker's dwelling

There was nothing further to report.

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7.2 Kingsway Solar Farm

It was noted that Kingsway had written to landowners around the site with access requests.

8 Environmental

8.1 LHI application – Willingham Green update

Robert Foster was the councillor who prepared the application and it had been successful. He has since met with the designer, fed back comments to him and is now waiting for confirmation on the signage.

8.2 Footpath – Bradley to Carlton

The Chair advised that she had been approached by the Chair of Gt Bradley Parish Council regarding creating an official footpath between the two villages but had heard nothing further in the last year.

8.3 Footpaths and hedges

Polly Fenwick confirmed that the paths across the fields would be sprayed. A new gate leading to Cocksedge Farm had been installed and a swing gate will be installed to one side to allow access to the paths leading from that point. Gregory Frnaco offered to speak to residents about the hedge leaning over the pavement. The hedge along the path off Acre Road has now been cut.

8.4 Tree Management Plan

Polly Fenwick advised that she was still working on the Plan.

8.5 Road surface flooding issues

The Chair confirmed that another year had passed and no progress had been made on either site. She had recommended to the County Council that the flooding issue on Brinkley Road be added to their work list but the Council had not included the work on its recently published list.

8.6 Climate Change issues

There was nothing to report.

8.7 BioDiversity

It was noted that some work had been undertaken in the Churchyard in conjunction with the Wildlife Trust.

8.8 The result of the application for funding for a mobile vehicle activated sign (MVAS) will be known within the next month.

8.9 Electricity usage in the Church

A new smart meter has been installed in the Church, no bill has been received yet.

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

- Result of MVAS application

Thanks were offered to Kate and Paul for their work on the parish council over the years.

10. Proposed Meeting Dates

Parish Council Meeting Dates 2025/26

The Chairman proposed that future meetings be held as follows:

Thursday 7 August 2025

Thursday 13 November 2025

Thursday 12 February 2026

Thursday 14 May 2026 A G M

Thursday 14 May 2026 Parish Meeting

The Chairman thanked everyone for attending.

The Meeting closed at 8.14pm.