

CARLTON cum WILLINGHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held On Tuesday 10 February 2026

Present: - Polly Fenwick (Chair), Robert Foster-Jones, Gregory Franco,
Edith Osborn - Clerk

1 Apologies:

There were apologies from Kat Jones, Robert Ensich, Henry Batchelor - County Councillor, Geoff Harvey - District Councillor

In the absence of the Chair, Robert Foster-Jones proposed that Polly Fenwick act as Chair for this meeting and Greg Franco seconded the proposal.

A quorum was present.

2 Minutes of the Meeting held on 11 November 2025

The minutes of the above meeting were reviewed. Robert Foster-Jones proposed that the minutes be accepted and Greg Franco seconded the motion.

3 Declarations of Interest

No councillor had any new interests to declare.

4 Open forum for public participation

There were no members of the public in attendance. However, the council had been notified that the County Council intended to make changes to Burrough Green School and establish a SEND provision with 10 school places available and therefore changing the designation of the school to reflect the SEND provision, effective September 2026. The consultation period ends on 13 February 2026 but the parish council had been unaware of this proposal until the last couple of days.

It was noted that intake at the school was about 50% lower than spaces available. The Chair agreed to survey residents and respond by the deadline.

5 District councillor's report

The combined report from District and County had been circulated to councillors previously. The key points of the report included:

- The consultation on Grange Farm had closed
- Local Government re-organisation proposals being reviewed
- There will be changes to food waste collection
- Potholes are being dealt with

6 County Councillor's report

As above.

7 Administration

7.1 Risk assessment

The draft Risk Assessment was reviewed.

Robert Foster-Jones proposed that the Risk Assessment be approved and Polly Fenwick seconded the proposal.

7.2 Internal Control Review 2026

The papers were reviewed.

Polly Fenwick proposed that the Internal Control Review for 2026 be approved and Robert Foster-Jones seconded the proposal.

7.3 IT policy

The draft policy was reviewed. Greg Franco proposed that the policy be accepted and Polly Fenwick seconded the proposal.

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7.4 Update of website – Accessibility Statement

The Clerk advised that ahead of the completion of the Annual Return in May, the website will need to be updated to be compliant with WCAG 2.2. The website providers had quoted £45 per hour to carry out this work and anticipated that it will take approx. 1 hour.

7.5 FOI – Publication Scheme

The Clerk also advised that as a result of the new requirements of Assertion 10 of the Annual Return, it would be an appropriate time to have a Publication Scheme in place following the Freedom of Information Act template. After discussion Greg Franco proposed that the Publication Scheme be accepted provided the charge for providing photocopies was increased to 50p per sheet and Robert Foster-Jones seconded the proposal.

7.6 Change in email address

The Clerk advised that Assertion 10 of the Annual Return also required parish councils to use email addresses associated with their parish domain when conducting council business. Carlton Parish Council had already changed to ...org.uk but the parish council could change again to ...gov.uk. The current cost is £28 p.a. for the current domain name, the gov.uk option would cost £80 p.a. with £95 to migrate to the new domain. All agreed to remain with the current domain name.

8 Finance

8.1 Payments proposed for authorisation were:

8.1.1 SLCC Enterprises	£ 149.40
8.1.2 St Peter's Church	£ 211.14
8.1.3 Clerk's salary	£ 2,427.43
8.1.4 Brown & Ralph	£ 840.29

The Clerk advised that she had not yet received the Arnold Baker book from the SLCC so had not sent off the cheque. The Clerk's salary was uplifted from last year by 3.2% in line with the NALC agreement. It was agreed to wait to send off the cheque to Brown & Ralph until the War memorial had dried out and the cleaned stone could be viewed.

8.2 Receipts, payments and reconciliation as at 31 January 2026

It was noted that the work in Willingham Green under the LHI scheme would be carried out next week after which an invoice would be presented by the County Council. Robert Foster-Jones was thanked for preparing the LHI application and following through with the County Council.

Robert Foster-Jones proposed that the accounts as at 31 January 2026 be approved and Polly Fenwick seconded the proposal.

9 Planning.

9.1 Kingsway Solar Targeted consultation and funding

It was noted that the Chair of the Kingsway Parish Council Alliance had requested funding support from the parish councils and had sent a document to be signed by Carlton and returned to the solicitors. Polly Fenwick agreed to contact the Chair to discuss as Carlton did not have spare funds to offer. It was agreed that the parish council could suggest to residents to make a contribution to the legal costs.

9.2 Brinkley Rights of Way Pre-consultation

After discussion it was agreed that the parish council had no objections to the re-routing of the pathways.

9.3 26/00075/HFUL Demolition of garage, single storey extension

After discussion it was agreed that the parish council had no objections to this application.

10 Environmental

10.1 Proposed Cambridge to Rede pipeline

After review of the plan, it was noted that Carlton was not affected.

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10.2 Road surface flooding issues

It was noted that there had been no flooding at the bend in Willingham Green despite the rain recently.

10.3 Footpaths/Road surfaces/drains/gulleys

There were no issues to report. The Clerk has requested a quote to repair the Millenium Footpath.

10.4 Climate Change issues

Nothing to report.

10.5 BioDiversity

Nothing to report.

10.6 Conservation area

It was noted that there was no benefit to the village.

10.7 Community Chest Grant

The Clerk advised that there was still a pot of money available and suggested that an application could be made for an apple juicer as another village had been successful with their application.

11 General observations or matters for consideration at the next meeting

It was suggested that an application could be made to Wadlow Wind Farm for an apple juicer.

12 Parish Meeting Agenda – items to be included

A speaker for the Parish Meeting.

Community event with pizza.

The next Parish Council Meeting will be held on Tuesday 12 May 2026 at 7.15pm.

The Meeting closed at 10.00pm.