

CARLTON cum WILLINGHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council On Tuesday 12 May 2026

Present: Polly Fenwick, Greg Franco, Robert Ensched
Henry Batchelor and Geoff Harvey
Edith Osborn as Clerk
James Buxton and Joanna Bennett

1 Apologies

Apologies were received from Kat Jones.

2 Declarations of Interest

There were no new Declarations of Interest.

3 District Councillor's report

Geoff Harvey reported on the following:

- The Government are in the process of setting up the Cambridge Development Corporation to manage growth in the Cambridge area. The Local Plan has not been finalised with the Government. Local government would like some control over the number of houses being built but central government will have the final say.
- The Director of Planning has offered to convene a meeting to discuss the Forest City development.
- Kingsway have not yet submitted their application to the Planning Inspectorate so there is a delay. SCDC are not happy with Kingsway as they have not engaged properly with the council. The connection to the Grid is contingent on Burwell South being operational. The National Grid Oversight Committee has commented that there are too many solar farms so this application may be pushed down the list.
- At the recent local elections, the Lib Dems won. The Greens achieved a reasonable result.

4 County Councillor's report

Henry Batchelor advised that there is no one single party running the City Council, there could be ramifications if one party took control.

The recent elections are the last ones to be held as the County Council and District Council will be merged into a unitary authority, possibly Cambridge City and South Cambs will be merged. Central Government will decide in June. Further consultation will lead to elections in May 2027 with new councillors to be in place from May 2028. All services will be delivered by one council and therefore Carlton will have one councillor. There will be no changes to parish councils.

Geoff Harvey and Henry Batchelor left the meeting.

5 Administration

5.1 Result of Elections

The Clerk advised that four councillors had had their nominations accepted by the Monitoring Officer.

5.2 Election of Chairman

Robert Ensched proposed that Polly Fenwick be appointed Chair and Greg Franco seconded the proposal.

5.3 Election of Vice-Chairman

Greg Franco was proposed as Vice-Chair by Robert Ensched and Polly Fenwick seconded the proposal.

5.4 Confirmation of Clerk as Responsible Financial Officer

Edith Osborn was proposed as the Responsible Financial Officer by Polly Fenwick and seconded by Greg Franco.

It was resolved that Edith Osborn be the Responsible Financial Officer until the next Annual Meeting.

5.5 Co-option of councillors

James Buxton and Joanna Bennett had volunteered to stand as councillors.

Polly Fenwick proposed that James Buxton be co-opted to the council and this was seconded by Greg Franco.

Polly Fenwick proposed that Joanna Bennett be co-opted to the council and this was seconded by Robert Ensched.

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5.6 Lloyds Bank account signatories

The Clerk advised that as Robert Foster-Jones no longer was a councillor she required another signatory for the bank account. Greg Franco agreed to being added to the mandate. All councillors agreed. The Clerk would prepare the mandate form to delete Robert Foster-Jones and add Greg Franco.

5.7 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. Greg Franco proposed that the contribution from Carlton should remain at £160 and this was seconded by Polly Fenwick. It was noted that there was no report from the South Cambs councillor in Village Voice and it was decided that the editor would be approached about adding in a short article covering South Cambs news.

6 Minutes of Meeting held 10 February 2026 and Extraordinary meeting held on 31 March 2026 and matters arising

The acceptance of the minutes of the meeting held on 10 February 2026 and the Extraordinary meeting held on 31 March 2026 was proposed by Greg Franco and seconded by Polly Fenwick.

7 Open forum for public participation

No one attended

8 Finance

8.1 The following payments were reviewed:

8.1.1	The Community Heartbeat Trust	£ 120.00
8.1.2	Marilyn Field	£ 25.00
8.1.3	J Dockerill	£ 44.00
8.1.4	McGregor Services	£ 252.00
8.1.5	Business Services at CAS	£ 328.94
8.1.6	Clerk's expenses	£ 4.45

The Clerk reviewed the payments for the benefit of the new councillors. Greg Franco proposed that the payments be approved and Polly Fenwick seconded the proposal.

8.2 Receipts, payments and bank reconciliation. Year end 2025/2026 as attached.

James Buxton proposed that the accounts for the year ended 31 March 2026 be accepted and Robert Enschede seconded the proposal.

8.3 Annual Return for the year ended 31 March 2026.

8.3.1 Approval of the Annual Governance Statements

The Clerk advised that each section of the Annual Governance Statements was the same as last year with the addition of Assertion 10 being added. She read out each section. All the Councillors agreed unanimously on each section of the Statements. James Buxton proposed that the Annual Governance Statements for the year ended 31 March 2026 be accepted. Jo Bennett seconded the proposal.

8.3.2 Consideration of the Accounting Statements

The Chair reviewed the figures for the year ended 31 March 2026.

8.3.3 Approval of the Accounting Statements

Greg Franco proposed that the figures agreed above be entered into the accounting statements for the year ended 31 March 2026 and be accepted, and Polly Fenwick seconded the proposal.

8.3.4 Internal audit

The internal audit had been completed and signed off on 22 April 2026.

8.3.5 Certificate of Exemption from external audit

Greg Franco proposed that the figures agreed above be entered into the Certificate, and the Certificate of Exemption for the year ended 31 March 2026 be accepted, and Polly Fenwick seconded the proposal.

8.4 The receipts, payments and bank reconciliation as at 30 April 2026

Jo Bennett proposed that the accounts for the period to 30 April 2026 be approved and James Buxton seconded the motion.

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9 Planning

9.1 26/00075/HFUL Demolition of garage at Breydon

This application had been approved by Cambridge Planning.

9.2 24/02823/CONDA Land south of WG Road – Church

This document is for information only.

9.3 25/03408/CONDA Land south of WG Road – Stud

This document is for information only.

9.4 Kingsway Solar Farm

It was noted that Polly Fenwick is the parish council representative on the Parish Council Alliance.

Residents can sign up with the Planning Inspectorate so that they are notified when Kingsway submit their application.

10 Environmental

10.1 LHI application – Willingham Green update

Robert Foster-Jones was the councillor who prepared the application to lower the speed to 40mph through Willingham Green which was successful.

10.2 Footpaths and hedges

Nothing new to report

10.3 Road surface flooding issues

There had been no recent flooding issues.

10.4 Climate Change issues

It was noted that one of the councillors would need to volunteer for being responsible for this role.

10.5 BioDiversity

The wooden edges on the Millenium Walkway were noted as an issue. The Clerk had not received a quote to repair yet. James Buxton agreed to speak to the local contractor.

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

- A new playpark for children

Thanks were offered to Robert Foster-Jones for his work on the parish council over the last few years.

12. Proposed Meeting Dates

Parish Council Meeting Dates 2026/27

The Chair proposed that future meetings be held as follows:

Tuesday 4 August 2026

Tuesday 10 November 2026

Tuesday 9 February 2027

Tuesday 11 May 2027 A G M

Tuesday 11 May 2027 Parish Meeting

The Chair thanked everyone for attending.

The Meeting closed at 9.10pm.