

CARLTON cum WILLINGHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in St Peter's Church Carlton On Thursday 2 August 2012

Present: - Michael Mann, Hedley Francis, Caroline Revitt, Stephen Roberts, Paul Dean, Edith Osborn as Clerk, Richard Barrett - District Councillor

A quorum was established.

1 Apologies: Malcolm Stennett, John Coppen
John Batchelor - County Councillor

2 Declarations of Interest

It was noted that new Declarations of Interests had been signed by all councillors as required by Section 27 of the Localism Act 2011 and would need to be added to the village website.

3 Minutes of Meeting held 10 May 2012. Caroline Revitt proposed that the minutes be approved and this proposal was seconded by Stephen Roberts.

4 Administration

4.1 Amendment to Clerk's contract

The Clerk advised that although the number of hours worked had been increased and approved by the councillors last August, the auditor had suggested that the Clerk's employment contract should also be amended. It was agreed that the Chairman should sign an 'Amendment to Contract of Employment' letter.

4.2 Annual Risk Assessment

The Clerk advised that the auditor had suggested that the Risk Assessment Schedule be expanded to cover financial and administrative risks. It was decided that the Clerk review other Parish Council's risk assessments and the subject would be discussed at the next meeting.

4.3 Neighbourhood Plan/Parish Plan

Councillor Barrett advised that 50% of larger communities have a Neighbourhood Plan. After some discussion it was decided to defer discussing the need for an appropriate plan until the next meeting.

It was noted that SCDC were now offering to host village websites for a fee. Hedley Francis offered to research the hit rate on Carlton's website before the next meeting and scan in the Register of Interests.

4.4 New Code of Conduct

As a result of Section 27 of the Localism Act 2011 every council was required to adopt a new Code of Conduct. SCDC adopted a new Code on 26 July 2012, a copy of which had been distributed to all of the councillors. The Clerk suggested that this Code be adopted by Carlton Parish Council. Stephen Roberts proposed that this Code of Conduct be adopted and Hedley Francis seconded this proposal. A copy will be appended to the minutes of this meeting.

4.5 Complaints procedure

Cottenham Parish Council had already drafted a Complaints procedure which SCDC's legal department had forwarded to the Clerk. The Clerk suggested that Carlton use this wording. Stephen Roberts proposed that this Complaints procedure be adopted and Hedley Francis seconded this proposal. A copy will be appended to the minutes of this meeting.

4.6 Amendment to Standing Orders

As a result of the new Code of Conduct and Complaints procedure, sections 26, 43 and 64 of the Standing Orders would need to be amended. It was agreed that the Clerk should make those amendments and that the new paragraphs be approved at the next meeting.

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5 Finance

5.1 Payments proposed for authorisation were:

5.1.1 CGM Ltd chq 228	£ 72.00
5.1.2 Moore Stephens chq 229	£ 60.00
5.1.3 MiJan Ltd chq 230	£ 36.00
5.1.4 Clerk's expenses	£ 52.02
5.1.5 SLCC membership	£ 61.00

The above payments were authorised.

5.2 Stephen Roberts proposed the acceptance of the accounts as at 25 July 2012 and Caroline Revitt seconded them.

6 Planning.

6.1 S/1126/12FL 163 Carlton Green Rd – proposed rear extension

It was noted that SCDC had not yet given approval or otherwise to this application.

7 Environment

7.1 Footpaths

Caroline Revitt advised that she and Michael Mann had met Rob Mungovan from SCDC's ecology department to discuss the pond at the top of the Green Lane. It was not known who owns the land on which the pond is situated. It had been decided that a new sluice was required. Michael Mann is to organise remedial work to the sluice gate. Two dates will be selected for councillors to carry out clearing of the pond. A report is being prepared by the ecology department.

Caroline Revitt suggested that wildflower seeds be sown on the bank of the Millenium Walkway.

Stephen Roberts confirmed that he had sprayed the footpath on the Millenium Walkway and it was agreed to allow the wooden edgings to the footpath to rot away. It was noted that the Read family had completed some work to the stiles near the River Stour in conjunction with Karen Champion of the Rights of Way team at CCC.

7.2 Fencing around water pump

New fencing had now been erected around the water pump by Thurlow Estates.

7.3 Anglian Water-sewerage at Carlton Green

Paul Dean advised that Anglian Water would be undertaking a survey during the autumn with a view to coming up with options for the residents in December 2012/January 2013.

7.4 Blocked drains

It was agreed that the Clerk would contact John Batchelor regarding a proper assessment of the drains as there were constant blocked drains in Church Road.

8 District Councillor's report

Councillor Barrett commented on the South Cambridgeshire Local Plan Issues and Options Report which had recently been sent out to Parish Councils for comment.

The East of England Plan provides a policy framework until 2031. SCDC is consulting currently on a Local Plan which will determine what the development strategy should be until then. Briefing meetings will be held for Parish Councillors at which they can offer their views. The Local Plan proposes that there are five rural centres with a population of c7k and seven rural areas with a population of c5k such as the proposed Northstowe. Low cost housing will be required in smaller villages

9 County Councillor's report

The Clerk reported on behalf of John Batchelor on the following items:

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- A new Police and Crime Commissioner is to be elected on 15 November 2012. In the last week, the Conservatives have chosen their candidate, John Pye, currently an independent member of the Police Authority, who is likely to be appointed.
- If you have not expressed your interest in bringing high speed broadband to Carlton, please do so via the website, www.connectingcambridgeshire.co.uk. The expressions of interest are important as it is on these responses that the commercial suppliers will assess the business viability of bringing improved services to the villages.

10 General observations or matters for consideration at the next meeting

Items to be discussed at the next meeting:

- Car speed through Carlton Green

The next Parish Council Meeting will be held on Thursday 1 November 2012 at 8pm

The Meeting closed at 9.25pm.