

# CARLTON cum WILLINGHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in St Peter's Church Carlton  
On Thursday 4 November 2011

**Present:** - Stephen Roberts, Malcolm Stennett, John Coppen, Michael Mann, Caroline Revitt, Paul Dean, John Batchelor - County Councillor, Martin Reynolds Edith Osborn as Clerk,

**1 Apologies:** Hedley Francis, Richard Barrett - District Councillor, Pauline Jarvis - District Councillor

**2 County Councillor's report**

John Batchelor reported on the major issues affecting the County Council.

1. Loss of subsidies to buses resulting in no public transport

Cllr Batchelor advised that the second set of withdrawal of subsidies to bus companies should have happened in October but the procedure in place to do this was found to be illegal so the Council could not continue. A consultation is underway to ensure that no community will lose its bus service without an alternative being put in place.

2. Libraries

There are 13 libraries on the risk list which were to be floated off as a charity. The Council found that they could not do this and therefore no community will lose its library service.

3. Councillors' allowances

It had been proposed to increase councillors' allowances by 25% and the increase had been approved on a free vote with the increase to be effective immediately. However, the rules governing the County Council state that changes to allowances can only be made at the end of a financial year and it was found that the independent panel to look at the proposal had been set up with the wrong constitution so the proposal will have to be reviewed again. Cllr Batchelor suggested that the proposal would be better considered in 2013 at the time of the elections especially as 400 people are to be made redundant.

4. Broadband

The County Council are in partnership with BT and investing £70m in broadband over the next 2-3 years. The fibre optic cables will be rolled out soon starting with Haverhill.

Cllr Batchelor advised that cables are being stolen from sites around the County but that BT have a program set up to block off manhole covers to prevent these losses.

5. Winter maintenance

Stephen Roberts queried what will happen to road maintenance with a reduced budget. Cllr Batchelor advised that the Chair of the Council was keen to borrow money to fund road maintenance.

6. Reductions in staff

Caroline Revitt queried when the number of staff at the County Council would be reduced. Staff reductions had started already and will continue over the next few years.

7. Grass cutting

Cllr Batchelor confirmed that the grass cutting receipt by the Parish Councils will be 25% less this year.

Cllr Batchelor left the meeting.

**3 Emergency Plan**

Lawrence Green addressed the meeting and advised that he was visiting all the Parish Councils to promote the set up of an emergency plan. A template had been prepared based on one created by Needingworth Parish Council which he would circulate for consideration.

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Questions posed by Mr Green were as follows:- What can you do if the village is cut off by eg snow? Is there storage for emergencies in the village, is there a doctor or nurse in the community, how do you alert residents if the village needs to be evacuated?

Lawrence Green left the meeting.

- 4 Minutes** of the Meeting held on 29 September 2011.  
The Chairman proposed that the minutes be accepted and they were approved by the councillors.

## **5 Administration**

### **5.1 Draft Financial Regulations**

After a review of both the Internal Control Review of 2007 and the draft financial regulations prepared by the Clerk based on NALC's model financial regulations, it was proposed to update the Internal Control Review and to amend it to **state, when making spending decisions**, under which section of the Local Government Act 1972 the Council were operating. The changes were proposed by Stephen Roberts and seconded by Paul Dean

### **5.2 Quality Parish Councils requirements-Communications**

The Clerk advised that to qualify as a Quality Parish Council, it is a mandatory requirement for Councils to have their own website which must list Council members and officers together with contact details and the public should have access to the annual report. A community engagement strategy should also be formulated. After discussion it was decided to talk to Hedley Francis once again about keeping the village website up-to-date as this was felt to be the best way of communicating with the Parish.

### **5.3 Neighbourhood Plan**

Malcolm Stennett advised that a Neighbourhood Plan is part of the new Localism Bill which will come into force early next year. It protects villages from developments which residents do not want. He had attended a planning meeting recently and reported that under the Strategic Housing Land Area Plan, 270 requests had been made for land to be developed which would add 10k new homes in Cambridgeshire. **Amongst the proposed sites are** Waterbeach and Six Mile Bottom. Malcolm Stennett proposed that the Parish Council look into the requirements of this Plan. Paul Dean and Caroline Revitt offered to help.

## **6 Finance**

### **6.1 Payments proposed for authorisation were:**

|                               |         |
|-------------------------------|---------|
| <b>4.1.1</b> CGM Ltd inv 2428 | £ 72.00 |
| <b>4.1.2</b> Clerk's expenses | £ 7.90  |

The Clerk advised that her expenses were less than the Agenda figure as she had managed to buy photocopier paper for less.

John Coppen proposed that the payments be authorised and Caroline Revitt seconded the proposal.

### **6.2 Receipts, payments and reconciliation as at 31 October 2011**

Malcolm Stennett had discovered that the accounts were out by 16p. Malcolm Stennett proposed that the accounts be approved providing the inaccuracy was rectified **[duly rectified]** and Caroline Revitt seconded the proposal.

### **6.3 Precept 2012/13 as attached**

After review of the proposed precept, it was decided to increase insurance to £210, decrease internal audit to £45, decrease War Memorial to £100 giving a precept of £2,500 for 2012/13. The War Memorial is to be inspected annually and the budget figure reviewed to ensure that any maintenance work is properly accounted for.

Michael Mann proposed the precept being set at £2,500 and John Coppen seconded the proposal.

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## Planning.

7.1S/1368/11 Woolmer Cottage Stables, erection of photo-voltaic panels  
Caroline Revitt confirmed that the photo-voltaic panels had been erected.

8 **Environmental**

### 8.1 Anglian Water-sewerage at Carlton Green

Paul Dean advised that he had spoken to the residents regarding the contents of Anglian Water's questionnaire and this had generated questions from five of his neighbours. He agreed to complete the questionnaire and submit the form to Anglian Water. Malcolm Stennett proposed that Paul Dean complete the form on behalf of the Parish Council and John Coppen seconded this proposal.

### 8.2 Weston Woods – S106 Agreement

Malcolm Stennett advised that he had spoken to Mrs Gifford at SCDC and the following points had emerged:-

- The covenant in the S106 Agreement only applies if lorries are travelling to A1307 going south and the Agreement states that the drivers only have to use their best endeavours to use the advisory routes
- The records kept by Weston woods Farm were incomplete and the routes taken by lorries were not recorded. Mrs Gifford had agreed to write to the Farm to advise them that they must keep proper records
- The Grain Stores' developers' lawyers, Taylor Vinters, had drafted the S106 covenants and sent them to SCDC rather than SCDC's lawyers producing the document. Mr Stennett felt that SCDC should have democratically consulted all PCs affected by that covenant and not let the developer prescribe the documents contents.

Weston Woods Farm are aware of the Parish Council's concerns.

It was agreed that the Parish Council would like to be informed when Mrs Gifford next attended Weston Woods Farm so that a member of the Council could accompany her and also inspect the records.

### 8.3 War Memorial

The Clerk advised that the Grant Contract with English Heritage was in place until 17 February 2015 and that one of the conditions of the Grant Contract was that the War Memorial needed to be maintained in line with a maintenance plan prepared by the Parish Council. It was agreed that the War Memorial would be formally inspected by the Parish Council on an annual basis and photographs taken.

### 8.4 Scrapyard at Willingham Green

The Chairman read out a reply from Mrs Glynn, John Gowing's daughter. The letter will be attached to the minutes.

### 8.5 Youth football/games area in Carlton

John Coppen had it in mind to talk to Mr Coppen.

### 8.6 Speed limit signs on dustbins

After some discussion it was decided not to proceed with this.

Caroline Revitt advised that an oak tree was being delivered for the Churchyard which would be erected with a plaque.

She had attended a tree session run by the County Council recently and she advised that there is a scheme which is open to Spring 2012 whereby the Parish Council can obtain 100 trees to be planted for the benefit of the community. Consideration would need to be given regarding a suitable place within the parish.

She also advised that Parish Pathways, P3, did not have any funds, only some money available for signage for which she might apply.

The Ramblers had complained that the stiles on Messrs Read's land were not easily useable. John Coppen stated that he would talk to Francis Read.

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Caroline Revitt also advised that there is a meeting on 8 December 2011 at Anglesey Abbey to discuss the Definitive Map & Statement-public rights of way.

### **9 District Councillor's report**

As Cllr Barrett was not in attendance there was no report.

### **10 General observations or matters for consideration at the next meeting**

The next Parish Council Meeting will be held on Thursday 9 February 2012 at 8pm.

The Meeting closed at 9.55pm.