

CARLTON cum WILLINGHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in St Peter's Church Carlton
On Thursday 14 May 2015

Present: Caroline Revitt, Michael Mann, Hedley Francis,
Stephen Roberts, Stan Richardson, Giles Dobson, Edith Osborn as Clerk,

1 Apologies

Apologies were received from Andrew Fraser – District Councillor and Roger Hickford – County Councillor. Paul Dean had stood down as a councillor.

2 Declarations of Interest

There were no new Declarations of Interest.

3 Administration

3.1 Election of Chairman

Stephen Roberts was proposed as Chairman by Hedley Francis and this was seconded by Caroline Revitt. On a show of hands, Stephen Roberts was elected unanimously as Chairman. It was resolved that Stephen Roberts be Chairman until the next Annual Meeting.

3.2 Election of Vice-Chairman

Hedley Francis was proposed as Vice-Chairman by Stephen Roberts and this was seconded by Michael Mann. On a show of hands, Hedley Francis was elected unanimously as Vice-Chairman. It was resolved that Hedley Francis be Vice-Chairman until the next Annual Meeting

3.3 Confirmation of Clerk as Responsible Financial Officer

Edith Osborn was proposed as the Responsible Financial Officer by Hedley Francis and seconded by Caroline Revitt. It was resolved that Edith Osborn be the Responsible Financial Officer until the next Annual Meeting.

3.4 Co-option of councillors

The Chairman welcomed Stan Richardson and Giles Dobson to the council meeting.

Stephen Roberts proposed that Giles Dobson be co-opted to the council and this was seconded by Hedley Francis. All councillors voted in favour of Mr Dobson.

Stephen Roberts proposed that Stan Richardson be co-opted to the Council and this was seconded by Hedley Francis. All councillors voted in favour of Mr Richardson.

The Chairman thanked Paul Dean for his years of service as a parish councillor.

3.5 Publication of addresses on notice board

It was approved that the councillors' addresses would be displayed on the village noticeboard.

4 Minutes of Meeting held 12 February 2015. Further to the minutes, Stephen Roberts noted matters arising; The ditch in Acre Road had been cleared out, \$106 monies cannot be used to replace the bus shelter. Stephen Roberts had contacted John Mingay who had offered to repair the bus shelter at a cost of c. £600 and would donate his labour for free as he lives in the village. On advice from SCDC, \$106 monies could be used to provide a noticeboard detailing local points of interest and footpaths.

The Clerk advised that the current rate of inflation is currently 0% and has not been at 2% since January 2014. At the meeting in November 2014 the stated rate of inflation of 2% was an error as the council had not kept up to date with the inflation rates. The council's decision to increase the donation to the Church by the rate of inflation still stands. The Clerk had requested quotations from three stonemasons to repair the lettering on the War Memorial but despite visiting Ivett & Reed in person, no quotations had been forthcoming. The Clerk also mentioned the new Transparency Code which becomes effective from 1 July necessitating the publication of all minutes, the annual governance statement and accounts on a website. Stephen Roberts proposed that the minutes be approved and Caroline Revitt seconded the proposal. It was resolved that the minutes be approved.

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5 Finance

5.1 The following payments were reviewed:

5.1.1	CAPALC subscription	£ 125.95
5.1.2	Insurance premium	£185.56
5.1.3	CPRE subscription chq 271	£ 36.00
5.1.4	BG Archives chq 272	£ 25.00

5.2 Receipts, payments and bank reconciliation for the year ended 31 March 2015.

The Chairman reviewed the accounts. Stephen Roberts proposed that the accounts for the year ended 31 March 2015 be accepted and Hedley Francis seconded the proposal.

5.3 Annual Return for the year ended 31 March 2015.

The Chairman reviewed each section of the Annual Return and the councillors unanimously agreed each section. The Clerk advised the councillors of points raised by the internal auditor; the new Transparency Code and a review of NALC's financial regulations would be beneficial. Stephen Roberts proposed that the Annual Return for the year ended 31 March 2015 be accepted and Hedley Francis seconded the proposal.

5.4 The receipts, payments and bank reconciliation as at 30 April 2015

Stephen Roberts proposed that the accounts for the period to 30 April 2015 be approved and Michael Mann seconded the motion.

6 Planning.

6.1 S/0627/15/FL 9 Acre Road –single storey annexe

The Clerk advised that the planning department had not yet decided on this application.

7 District Councillors' Report

The District Councillor's report would be available at the Parish Meeting.

8 County Councillor's Report

The County Councillor's report would be available at the Parish Meeting.

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

The Chairman noted that with the resignation of Paul Dean, some issues such as speeding through the village and Wadlow Wind Farm applications needed to be looked after by another councillor.

The Clerk mentioned that she had received a request from Six Mile Bottom Sports & Social Club for a contribution to the internal refurbishment of their club.

The Clerk had also received a letter from Historic England proposing that the War Memorial be listed

10 Proposed Meeting Dates

Parish Council Meeting Dates 2015/6

The Chairman proposed that future meetings be held as follows:

Thursday 30 July 2015

Thursday 12 November 2015

Thursday 11 February 2016

Thursday 12 May 2016 A G M

Thursday 12 May 2016 Parish Meeting

The Meeting closed at 8.00 pm.