

CARLTON cum WILLINGHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in St Peter's Church Carlton On Thursday 9 February 2012

Present: - Stephen Roberts, Hedley Francis, Michael Mann, Paul Dean, Caroline Revitt, Edith Osborn as Clerk. Martin Reynolds

1 Apologies: Malcolm Stennett, John Coppen, John Batchelor - County Councillor, Richard Barrett - District Councillor, Pauline Jarvis- District Councillor

2 Minutes of the Meeting held on 4 November 2011 were agreed as correct. Michael Mann proposed that the minutes be accepted and Caroline Revitt seconded the motion.

3 Administration

3.1 Internal Control Review 2012 (see attached)

The Council members reviewed the amended Internal Control Review of 2007 and were agreed on the financial regulations incorporated therein. Michael Mann proposed that the Internal Control Review 2012 be accepted and Paul Dean seconded the proposal.

3.2 Village website

Hedley Francis confirmed that the website's software could not be easily altered to allow access by the Clerk and therefore it was decided that the Clerk would prompt Mr Francis when new documents such as minutes needed to be added to the website information. Once the website information was up to date, the Clerk would advise Village Voice of the website address for publication in the monthly newsletter.

3.3 Amendment to Standing Orders re Chairman

The Chairman advised that having received advice on the Chairmanship training course that Chairmen should not be continually re-elected to the position, he had requested that the Clerk re-draft the section of the Standing Orders to provide that the Chairman holds the position for not more than three years which would allow a fresh approach to parish affairs. After some discussion it was decided that the Council would not amend the Standing Orders for this change, to allow for more flexibility in the appointment.

3.4 The role of the Parish Councillor

The Chairman had prepared a job description for the role of Parish Councillor which was freely available at the meeting.

He suggested that training, even for Councillors who had served for some time on the Council, was useful and if interested they should contact the Clerk regarding courses offered. CPALC also offered group training for all Parish Councillors where a trainer would attend your chosen venue.

4 Finance

4.1 Payments were authorised for:

4.1.1 St Peter's Church	£ 150.00
4.1.2 Clerk's salary	£1,159.82
5.1.5 Clerk's expenses	£ 22.98

Hedley Francis proposed that these payments be authorised and Michael Mann seconded the proposal.

4.2 The Receipts, payments and bank reconciliation as at 31 January 2012 were reviewed. Caroline Revitt proposed that the accounts were correct and Michael Mann seconded the proposal.

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5 **Environmental**

5.1 Anglian Water – Carlton Green Sewerage Scheme

Paul Dean advised that he had received responses from seven households which were interested in sewerage being provided by Anglian Water. He would complete the forms and send to Anglian Water's new address.

5.2 Youth football/ games area in Carlton

No report was available

5.1 Footpaths

Caroline Revitt confirmed that she had attended a seminar at CCC but there were no issues to report.

She had noted that at the bottom of the Green Lane the horses had churned up the pathway as at that part there were no road planings laid. The stile at the Stour was still broken where it was intended that a kissing gate replaced the stile. John Coppen was going to talk to Mr Read about this work.

Martin Reynolds confirmed that he still had some weedkiller spray which the Chairman agreed to use on the Millenium Walkway.

Caroline Revitt confirmed that the Jubilee Oak had been planted in the Churchyard but as yet there was no plaque. It was suggested that a ceremony involving Rev Pauline to mark the planting of the tree may be fitting, perhaps at the Parish Meeting in May.

Caroline Revitt advised that grants were still available for planting 100 trees for the benefit of the community. She had contacted local landowners regarding a suitable area to plant these trees but with no success.

It was suggested that planting wildflowers in the village would be a good idea as there are so few remaining. Caroline Revitt agreed to contact Karen Champion at CCC to see if this could be achieved.

6 **District Councillor's report**

Councillor Barrett was unable to attend the meeting.

7 **County Councillor's report**

Councillor Batchelor was unable to attend the meeting but he submitted the following report:

The main news at the County is that rather than taking the government offer of an extra 2.5% from them to freeze the Council Tax for another year it has been decided to increase Council Tax by 2.95%. The argument for this is that the government money is only for one year so in the next financial year there would have to be a double tax increase just to stand still.

This afternoon the Police took the same position proposing to increase their precept by 2.92%.

8 **General observations or matters for consideration at the next meeting**

It was decided to discuss the Neighbourhood Plan at the next meeting.

Paul Dean noted that the new occupiers of a house in Carlton Green were concerned at the speed of the traffic in Carlton Green. The Clerk agreed to forward the email from John Batchelor concerning speeds in villages to Paul Dean.

9 **Parish Meeting Agenda- items to be included**

It was suggested that it would be interesting to have an update on the Wadlow Windfarm and the Clerk agreed to contact John Batchelor to ask him to provide the update. It is still undecided who would represent Carlton on the Fund Panel committee.

The next Parish Council Meeting will be held on Thursday 10 May 2012 at 7.30pm

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The Meeting closed at 9.05pm.