

# CARLTON cum WILLINGHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in St Peter's Church Carlton  
On Wednesday 16 June 2010

**Present:** Caroline Revitt, Elaine Read, Michael Mann  
Malcolm Stennett, Hedley Francis, John Coppen, Richard Barrett - District Councillor,  
Edith Osborn as Clerk; Stephen Roberts, Martin Reynolds

## **1 Administration**

### **1.1 Election of Chairman**

The Clerk explained that at the Parish Council elections in May, only three councillors had been re-elected due to administration problems and that the remaining four councillors would need to be elected onto the Council by co-option. A Chairman and Vice-Chairman would need to be elected in order for the meeting to proceed.

Caroline Revitt was proposed by Elaine Read as Chairman and this was seconded by Michael Mann

### **1.2 Election of Vice-Chairman**

Michael Mann was proposed as Vice-Chairman by Caroline Revitt and this was seconded by Elaine Read

### **1.3 Co-option of councillors**

Malcolm Stennett was proposed as a councillor by Caroline Revitt and seconded by Elaine Read.

Hedley Francis was proposed as a councillor by Elaine Read and seconded by Michael Mann.

John Coppen was proposed as a councillor by Caroline Revitt and seconded by Michael Mann.

Gill Davis had stood down as a councillor at the May election and the councillors proposed a vote of thanks to her for her years of service to the Parish.

A further councillor would be required to be co-opted and Stephen Roberts was proposed as a councillor by Malcolm Stennett and seconded by Elaine Read.

The Chairman noted that Mr Paul Dean of Carlton Green had expressed an interest in becoming a councillor and it was decided that the Clerk would write to him and thank him for his interest.

Caroline Revitt then resigned as Chairman and Malcolm Stennett was proposed as Chairman in her place by Hedley Francis and seconded by John Coppen.

Michael Mann also resigned as Vice-Chairman and Hedley Francis was proposed as Vice-Chairman by Caroline Revitt and seconded by Elaine Read.

Malcolm Stennett then thanked the councillors for their continuing support.

Elaine Read then left the meeting.

### **1.4 Confirmation of Clerk as Responsible Financial Officer**

Edith Osborn was confirmed as the Responsible Financial Officer by all the Council members

**1.5** It was approved that the councillors' addresses would be displayed on the village notice boards

### **1.6 Communication with parishioners**

The Clerk suggested that parishioners may not be aware of Parish Council matters as it seemed that not many people looked at the noticeboards. After some discussion, it was decided to continue placing notices on the noticeboard and using Village Voice for announcements. It was also suggested that a notice be put in Village Voice requesting email addresses for people who would like information by email.

The noticeboard at Willingham Green needs some attention before it can be re-erected. The Clerk agreed to obtain a quotation to re-instate the noticeboard.

# CARLTON cum WILLINGHAM PARISH COUNCIL

2 **Minutes** of Meeting held 9 February 2010. Agreed as correct by all councillors.

## 3 **Finance**

3.1 Payments were authorised for:

3.1.1CPRE Subscription	£ 29.00
3.1.2CALC subscription	£ 55.29
3.1.3 Insurance premium	£186.28
3.1.4 Village Voice	£ 45.00
3.1.5 St Peter's Church	£150.00
3.1.6 MiJan Ltd	£ 53.40
3.1.7 CGM Ltd	£ 47.00

3.2 The receipts, payments and bank reconciliation for the year ended 31 March 2010 were approved.

3.3 Annual Return

The Chairman reviewed the Annual Return and each section was considered in turn by the Council members. The Council had considered the financial and other risks facing the assets within the village and owned by the Council, kept the assets under review and taken measures to maintain those assets.

The Council members approved the Annual governance statement and the Chairman and Clerk signed the document.

3.4 The receipts, payments and bank reconciliation as at 31 May 2010 were approved.

## 4 **Planning.**

4.1 S/0555/10/F Breydon – alterations and extensions

4.2 S/0499/10/F Carlton Hall Farm – erection of building

Both of the planning applications were noted by the Parish Council

## 5 **Environmental**

5.1 War Memorial

The Clerk advised the Council that in order to make the claim for the grant from SCDC, the research on the history of the War Memorial had to be completed by 15 December 2010. The Chairman stated that he would be continuing with the research. The Chairman thanked Michael Mann on behalf of the village for mowing the grass and keeping the area tidy around the base of the War Memorial and also for weeding the Millenium Walkway.

## 6 **Meeting Dates**

Parish Council Meeting Dates 2010/11

All of the dates were approved

Tuesday 3 August 2010

Tuesday 9 November 2010

Tuesday 8 February 2011

Tuesday 10 May 2011 A G M

Parish Meeting Tuesday 10 May 2011

The Meeting closed at 8.50 pm.