

CARLTON SCROOP AND NORMANTON-ON-CLIFFE PARISH COUNCIL



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Minutes of the Annual Parish Meeting and the Parish Council meeting held in the Village Hall on Monday 9 March 2020

| Minute Item | To Action |
|---|---|
| <p>Present: Cllrs Couzens, Cllr Hutton, Cllr Hankinson, Cllr Rainthorpe, Cllr Calder, Cllr Baker-Brown and Cllr Hankinson Adrian Illingworth – Clerk ANNUAL PARISH MEETING Commenced at 6.30pm. There was two members of the public present.</p> <p>1 Chairman’s remarks carried forward to May meeting</p> <p>2 Apologies received from Cllr Thomas, Cllr Maugham and Cllr Karberry Brown</p> <p>3 Minutes of the Annual Parish Meeting held in May 2019 read out by the Chairman were accepted as a true record. Signed by the Chairman.</p> <p>Cllr Maugham has been asked to enquire about the possibility of a footpath between the two villages. Cllr Calder also asked if a footpath between Carlton and Honington had been investigated. The Chair informed the Cllr no representation had been made by the Parish Council. Cllr Calder to draft an argument for a footpath</p> <p>4 The Parish Plan has been completed and a copy will appear on the new website. Cllr Rianthorpe explained there had been some confusion between Normanton Churchyard and Carlton Scroop PCC. This is being dealt with</p> <p>5 A member of the Village Hall read out a report. See appendix 1. Cllr Rainthorpe presented a short report for Normanton Churchyard Cllr Thomas had sent a brief report regarding Carlton Scroop Charities. The Charity is in a strong position, both financially and in terms of its Trustees. Normal expenditure had taken place during the year with a donation to Caythorpe & Ancaster Medical Equipment Trust.</p> | <p>Cllr Calder</p> <p>Cllr Rainthorpe</p> |
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6 There were no personal representations. Annual Parish Meeting closed at 7pm when the Chairman opened the Parish Council Meeting.

1.0 Welcome (19/65)

The Chairman read out a statement addressed to Cllrs – Appendix 1

2.0 Apologies (19/66)

Apologies received from Cllr A Thomas, County Cllr Maughan and Cllr Karberry-Brown's. Reasons accepted by Council

3.0 Declaration of Pecuniary Interest & Dispensations

None declared

4.0 Signing of the minutes (19/67)

The Council resolved to accept the minutes of the meeting held 13 January 2020 as a true record and agreed these minutes should be signed by the Chair in the presence of the Clerk.

5.0 Report from District and County Councillors (19/68)

A brief report received from Cllr Maughan read out by the Clerk. No report received from Cllr Karberry-Brown

6.0 Matters arising from minutes of meeting 13 January 2020 (19/69)

6.1 Community Speed Watch - Covered later in the minutes

6.2 Code given to the Clerk for the new lock

6.3 The Information Booklet has been completed. Thanks to Cllr Hankinson.

6.4 Hedges around the cemetery to be done later

6.5 Cllr Hankinson explained to the Council a post is required to fix to the fence. There is wire in place.

6.6 Gates are now dry awaiting paint. Date to be arranged to complete.

6.7 Speed Sign location is still in hand awaiting a report

7.0 Finance (19/70)

Income received of £1.28 (Interest on bank account)

7.2 It was proposed, seconded and resolved all orders for payment made to the sum of £4983.31 in the current month be authorised.

Cheques drawn:

Litter Picker – 141.10

S Hutton – Printing of booklets – 132.48

LALC – Annual Subs – 137.77

Litter Picker – 83.00

Clerk's Annual Salary – 3991.96

Mileage and Wi-Fi – 297.00

Donation to Churchyard Normanton – 200.00

Awaiting PAYE figure from Payroll Administrator.

The Chair asked for all additional hours worked by the Clerk to be authorised.

Cllr Hutton

Cllrs
Cllr
Hutton/Maughan

Payroll
Administrator

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| <p>7.3 The up to date Financial Summary was not presented to the Council due to laptop problems. Clerk to resolve.</p> <p>7.4 Cllr Calder had carried out a reconciliation for the third quarter. All in order.</p> <p>7.5 Follow comment from Cllr Rainthorpe the Clerk to contact National Westminster to confirm accounts are will still be operated by the bank. The Chairman asked for approval to amend agenda items. All Cllrs agreed.</p> <p>7.7 The Chairman proposed a Financial Scrutiny and Reconciliation Committee be set up to assist the Responsible Finance Officer. The Chairman also proposed Cllr Calder and Thomas to be committee members. The proposals were seconded by Cllr Calder with approval received from all other Cllrs.</p> <p>Cllr Calder to step down as Reconciliation Officer. The Chair asked for a volunteer to replace Cllr Calder. No names were put forward to be carried forward to the next meeting.</p> <p>7.8 The Council had been approached by the village hall to contribute towards electrical work to be carried out. Approval was sort and granted. The Clerk to place an order.</p> <p>7.6 The Chairman raised concerns over the precept and budget, as presented to the meeting. Following discussion, it was agreed the first task of the new Finance Committee would be to work with the RFO to review all figures for the current financial year and report back to the Council. All donations and initiatives to be held pending report and agreement on any budget revisions</p> <p>8.0 Planning Applications (19/71) No applications had been received. One application approved – Field House, Heath Lane.</p> <p>All applications can be viewed on SKDC’ planning portal</p> <p>9.0 Highways (19/72) 9.1 Updates given on local flooding. Necessary work and investigations to be completed by Highways. Clerk to contact Highways to ask for road outside Village Hall be swept. 9.2 Awaiting report from Cllr Maugham following his meeting with Highways</p> <p>10.0 Policies and Procedures (19/73) 10.1 Insurance documents have been placed on the website 10.2 Grant procedure discussed and agreed in principle. Cllr Calder to view provisions with possible designation of grant limit and report back with any amendments 10.3 Cllr Hankinson has carried out work on the procedure for the Cemetery. A leaflet has been produced. Cllr Couzens to draw up plan of the Cemetery. Clerk to circulate policy for approval by Cllrs 10.4 Cannot commit to expenditure for speed awareness until the Finance and Scrutiny Committee have put forward recommendations.</p> | <p>Clerk</p> <p>Clerk</p> <p>Cllrs</p> <p>Clerk</p> <p>Cllr Calder/Thomas/RFO</p> <p>Cllr Calder</p> <p>Cllr Couzens</p> |
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11.0 Cemetery (19/74)

Subcommittee to be Cllrs Hankinson and Couzens.

12.0 Village Hall (19/75)

Any planning application submitted by the Village Hall for the new entrance will be fully supported by the Parish Council

13.0 Correspondence (19/76)

All correspondence has been sent out. A list can be obtained from the Clerk. Cllr Calder suggested items forwarded to include what action Cllrs need to take.

14.0 Items to be discussed at the next meeting

None

15.0 Date of next meeting (19/77)

Due to the current situation there will be no meetings for the next four months.