

Dear Councillor,

I hereby give you notice that the Annual Parish Council Meeting of Carlton Scroop and Normanton on Cliffe Parish Council will be held on Monday 17 May 2021 at 7.30pm at Carlton Scroop and Normanton on Cliffe Village Hall. All members of the Parish Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Public Forum: The Parish Council meeting will be preceded at 7.20pm by a public forum for which Councillors are also asked to be present, at which members of the public may ask questions or make short statements to the Council. Members of the public are welcome to stay for the meeting but may not participate unless invited to do so by the Chairman.

N Gascoigne Clerk to the Council.
2021

Date: Friday 7 May

1. ELECTION OF CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE.
2. ELECTION OF VICE-CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE.
3. WELCOME REMARKS BY THE CHAIRMAN.
4. TO RECEIVE APOLOGIES FOR ABSENCE AND TO RESOLVE TO ACCEPT REASONS GIVEN.
5. TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST IN RELATION TO AGENDA ITEMS AND TO CONSIDER REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE LOCALISM ACT 2011.
6. APPROVAL OF MINUTES.
 - 6.1 To resolve to accept the Clerk's notes of the Parish Council Meeting held on 15 March 2021.
7. CO-OPTION
 - 7.1 To consider co-option to the casual vacancy for Normanton on Cliffe.
8. ANNUAL RETURN.
 - 8.1 To consider the Internal Audit Report for 2020/21.
 - 8.2 To resolve to approve the Annual Governance Statement and to sign and date Section 1 of the Annual Return.
 - 8.3 To resolve to approve the Accounting Statement for 2020/21 and to sign and date section 2 of the Annual Return.
 - 8.4 To resolve to declare exemption from External Audit and to sign and date the Certificate of Exemption.
9. REPORT FROM DISTRICT AND COUNTY COUNCILLORS
10. PARISH PLAN

10.1 To receive an update from Councillor Calder on responses received to the Parish Plan questionnaire.

11. CLERK'S REPORT

11.1 To note the Clerk's report regarding actions from the last meeting.

12. FINANCE.

12.1 To note income received as follows:

Received From Purpose Amount £

Nat West Business Reserve Interest March (2020/21) 0.07

South Kesteven District Council Precept (2021/22) 8.900.00

Nat West Business Reserve Interest April (2021/22) 0.11

12.2 To resolve to approve expenditure as follows:

Payments Made:

Payee Purpose Amount £ Budget Cover

Employment Costs April 2021 297.68 Yes

LALC Annual Membership 137.92 Yes

LALC Training Scheme 102.00 Yes

Ropsley PC Clerk's SLCC Membership Contribution 70.00 Yes

Payments to be Made:

Payee Purpose Amount £ Budget Cover

Employment Costs May 2021 TBC Yes

Andrew Deptford Internal audit 60.00 Yes

Came and Company Insurance premium 400.95 Yes

EnvironmentSK March and April 2021 260.49 Yes

12.3 To resolve to approve the April bank reconciliation.

12.4 To note the budget monitoring statement showing expenditure and income against the 2021/22 budget to date.

12.5 To note the insurance premium payable of £400.95, the third year of a three-year agreement with Came and Company.

12.6 To note that the internet banking payment to Normanton Graveyard in 2020/21 was returned by their bank, and that a cheque for £400 will be paid in 2021/22 for which budget was carried forward.

12.7 To note the VAT reclaim for 2020/21 in the amount of £246.24.

13. PLANNING.

13.1 No planning applications or decisions were received since the last meeting.

14. HIGHWAYS.

14.1 To receive an update from Councillor Rainthorpe regarding mud on Normanton Heath Road and narrowing of the footpath.

14.2 To receive an update from Councillor Thomas regarding flooding at the junction of the A607 and Sudbrook Road and Heath Lane, Carlton Scroop.

14.3 To receive an update from Councillor Rainthorpe on a damaged drain cover on the A607 at the end of Silkstone Lane.

15. CEMETERY

15.1 To approve the revised Cemetery Policy and memorial dimensions.

16. RECREATION GROUND

16.1 To consider repairs to the bench on the recreation ground.

17. COMMUNITY UPDATES

17.1 To consider a quote from EnvironmentSK for cutting grass in Normanton on Cliffe.

18. POLICIES AND PROCEDURES

18.1 To approve the Co-option Policy prepared by Councillor Calder.

18.2 To approve the Complaints, Training and GDPR Policies prepared by the Clerk.

19. CORRESPONDENCE.

19.1 To note all general correspondence circulated for information since the March meeting.

20. STAFFING.

20.1 To note the Clerk's working days of Monday, Tuesday and Thursday.

21. DATE OF NEXT MEETING

21.1 To consider moving Parish Council meetings to the fourth Monday of each month and to agree the schedule of meetings for the coming year.