

**MINUTES OF A CARLTON SCROOP AND NORMANTON-ON-CLIFFE
PARISH COUNCIL MEETING
held on Monday 27 September 2021 at The Village Hall, Newark
Lane, Carlton Scroop**

**Minutes of the Parish Council held in the Village Hall on Monday 27 September
2021**

Present: Cllr Calder Chair
Cllr Baines
Cllr Baker Browne
Cllr Hankinson

In attendance: Ms Frances Clerk and RFO

Apologies: Cllr Maughan
Cllr Stokes

Minute Item

To Action

Public Forum:

Commenced at 7.20 pm. There was one member of the public present. It was reported that a manhole cover had collapsed on A607 near Charity Street. This would be reported via the Fix my Street link on the Parish Council website.

It was recommended that all defects be reported, by Council members and residents, through the Parish Council website as soon as they are noticed.

Clerk

1. Welcome

1.1 The Chair welcomed all present.

2. Apologies for absence

2.1 Apologies were received from Cllrs Maughan and Stokes.

3. Declaration of Pecuniary Interest & Dispensations

3.1 There were no declarations.

4. To Appoint New Clerk and RFO

4.1 it was unanimously agreed that Ms Lesley Frances was appointed as Clerk and RFO with effect from 27 September 2021.

Minute Item	To Action
<p>5. Approval of the draft minutes of the meeting held 26 July 2021</p>	
<p>5.1 The Minutes of the meeting held on 26th July 2021 were approved to be signed as a true record.</p>	Chair
<p>6. Clerk's Report</p>	
<p>6.1 Speed limit of 40 MPH Carlton Scroop. Cllr Maughan had notified that Covid had slowed down business and it was not possible to give a timescale on progress on this matter.</p>	
<p>6.2 It was noted that at the 16 November 2020 Parish Council meeting Cllr Maughan had advised that the matter should be progressed in around 6 months. Nearly a year later it was felt that this matter was taking too long and a dangerous situation was not being addressed. Council agreed that the Chairman should highlight its concern and bring the speed limit situation to the attention of the local MP.</p>	Chair
<p>6.3 It was noted that the Council's speed warning sign had been loaned; however, its exact location was unknown. The Clerk would follow up this matter.</p>	Clerk
<p>6.4 Asset Register. Councillors Hankinson, Baker Browne and Calder would review and complete the outstanding information required in the Asset Register for the next meeting.</p>	Cllr Hankinson Cllr Baker Browne Cllr Calder
<p>6.5 Residents Survey. Feedback from the residents' survey was on the website and information had been promulgated in News and Views. However, it was felt that a local mailshot could further help with communication and also help obtain a list of volunteers. Cllr Hankinson volunteered to progress.</p>	Cllr Hankinson
<p>6.6 All other matters for attention from the previous minutes had been progressed.</p>	
<p>7. Reports from District Councillors</p>	
<p>7.1 There were no reports.</p>	
<p>8. Finance</p>	
<p>8.1 The financial report was reviewed. It was highlighted that future reports should breakdown balances to reflect reserves and current precept. Additionally, end year forecasting in the excel spreadsheet would be modified to include a short narrative to explain any end year variations to budget.</p>	
<p>8.2 The reconciled bank balance at 31 August, including reserves, was £13761.22. Six months into the financial year an underspend was forecast. All payments made in July and August were for items in the approved budget:</p>	

Minute Item	To Action
Clerk salary July	£244.74
Clerk salary Aug	£51.92
Payroll Services	£50.40
Community clean, litter collection	£90.00
Grass Cutting 3 invoices	£390.72
Grant Normanton Church (reissued)	£400.00
8.3 Decision. The Financial report including the amended format to future reports was approved.	Clerk
8.4 Resident Survey Action. Taking views from the residents' survey forward Council had agreed to provide benches and picnic tables within the villages. An initial search for sponsorship had proved unsuccessful and Council agreed to fund up to £1000 to obtain 2 picnic tables for placement in the Recreation Park Carlton Scroop and a bench for Normanton.	Clerk
8.5 Recreation Park. In discussion it was highlighted that work was required to trim back trees and bushes in the Recreation Park and the adjoining Cemetery land. Cllr Baines had previously done a lot of good work in these areas and it was agreed that he should be approached to further help on this matter.	Cllr Hankinson
9. Recruitment of New Council Members	
9.1 It was intended that Council would be able to co-opt members from 11 October 2021. Three residents had declared an interest and information and application forms would be sent to them by the Clerk.	Clerk
9.2 There was a detailed discussion into the intricacies and the rules appertaining to co-option of members into Council. It was noted that a careful balance had to be struck to ensure that any Council body had a collection of varied skillsets within its forum, however, it was also important that vacancies should be filled.	
10. Parish Plan.	
10.1 It was noted that a great deal of work was required to consolidate and incorporate views from the residents' survey into a Parish Plan. Furthermore, Council was required to consider a draft budget at the next meeting.	
10.2 In discussion it was noted that budget should support the Parish Plan. It was agreed that Cllr Calder would provide a first iteration Parish Plan for consideration at the next meeting. It was noted that this would assist with the budgetary process albeit it would not be the finished and final Parish Plan.	Cllr Calder
11. Planning.	
11.1 Planning application: S21/1719 was noted.	-

Minute Item	To Action
<p>12. Highways 12.1 The Parish Website contained a link which enabled all residents to report highways issues via Fix my Street. Council agreed to review progress on all defects reported at each meeting.</p>	All
<p>13. Community Updates 13.1 <u>Tree planting for Queen’s Platinum Jubilee in 2022</u>. This matter had been carried forward from the previous meeting.</p> <p>13.2 It was felt that the Parish was rich in trees and would in due course probably need action to reduce the large number. In support of the Queen’s Platinum Jubilee the Council agreed to dedicate a seating bench, with an appropriate signage, to the project.</p>	Clerk
<p>14. Correspondence 14.1 <u>Convex Mirror - Blind Corner Normanton</u>. A resident had enquired about the process for putting up a convex mirror to mitigate the risk of a traffic accident.</p> <p>14.2 In discussion it was felt that this was a matter that should be brought to the attention of Highways, Lincolnshire County Council. The Clerk asked that information on the request be passed to her and she would raise with Cllr Maughan.</p>	Clerk
<p>14.3 <u>Charities Committee</u>. The outgoing Chairman of the Carlton Scroop Charities Committee had notified that a new Chairman had been appointed and advised that this appointment had to be confirmed by the Parish Council.</p>	
<p>14.4 There was a lack of knowledge on Council’s position and responsibility in respect of this request. It was agreed that the Chair would approach the new Chairman of the Carlton Scroop Charities Committee to obtain more information.</p>	Chair
<p>15. Date of Next Meeting 15.1 The next meeting of the Council will be held on Monday, 22 November 2022 at 19.20 hrs in the Village Hall, Carlton Scroop.</p>	
<p><u>15.2 End of Meeting</u>. The meeting closed at 8.56 pm</p>	