

CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Dear Councillor,

I hereby give you notice that a meeting of Carlton Scroop and Normanton on Cliffe Parish Council will be held on Monday 21 February 2022 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. **The Chairman will invite members of the public to contribute to Item 4.**



Councillor (acting Clerk).

Date: Tuesday 14 February 2022

	Item	Lead	Expected Time
1.	WELCOME REMARKS	Chair	2 mins
2.	TO RECEIVE APOLOGIES FOR ABSENCE	Chair	1 min
3.	TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST IN RELATION TO AGENDA ITEMS AND TO CONSIDER REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE LOCALISM ACT 2011.	All Council Members	2 mins
4.	UPDATE ON PUBLIC MEETING OF 24 JANUARY 2022 IN RESPECT OF PLANNING APPLICATION S22/0091	Chair	20 mins
5.	TO APPROVE THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON 22 NOVEMBER 2021.	All Council Members	1 min
6.	TO NOTE CLERK'S REPORT INCLUDING ACTIONS FROM MATTERS ARISING FROM THE LAST MEETING.	-	
6.1	Update on Parish Plan.	Chair	2 mins
6.2	Update on Request to Reduce Carlton Scroop Speed Limit to 40 MPH.	Chair	4 mins
6.3	Update on Mailshot brochure to residents.	Cllr Hankinson	2 mins
6.4	Charity Committee Constitution. Confirm Charity Committee Appointee.	All Council members	3 mins
6.5	Update on Defibrillator Checklist.	Cllr Worrell	2 mins
6.6	Update on Bus Shelter Location.	Cllr Maughan	3 mins
6.7	Update on Asset Register.	Chair	2 mins
6.8	Update on Councillor E mail Addresses.	All Council Members	2 min
7.	TO RECEIVE ANY REPORTS FROM DISTRICT AND COUNTY COUNCILLORS	District & County Cllrs	15 mins

	Item	Lead	Expected Time
8.	PLANNING MATTERS		
8.1	To set a process to respond to planning applications 21 day response time when the application is received outwith planned Parish Council meetings.	Chair	5 mins
8.2	Review Planning Applications.	Chair	1 min
9.	FINANCE		
9.1	To note the Finance Report, including all income and expenditure for November, December 2021, January 2022 and the bank reconciliations for each month.	Cllr Calder	5 mins
9.2	To approve Budget 2022/23. [Budget information contained in Excel sheet]	Cllr Calder Cllr Worrell Cllr Read	5 mins
9.3	To upgrade SYNC.Com from free version to have a shared facility to maintain, secure and manage Parish Council records, and supporting information. Cost £72.00	All Council Members	2 mins
10	PARISH PLAN OBJECTIVE		
10.1	To agree and finance, if necessary, tree pruning and hedging work to improve the Recreation Park for the benefit of residents. Note the Recreation Park hedge on the boundary with Cemetery should complement the aesthetic appearance of the Cemetery grounds.	Chair Cllr Hankinson Cllr Baines	15 mins
11.	HIGHWAYS.		
11.1	To review Fix my Street reported issues and report any other issues	All Council Members	5 mins
12.	RECRUITMENT OF NEW COUNCIL MEMBERS		
12.1	Update on progress on recruitment of new Council members	Chair	5 mins
12	CLERK RECRUITMENT		
12.1	To progress recruitment for new clerk	All Council Members	5 mins
13	STANDING ORDERS. To amend para 15 to include use of Parish Council Homepage and virtual noticeboard to inform of meetings.	All Council Members	4 mins
14	RECRUITMENT NEW COUNCIL MEMBER.		
14.1	To progress interest in the position.	All Council Members	2 mins
15	CORRESPONDENCE.		
15.1	To note and consider general correspondence circulated for information since the 22 nd November meeting.	Chair	5 mins
16	DATES OF FUTURE MEETINGS	All Council members	4 mins