

# CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Dear Councillor,

I hereby give you notice that the **Annual Meeting of Carlton Scroop and Normanton on Cliffe Parish Council** will be held on Monday 23 May 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.

J CALDER  
Councillor (acting Clerk).

Date: 16 May 2022

	Item	Lead	Expected Tnnual ime
1	<b>ELECTION OF CHAIRMAN &amp; DECLARATION OF ACCEPTANCE OF OFFICE</b>	Chair	2 mins
2	<b>ELECTION OF VICE-CHAIRMAN &amp; DECLARATION OF ACCEPTANCE OF OFFICE</b>	Chair	2 mins
3	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>	Chair	1 min
4	<b>TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST IN RELATION TO AGENDA ITEMS AND TO CONSIDER REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE LOCALISM ACT 2011.</b>	All Council Members	2 mins
5	<b>UPDATE ON PLANNING APPLICATION S22/0091</b>	Chair	2 mins
6	<b>TO APPROVE THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON 28 MARCH 2022.</b>	All Council Members	1 min
7	<b>MATTERS ARISING FROM THE LAST MEETING</b>	Chair	5 mins
8	<b>TO RECEIVE ANY REPORTS FROM DISTRICT AND COUNTY COUNCILLORS</b>	Dist & Cty Cllrs	10 mins
9	<b>FINANCE</b>		
9.1	To note the Finance Report and approve all income and expenditure for March and April 2022.	Chair	5 mins
9.2	To progress Annual Return 2020/22.	Chair	5 mins
9.3	Grass Cutting Normanton Church	Cllr Worrell	5 mins
10	<b>PLANNING MATTERS</b>		
10.1	Review Planning Applications and note decision on application S22/0091.	All Council members	5 mins
11	<b>PARISH PLAN</b>		
11.1	To review Parish Plan 2022 – 2027.	All Council Members	5 mins

	<b>Item</b>	<b>Lead</b>	<b>Expected Tnnual ime</b>
<b>11.2</b>	To progress Action Plan to consolidate and progress items requiring attention.	<b>All Council members</b>	10 mins
<b>12</b>	<b>QUEEN PLATINUM JUBILEE</b>		
<b>12.1</b>	Update on Parish involvement to the Queen's Platinum Jubilee.	<b>All Council Members</b>	5 mins
<b>13</b>	<b>HIGHWAYS.</b>		
<b>13.1</b>	To review Fix my Street reported issues and report any other issues.	<b>All Council Members</b>	4 mins
<b>14</b>	<b>CLERK RECRUITMENT</b>		
<b>14.1</b>	To update on progress of recruitment for new clerk.	<b>All Council Members</b>	3 mins
<b>15</b>	<b>Policies</b>		
<b>15.1</b>	To instigate annual rolling review of policies.	<b>All Council Members</b>	3 mins
<b>16</b>	<b>CORRESPONDENCE.</b>		
<b>16.1</b>	To note and consider any general correspondence circulated for information since 28 <sup>th</sup> March 22 meeting.	<b>Chair</b>	5 mins
			(75 mins)