

# 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 30 January 2023 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: 24 January 2023

	Item	Lead	Expected Duration
1.	<b>WELCOME</b>	Chair	1 min
2.	<b>RECRUITMENT OF NEW COUNCIL MEMBER</b>		
2.1	To consider an application for co-option onto Parish Council.	Chair	4 min
3.	<b>APPOINTMENT OF NEW CHAIRMAN</b>		
3.1	To appoint new Chairman of Parish Council.	Chair	2 mins
4.	<b>APPOINTMENT of VICE CHAIRMAN</b>		
4.1	To appoint new Vice Chairman of Parish Council.	Chair	2 mins
5.	<b>APPOINTMENT OF NEW CLERK</b>		
5.1	To appoint Ms N Gascoigne as Clerk and RFO	Chair	4 mins
6.	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>		
7.	<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	2 mins
8.	<b>TO APPROVE THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON 28 NOVEMBER 2022.</b>	All	2 min
9.	<b>MATTERS ARISING FROM THE LAST MEETING</b>	Chair	2 mins
10.	<b>TO RECEIVE ANY REPORTS FROM DISTRICT AND COUNTY COUNCILLORS</b>	Dist & Cty Cllrs	10 mins
11.	<b>FINANCE</b>		
11.1	To note the Finance Report which includes budget performance and bank reconciliation and approve all income and expenditure for November 22, December 22 and up to 30 January 23.	Cllr Calder	5 mins
11.2	To approve review quotes and approve payment to progress agreed Parish Plan work on laying hedgerows in Jubilee Field.	Cllr Baines	5 mins

	Item	Lead	Expected Duration
11.3	Update on defibrillator signage and consider purchase of defibrillator pads.	Cllr Worrel	5 mins
12.	<b>PLANNING MATTERS</b>		
12.1	Review Planning Application PL137/22 and update on any planning correspondence.	All	5 min
13.	<b>VILLAGE HALL</b>		
13.1	Update on "A Warm Hub in the Village Hall"	Chair	5
11	<b>PARISH PLAN</b>		
11.1	Review Action Plan	All	5 mins
13	<b>HIGHWAYS.</b>		
13.1	To review Fix my Street reported issues and report any other issues.	All	4 mins
14.	<b>POLICIES</b>		
14.1	Update on rolling review of policies.	Cllr Calder	4 mins
15.	<b>DATES OF FUTURE MEETINGS</b>	All	1 Min
15.1	27 March 2023 22 May 2023 (Annual Meeting of Council also Annual Parish Meeting). 31 July 2023 25 September 2023 27 November 2023 29 January 2024 25 March 2024		
		[Approx duration]	(68 mins)