

# Minutes of the Meeting of Carlton Scroop and Normanton Parish Council held at Carlton Scroop and Normanton Village Hall on Monday 20 March 2023

## Public Forum

There were four members of the public in attendance.

The first asked whether the bus shelter on Newark Lane could be maintained as it was in a poor state of repair. The Chair asked whether the bus shelter was a Parish Council asset, which Councillors confirmed it was.

**Action: Councillors to conduct a site visit to survey the condition of the bus shelter.**

The member of the public also raised the condition of the road surface on Charity Street at the Sudbrook Road end. The Clerk noted that she had reported this on FixMyStreet. The Chair reported that Lincolnshire County Council planned to resurface Sudbrook Road and there was additional money in the 2023/24 LCC budget for potholes.

A second member of the public reported that Mr Hutton had volunteered to improve the disabled ramp at the Village Hall to bring it up to standard, and to lay a new patio at the rear of the Social Club for outdoor events. The Council asked that their thanks be passed on to Mr Hutton.

A third member of the public noted that a number of trees had been removed on Howdale Lane. Members discussed ownership of the land, and whether the removed trees might have been in a dangerous condition. Councillors agreed to monitor the situation. Councillors were also informed that the lane was in a poor condition and required repair.

**Action: The Chair to check responsibility for the bridleway before reporting to LCC if necessary.**

A fourth member of the public reported that there were issues with vehicles parking on the public footpath on Newark Lane. She expressed concerns about the effect on neighbouring properties, access for emergency vehicles and oil and sewage lorries, and children having to walk down the road to access the school bus. In addition, the verge had been damaged.

The Chair asked whether the property to whom the vehicles belonged had allocated parking. The member of the public confirmed that there was parking at the rear of the property, but that this had been fenced off and was not being used for parking.

**Action: The Clerk to contact the District Councillor to raise the issue, as the property was SKDC owned.**

The Chair thanked the members of the public for their attendance. They remained to observe the meeting.

The Chair opened the meeting at 7.53pm.

## In attendance:

Councillor Alan Thomas (Chair), Councillor Bridget Hankinson (Vice-Chair), Councillor Jack Baines, Councillor John England, Councillor Jo Worrell, Mrs Nikki Gascoigne, Clerk and RFO.

### 1. Welcome (22/03/01)

1.1. The Chair welcomed those present and thanked them for their attendance.

### 2. Apologies for Absence (22/03/02)

2.1. Apologies were received from County Councillor Alexander Maughan and District Councillor Ian Stokes.

### 3. Declaration of Pecuniary Interest and Requests for Dispensations (22/03/03)

3.1. There were no declarations of pecuniary interests or requests for dispensations.

### 4. Approval of Minutes (22/03/04)

4.1. Councillor England proposed that the minutes of the meeting held on 30 January 2023 be approved as a true record, which was seconded by Councillor Hankinson. Councillor Worrell proposed that the minutes of the Extraordinary meeting held on 27 February 2023 be approved as a true record, which was seconded by Councillor Hankinson.

**Resolved:** To approve the minutes of the meeting which were duly signed by the Chair.

4.2. The Chair asked the Clerk to provide an update on the Annual Return for 2021/22 which had been approved at the February meeting. The Clerk reported that she had submitted the certificate of

exemption to the external auditors, who had accepted it, and an invoice for £96 in late submission fees had been received, which was included in the Finance Report.

## 5. District and County Councillors Reports (22/03/05)

- 5.1. There was no report, as the District and County Councillors had sent their apologies. County Councillor Maughan had provided a written report for circulation to Councillors.

## 6. Finance (22/03/06)

### 6.1. Finance Report

Members noted the Finance Report including bank reconciliation previously circulated by the Clerk. Councillor Hankinson proposed that the listed items of expenditure and bank reconciliation included in the Finance Report be approved, which was seconded by Councillor England.

Payee	Purpose	Total
LALC	Annual subscription 2023/24	£141.15
Sync.com	Annual subscription	£79.64
AA Defibs Andrew Deptford	Defibrillator cabinet	£600.00
Employment costs	Employment costs Feb 2023	£197.11
PKF Littlejohn	Audit fees 2021/22	£96.00
T Davis	Internal audit 2021/22	£50.00
LALC	Annual training scheme 2023/24	£120.00

**Resolved:** To approve the payments and the bank reconciliation contained in the Finance Report.

## 7. Planning (22/03/07)

- 7.1. Members noted planning decision 23/0291 granting permission for tree works at Carlton Manor, Heath Lane, Carlton Scroop, Lincolnshire, NG32 3AS. The Chair reported that a further planning application, S23/0430 relating to a single storey extension at The Old Coach And Horses, Charity Street, Carlton Scroop, NG32 3AT had been received after the circulation of the agenda.

## 8. Village Hall – Community Hub (22/03/08)

- 8.1. Councillor Thomas reported that the first Community Hub session had taken place on 2 March with 20 attendees. The next session was planned for 6 April, and further fliers would be distributed to publicise the event.

## 9. Parish Plan (22/03/09)

- 9.1. Councillors reviewed progress against the Parish Plan objectives, and agreed to review them further once the new Council was in place following the May election.

**Action: The Clerk to set up a Parish Council Facebook page.**

## 10. Highways (22/03/10)

### 10.1. FixMyStreet

Councillor Hankinson asked that the condition of the road from Barkston either side of the railway line be reported.

**Action: The Clerk to report the road condition via FixMyStreet.**

### 10.2. Surface Dressing Sudbrook Road

Members noted that Sudbrook Road would be closed for surface dressing for 14 days between 3 April and 31 October 2022 as part of a programme of works by LCC.

## 11. Defibrillators (22/03/11)

- 11.1. Councillor Worrell reported that the defibrillator cabinet had been delivered and was awaiting fitting by the electrician. The revised cost of £168.19 for signage included roadside signage for Carlton Scroop. She also noted that an email had been received indicating that the current defibrillators would go out of warranty in March and that Council had agreed to buy batteries and pads for the

existing units for the time being. Councillor Worrell informed Councillors that she would like to arrange demonstrations of new defibrillators and to ask local residents for their opinions as the machines could be quite different. Councillors discussed the possibility of arranging defibrillator or First Aid training for the Annual Parish meeting. Councillor England proposed that the expenditure for defibrillator signage be approved, which was seconded by Councillor Hankinson. The Chair thanked Councillor Worrell for her work on the defibrillators.

**Action: The Clerk to research defibrillator training providers.**

**12. Coronation Celebrations (22/03/12)**

12.1. Members considered arrangements for the celebration of the coronation of His Majesty King Charles III. It was agreed that an informal community committee be set up to organise a barbecue at the Village Hall on the evening of the coronation, with a nominal charge for food.

**Action: Councillors to set up a community committee to make arrangements for the Coronation event.**

12.2. Members discussed the purchase of two signs for the gates at Jubilee Field. A member of the public reported that the large gate was in a state of disrepair, and that a replacement steel gate could be purchased for £100 which he would be happy to fit. Councillor Thomas proposed that the gate be purchased, which was seconded by Councillor Hankinson. Councillor Thomas noted that the dog bin on the field needed a new post, which Councillor Baines offered to attend to.

**Action: Councillor Baines to fit a new post for the dog bin on Jubilee Field. The Clerk to purchase a replacement gate for the field.**

**13. Parish Information Leaflet (22/03/13)**

13.1. Councillors agreed to revisit the Parish Information Leaflet, previously circulated by Councillor Hankinson, following the election in May, as Councillors' details may change.

**14. Clerk Recruitment (22/03/14)**

14.1. This item was deferred as the current Clerk had agreed to extend her temporary contract.

**15. Dates of Future Meetings (22/03/15)**

15.1. Members discussed holding the Annual Parish Meeting on a separate date from the Annual Parish Council Meeting in order to distinguish between them and improve attendance at the Annual Parish Meeting. The Chair closed the meeting at 8.50pm.

15 May 2023 (Annual Meeting of the Parish Council)

19 May 2023 (Annual Parish Meeting)

31 July 2023

25 September 2023

27 November 2023

29 January 2024

25 March 2024