

CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Nikki Gascoigne Clerk & RFO
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Dear Councillor,

I hereby give you notice that the Annual Parish Council Meeting of Carlton Scroop and Normanton on Cliffe Parish Council will be held on Monday 15 May 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.



Clerk to the Council.

Date: Wednesday 10 May 2023

1. **ELECTION OF CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE.**
2. **ELECTION OF VICE-CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE.**
3. **WELCOME REMARKS BY THE CHAIRMAN.**
4. **TO RECEIVE APOLOGIES FOR ABSENCE AND TO RESOLVE TO ACCEPT REASONS GIVEN.**
5. **TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST IN RELATION TO AGENDA ITEMS AND TO CONSIDER REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE LOCALISM ACT 2011.**
6. **APPROVAL OF MINUTES.**
 - 6.1 To resolve to accept the Clerk's notes of the Parish Council Meeting held on 20 March 2023.
7. **ANNUAL RETURN.**
 - 7.1 To consider the Internal Audit Report for 2022/23.
 - 7.2 To resolve to approve the Annual Governance Statement and to sign and date Section 1 of the Annual Return.
 - 7.3 To resolve to approve the Accounting Statement for 2022/23 and to sign and date section 2 of the Annual Return.
 - 7.4 To resolve to declare exemption from External Audit and to sign and date the Certificate of Exemption.
8. **REPORT FROM DISTRICT AND COUNTY COUNCILLORS**
9. **PARISH PLAN**
 - 9.1 To consider Parish Plan actions for 2023/24.
10. **CLERK'S REPORT**
 - 10.1 To note the Clerk's report regarding actions from the last meeting.
 - 10.2 To consider councillor training.
 - 10.3 To consider the provision of .gov.uk email addresses for Councillors and the Clerk.
 - 10.4 To consider the completion of the Force Priority Setting return to Lincolnshire Police.
11. **FINANCE.**
 - 11.1 To note income received as follows.

Received From	Purpose	Amount £
Nat West	Business Reserve Interest March 2023	7.46
South Kesteven District Council	Precept 2023/24	8.900.00
Nat West	Business Reserve Interest April 2023	10.89

11.2 To resolve to approve expenditure as follows:

Payments Made:

Payee	Purpose	Amount £
Employment Costs	March 2023	297.68
Community Heartbeat Trust	Defibrillator Signage	120.00
Grey's Supplies	Defibrillator Signage	81.75
Employment Costs	April 2023	365.16
Autela Payroll Services	Payroll Services	53.02
Inst of Cemeteries and Crem	Membership 2023/24	95.00
CSNC Village Hall	Hall hire 2022/23	71.00

Payments to be Made:

Payee	Purpose	Amount £
Employment Costs	May 2023	TBC
Tracey Davis	Internal audit	75.00
Shaw and Sons	Grant of Exclusive Right of Burial Book	153.60
LALC	Annual Training Scheme 2023/24	120.00

11.3 To resolve to approve the April bank reconciliation.

11.4 To note the budget monitoring statement showing expenditure and income against the 2023/24 budget.

11.5 To consider a request for funding of £600 per annum 2022/23 and 2023/24 for mowing Normanton Churchyard.

11.6 To note the VAT reclaim for 2021/22 in the amount of £379.05 and for 2022/23 in the amount of £497.79.

12. PLANNING.

12.1 To note the following planning decisions:

12.1.1 **S22/2466** Installation of new internal plant, replacement of external cladding and external doors, photovoltaic panels and materials recovery facility and variation of operating hours within buildings 9 and 1. New Earth Solutions (West) Ltd, Caythorpe Heath Lane, Caythorpe. **Granted** 17 April 2023

12.1.2 **S23/0430** Erection of single storey glazed link extension, The Old Coach And Horses, Charity Street Carlton Scroop, NG32 3AT **Granted** 3 May 2023.

13. HIGHWAYS.

13.1 To consider the repair works carried out to Charity Street.

13.2 To consider the speed limit on the Sudbrook Road from Charity Street to the A607.

13.3 To consider the purchase of "Check Your Speed" signs at £20 per sign.

13.4 To consider membership of Lincolnshire Road Safety Partnership and the Community Speedwatch scheme.

14. CEMETERY

14.1 To consider provision of a bench and strimming of banks.

15. COMMUNITY UPDATES

15.1 To consider the repair of the bus shelter opposite Newark Lane, Carlton Scroop.

15.2 To consider the location of the new bench at Heath Lane, Normanton.

15.3 To receive community updates from Councillors.

16. POLICIES AND PROCEDURES

16.1 To approve the LGA Model Code of Conduct.

17. CORRESPONDENCE.

17.1 To note all general correspondence circulated for information since the March meeting.

18. STAFFING.

18.1 To consider a request from the Clerk to amend her annual leave entitlement in line with the NJC standard terms and conditions.

19. DATE OF NEXT MEETING

19.1 Monday 31 July 2023.