

CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

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Minutes of the Annual Parish Council Meeting of Carlton Scroop and Normanton on Cliffe Parish Council held at Carlton Scroop Village Hall on Monday 15 May 2023.

Public Forum

There was one member of the public in attendance.

In Attendance: Councillor Thomas (Chair), Councillor Hankinson (Vice-Chair), Councillors H Baines, J Baines, England, Hands, Balfe and Worrell, County Councillor Maughan and Mrs Gascoigne (Clerk).

The Chairman opened the meeting at 7.55pm

1. ELECTION OF CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE (23/01)

Councillor Balfe proposed that Councillor Thomas be re-elected as Chair, which was seconded by Councillor Hands. Councillor Thomas indicated that he was happy to stand and there were no other candidates. The Chairman duly signed the Declaration of Acceptance of Office.

Resolved: To re-elect Councillor Thomas as Chairman.

2. ELECTION OF VICE-CHAIR & DECLARATION OF ACCEPTANCE OF OFFICE (23/02)

Councillor Thomas proposed that Councillor Hankinson be re-elected as Vice-Chair, which proposal was seconded by Councillor Worrell. Councillor Hankinson indicated that she was happy to stand. Councillor H Baines proposed that Councillor Balfe be elected as Vice-Chair, but Councillor Balfe indicated that he did not wish to stand, and the proposal was not seconded. The Vice-Chair duly signed the Declaration of Acceptance of Office.

Resolved: To re-elect Councillor Hankinson as Vice-Chair.

3. WELCOME REMARKS BY THE CHAIRMAN (23/03)

The Chairman welcomed returning and newly elected Councillors to the meeting and thanked them for their attendance. He was pleased to see that the Council had a full team, with a range of different skills and experience that would allow them to work together for the benefit of both villages.

4. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND TO RESOLVE TO ACCEPT REASONS GIVEN (23/04)

There were no apologies.

5. DECLARATIONS OF PECUNIARY INTEREST AND REQUESTS FOR DISPENSATION (23/05)

No declarations of pecuniary interest or requests for dispensation were made.

6. APPROVAL OF MINUTES (23/06)

6.1 Councillor Hankinson proposed that the Clerk's notes of the Parish Council meeting held on 20 March be approved as a true record, which was seconded by Councillor Worrell.

Resolved: The minutes of the meeting held on 20 March 2023 were approved and duly signed by the Chairman.

The Chair moved the meeting to agenda Item 8 to allow County Councillor Maughan to give his report prior to attending another engagement.

8. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS (23/07)

8.1 County Councillor Maughan reported that District Councillors Ian Stokes and Peter Stevens had been re-elected as the Council's South Kesteven District Councillors at the recent local elections, following the resignation of Councillor Kaberry-Brown for health reasons. SKDC was under no overall control following the election, and a meeting would take place on Thursday to agree a Leader and Cabinet.

- 8.2 The Lincolnshire County Council budget of £600m had been approved, with a large proportion to be spent on Adult Social Care and Children’s Services. There was also considerable spend on Highways and Lincolnshire Fire and Rescue. Inflation of £9m on highways spend had been funded, and an increase of £7m had also been funded by an increase in Council Tax to increase capacity for Traffic Regulation Orders, pedestrian crossings and rural roads schemes. A large proportion of highways spend would continue to be for reactive maintenance such as potholes.
- 8.3 Councillors and officers had identified £9m of underspent reserves which did not need to be carried forward and so were released for a Development Fund to benefit the wider community, with control devolved to local County Councillors to make highways and street scene improvements in their local areas. Councillor Maughan noted the work of Trading Standards on tackling illegal vapes and underage buying of vapes.
- 8.4 Councillor Maughan noted that 30mph signs had been erected in Carlton Scroop and work had been carried out to Charity Street. Councillors reported that the repairs to Charity Street had been limited and of poor quality. Councillor Maughan asked the Clerk to send the Fix My Street report number so that he could investigate with Highways.
Action: The Clerk to send the report number to Councillor Maughan.
- 8.5 Councillor Worrell reported that the electronic signs between Normanton-on-Cliffe and Carlton Scroop were still showing 40mph. The Chair noted that this may need to be reported to the Lincolnshire Road Safety Partnership. Councillor J Baines asked whether the 30mph could be extended to include Sudbrook Road from Charity Street to the A607. Councillor Maughan responded that this would have been considered during the original consultation on the introduction of a 30mph speed limit, and there would have been a reason why it was not done, which he would check. He believed that it may be related to the small number of properties accessed from this stretch of road and which would not meet the policy criteria.
Action: The Clerk to contact the LRSP regarding recalibrating the electronic speed signs.
Action: Councillor Maughan to check why a 30mph limit on Sudbrook Road from Charity Street to the A607 was rejected.
- 8.6 Councillor Maughan asked whether there had been any enforcement action by the Police since the introduction of the new speed limit. Councillors responded that there had not, and Councillor Maughan offered to contact the Grantham Inspector to ask for this to be carried out. Councillors discussed whether all signage on the terminal points of the 30mph speed limit zone had been amended, and Councillor Maughan offered to check this following the meeting.
Action: Councillor Maughan to contact the Police Inspector for Grantham to request speed checks on the new 30mph stretch of road and to check signage at terminal points.
- 8.7 Councillor England reported that graffiti had been painted on the sign on the Sudbrook to Ancaster Road, at the Fir Tree Lane and High Dyke junction. Councillor Maughan asked that this be reported via FixMyStreet.
Action: Councillor England to report the graffiti via FixMyStreet.
The Chair thanked Councillor Maughan for his continued support and returned the agenda to item 7.
- 7. ANNUAL PROCEDURES (23/08)**
- 7.1 Before commencing Item 7, The Chair asked that the Council pay its respects to Johnston Calder, who had previously been Chair of the Council and had worked tirelessly for the community. He expressed the shock of the Council at Johnston’s sudden passing, and asked Councillors to join him in a moment’s silence in remembrance.
- 7.1.1 Members considered the Internal Audit Report for 2022/23, which had been circulated by the Clerk and noted that all questions were answered in the affirmative with the exception of Petty Cash which was not applicable. Councillor Thomas proposed that it be approved, which was seconded by Councillor Hands.
Resolved: To approve the Internal Audit Report for 2022/23.

7.2 The Chairman read each statement of Section 1 of the Annual Governance Statement in turn and Members indicated their agreement to each question, with the exception of Question 4 regarding the exercise of public rights for 2021/22. The Chair explained that this could not be answered in the affirmative as the Annual Return for 2021/22 had not been submitted until February 2023, and so the Notification of Public Rights had not been published within the prescribed window. Councillor Thomas proposed that Section 1 of the Annual Governance Statement was approved, which was seconded by Councillor J Baines.
Resolved: To approve Section 1 of the Annual Governance Return.

7.3 Members considered the Annual Accounting Statements contained in Section 2 of the Annual Return, which had previously been circulated along with supporting documents. The Chair noted that the Council was in a stronger financial position than the previous year, partly because the Clerk position was vacant for most of the year. He proposed that Section 2 be approved, which was seconded by Councillor England.
Resolved: To approve Section 2 of the Annual Governance Return.

7.4 Councillor Thomas proposed that the Council declare exemption from External Audit as its income and expenditure were below £25k in 2022/23 and all other conditions were met, which was seconded by Councillor Worrell. The Chair thanked the Clerk and the Internal Auditor, Tracey Davis, for their work on ensuring the accounts were completed and audited in a timely manner.
Resolved: To declare exemption from external audit.
Action: The Annual Governance Return and Certificate of Exemption to be signed by the Chairman and Clerk, the Certificate of Exemption to be returned to the External Auditor and the Annual Governance Return and supporting papers to be posted on the website.

9. PARISH PLAN (23/09)

9.1 The Chair asked the Clerk to circulate the Parish Plan and action plan to all Councillors. He noted that some of the actions had been completed, and that the Council would review progress at the next meeting.
Action: The Clerk to circulate the Parish Plan and add consideration of progress to the next agenda.

10. CLERK'S REPORT (23/10)

10.1 Members noted the Clerk's report regarding actions from the last meeting. Repair of the bus shelter was on the agenda at item 15.1. The Chair asked the Clerk to report the condition of Howdale Lane bridleway, along with the removal of stiles, to LCC Footpaths.

Action: The Clerk to report the condition of Howdale Lane and the removal of stiles, to LCC Footpaths.

10.2 The Clerk reminded Councillors that they could access training under the LALC Training Scheme, with places booked via the Clerk. She recommended that new Councillors attend the New Councillor Training on 3 July at Carlton Scroop and Normanton Village Hall.

10.3 Members considered the adoption of .gov.uk email addresses for Councillors and the Clerk for reasons of data protection and security. The Clerk had circulated a list of providers with prices before the meeting, and Councillor Hankinson proposed that CloudNext be used, which was seconded by Councillor Worrell.

Resolved: To set up .gov.uk email addresses for Councillors and the Clerk.

Action: The Clerk to contact CloudNext to arrange set up.

10.4 Councillors discussed the completion of the Force Priority Setting return to Lincolnshire Police, and agreed that vehicle speed should be reported, with a request for monitoring of speeds along the new 30mph section through Carlton Scroop.

Action: The Clerk to report vehicle speeds and request monitoring via the Force Priority Setting return.

11. FINANCE (23/11)

11.1 Members noted the following income.

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 Members considered the following items of expenditure :

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
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

Resolved: To approve the items of expenditure listed.

11.3 Councillor Thomas proposed that the April bank reconciliation be approved, which was seconded by Councillor Balfe. The bank reconciliation was duly signed and dated by Councillor Hankinson.

Resolved: To approve the April bank reconciliation.

11.4 Members noted the budget monitoring statement showing expenditure and income against the 2023/24 budget.

11.5 Members considered a request for funding of £600 per annum for 2022/23 and 2023/24 for mowing Normanton Churchyard. The Chair referred to guidance which suggested that Parish Councils should not make donations to churches, although there was considerable debate around whether this extended to churchyards and the position remained unclear. Councillors agreed that the donation was important in preserving the appearance of the village for the benefit of its inhabitants, and that the maintenance would not otherwise be funded. Councillor Balfe proposed that the Council offer a donation of £500 for the year 2023/24 but not make a retrospective donation, which was seconded by Councillor Hands. Councillor Worrell proposed that the Council offer a donation of £600, but this proposal was not seconded. Councillor Balfe's motion was approved by a majority of 7 to 1.

Resolved: To offer a grant of £500 for 2023/24 to Normanton Churchyard.

11.5.1 The Chair thanked Councillor Balfe for mowing the Carlton Scroop cemetery and Jubilee Field in a voluntary capacity. He noted that there was potential for a similar request for assistance from Carlton Scroop in the future, if this arrangement were not to continue, which would represent a significant financial commitment.

11.6 Members noted the VAT reclaims for 2021/22 in the amount of £379.05 and for 2022/23 in the amount of £497.79.

12. PLANNING (23/12)

12.1 Members noted 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 (23/13)

13.1 The repair works carried out to Charity Street were discussed at item 8.4 above.

13.2 The speed limit on Sudbrook Road from Charity Street to the A607 was discussed at item 8.5 above.

13.3 Councillor Baines proposed that six "Check Your Speed" signs at a cost of £20 per sign be purchased, which was seconded by Councillor Hands.

Resolved: To buy six "Check Your Speed" signs.

Action: The Clerk to purchase the signs.

- 13.4 Councillor Hankinson proposed that the Council reinstate its membership if the Lincolnshire Road Safety Partnership with a view to initiating the Community Speedwatch scheme, which was seconded by Councillor Worrell.

Resolved: To join the Community Speedwatch scheme.

Action: The Clerk to contact Lincolnshire Road Safety Partnership regarding membership.

14. CEMETERY (23/14)

- 14.1 Councillor Hankinson proposed the purchase of a bench for the cemetery, and agreed to look into costs and suppliers. She reported that the grass bank adjacent to the churchyard needed to be tidied, and Councillors H and J Baines offered to assist with the work.

Action: The Clerk to advise Councillor Hankinson who the supplier of the previous benches had been.

Action: Councillors H and J Baines to assist Councillor Hankinson in tidying the bank in the cemetery.

Councillor England left the meeting at 9.30pm due to a prior commitment.

15. COMMUNITY UPDATES

- 15.1 Councillor Balfe agreed to inspect the roof of the bus shelter opposite Newark Lane, Carlton Scroop, which Councillor Thomas reported was in need of repair.

Action: Councillor Balfe to report on the condition of the bus shelter roof.

- 15.2 Councillor Worrell reported that she and Mr Baker-Browne would consider the location of the new bench at Heath Lane, Normanton.

Action: Councillor Worrell to report on the location of the new bench.

- 15.3 Councillor H Baines reported that SKDC were not mowing the verges at the far end of the village.

Action: The Clerk to contact SKDC to make them aware.

16. POLICIES AND PROCEDURES

- 16.1 Councillor Thomas proposed that the Council adopt the new SKDC Model Code of Conduct, based on the Local Government Association model, which was seconded by Councillor Hankinson.

Resolved: To adopt the SKDC Model Code of Conduct.

Action: The Clerk to add review of the Standing Orders and Financial Regulations to the next agenda.

17. CORRESPONDENCE.

- 17.1 Members noted all general correspondence circulated for information since the March meeting.

18. STAFFING.

- 18.1 Councillor Thomas proposed that the Council grant the Clerk's request to amend her annual leave entitlement in line with the NJC standard terms and conditions, which would be an increase from 5.6 weeks to 6.2 weeks. This was seconded by Councillor Hands.

Resolved: To increase the Clerk's annual leave entitlement in line with NJC terms and conditions.

19. DATE OF NEXT MEETING

- 19.1 Monday 31 July 2023.

The Chair closed the meeting at 9.44pm.