

# CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

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## Minutes of the Meeting of Carlton Scroop and Normanton on Cliffe Parish Council held at Carlton Scroop Village Hall on Monday 18 September 2023.

### Public Forum

A member of the public asked the Clerk to contact Highways regarding boulders which had been placed on the pavement at the corner of Charity Street and the A607.

**Action: The Clerk to contact LCC Highways.**

The Chair opened the meeting at 7.27pm.

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

### 1. WELCOME REMARKS BY THE CHAIRMAN (23/35)

The Chair welcomed Councillors to the meeting and thanked them for their attendance.

### 2. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND TO RESOLVE TO ACCEPT REASONS GIVEN (23/36)

Apologies were received and accepted from Councillor H Baines, District Councillors and Stokes Stephens and County Councillor Maughan.

### 3. DECLARATIONS OF PECUNIARY INTEREST AND REQUESTS FOR DISPENSATION (23/37)

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

### 4. APPROVAL OF MINUTES (23/38)

4.1 Councillor England proposed that the Clerk's notes of the Parish Council meeting held on 31 July be approved as a true record, which was seconded by Councillor Balfe.

**Resolved: The minutes of the meeting held on 31 July 2023 were approved and duly signed by the Chairman.**

### 5. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS (23/39)

The Chair noted that County Councillor Maughan had circulated a written report on Lincolnshire County Council business.

### 6. CLERK'S REPORT (23/40)

6.1 Members noted the Clerk's report regarding actions from the last meeting. The Chair reported that the trees on Jubilee Field were subject to a Tree Protection Order, and asked the Clerk to obtain a quote for works prior to putting in a planning application. He thanked Councillor H Baines for cutting the grass adjacent to the hedge on Parish Charities land.

**Action: The Clerk to obtain a quote for tree works on the Jubilee Field in order to lodge a planning application.**

6.2 The Clerk reported that she had re-sent details on how to log in to the new .gov.uk email addresses to Councillors, and that the Parish Council Facebook page was live.

### 7. FINANCE (23/41)

7.1 No income had been received since the last meeting.

7.2 Councillor Thomas proposed that the following expenditure be approved, which was seconded by Councillor Balfe.

Payee	Purpose	Amount £
South Kesteven District Council	Election fees	144.69
N Gascoigne	Reimbursement – SID Batteries	87.69
Autela Payroll	Payroll services	54.58

Employment Costs	August 2023	246.31
Lincolnshire County Council	Speed signs and stickers	170.00
Employment Costs	September 2023	266.11

**Resolved: To approve the expenditure listed above.**

- 7.3 Councillor England proposed that the August bank reconciliation be approved, which was seconded by Councillor J Baines. Councillor England duly signed and dated the bank reconciliation.

**Resolved: To approve the August bank reconciliation.**

- 7.4 Members noted the budget monitoring statement showing expenditure and income against the 2023/24 budget, circulated prior to the meeting by the Clerk. The Chairman reported that he had thoroughly reviewed the statement, and was pleased that the Council was in a good financial position.

- 7.5 Councillor Thomas proposed that he and the Clerk apply for debit cards for the current account to allow online purchases, with which Councillors were in agreement.

**Resolved: To approve the application for debit cards on the current account for the Chair and Clerk.**

**Action: The Clerk to apply for the cards.**

## 8. PLANNING (23/42)

- 8.1 Members noted the following planning decisions:

- 8.1.1 **S23/0487** Second tier to the outside of the driving range, Sudbrook Moor Golf Course, Charity Street, Carlton Scroop. **Approved: 22 August 2023**

## 9. HIGHWAYS (23/43)

- 9.1 Speed control in the Parish

The Chair reported that the “Check Your Speed” signs had been received and would be installed in Normanton on Cliffe. The wheelie bin stickers had also been received and would be distributed at social events.

**Action: Councillors Thomas and Worrell to arrange installation of Check Your Speed signs in Normanton and wheelie bin stickers to be distributed to residents.**

- 9.2 The Chair reported that LCC had agreed to replace the fixed electronic speed signs following the reduction in speed limit in Carlton Scroop. Members discussed LCC’s suggestion that the sign at the end of the village might be replaced with a “Sharp Bend” sign, but agreed that they would prefer a sign showing the speed with a smiling face graphic or message. Councillors planned to meet with a representative of the Highways department to discuss the options, including the location of the signs.

**Action: Councillors to meet with LCC regarding the replacement speed signs.**

- 9.3 Councillors discussed the purchase of an additional Speed Indicator Device (SID) and preferred the option of a portable sign which could be moved to various locations around the Parish. They agreed that a decision on this should be deferred until the cost of the tree works was known.

**Action: The Clerk to add to the next agenda.**

- 9.4 The Chair reported that the Clerk had contacted the Lincolnshire Road Safety Partnership to request that a radar van be deployed to monitor speeds in the Parish, and they had agreed to conduct a survey of traffic movements, from which they would review that data and share it with the Council before deciding whether next steps were required.

- 9.5 The Chair noted that there was an issue with recalibrating the existing SID to show 30mph and with downloading the data. Councillor Balfe advised that he had an IT consultant working for his business whom he could ask to look at the SID.

**Action: Councillor Balfe to liaise with his IT contractor regarding recalibrating the SID and downloading data.**

- 9.6 Councillor England asked whether the possibility of reducing the speed limit on Sudbrook Road between Charity Street and the A607 could be raised during the meeting with Highways. Councillors asked the Clerk to make County Councillor Maughan aware of the recent accident at the location.

**Action: The Clerk to make Councillor Maughan aware of the accident on Sudbrook Road.**

## 10. CEMETERY (23/44)

- 10.1 Councillor Balfe reported that he had obtained a bench for the cemetery.

**Action: Councillor Balfe to install the bench in the cemetery and the Clerk to add to the asset register.**

## **11. COMMUNITY UPDATES (23/45)**

### **11.1 Bus Shelter Repairs**

Councillor Balfe reported that he would arrange repair of the bus shelter roof as soon as he had sufficient staff available.

### **11.2 Bench, Heath Lane Normanton**

Councillor Worrell reported that she and Mr Rainthorpe had decided on a location for the bench at Heath Lane and were considering methods of securing it to the ground prior to installing it.

### **11.3 Litter Picking**

The Chair reported that he had received two responses to the advertisement placed in News & Views, but that he had been unable to contact one of the applicants. The first applicant, Mr Harris, had offered to undertake litter picking on a voluntary basis. Members discussed provision of litter picking equipment and agreed to obtain litter pickers from previous post holders.

**Action: Councillor Balfe to obtain litter pickers from previous post holders.**

11.3.1 Members discussed arrangements for emptying dog waste bins, which were currently being emptied by Councillors. It was agreed to ask Mr Wills, who provided the service to a neighbouring parish, for a quote.

**Action: The Clerk to contact Mr Wills.**

### **11.4 Grass Cutting**

The Clerk reported that she had been in contact with SKDC, who had advised that they would send invoices for grass cutting in due course, although none had yet been received. Members commented on the quality of grass cutting around the two gates at the entrance to the Parish. Councillor J Baines agreed to look at this, and Councillor Balfe offered to mark grass cutting areas on a map which could be shared with SKDC.

**Action: Councillor J Baines to review grass cutting at village gates, and Councillor Balfe to mark up a map with SKDC grass cutting areas.**

### **11.5 Defibrillator Training**

Councillors were in favour of proceeding with free defibrillator training provided by LeisureSK.

**Action: The Clerk to confirm availability of the Village Hall and to suggest an available date in November.**

### **11.6 Hedge laying at Jubilee Field**

Councillor J Baines to speak to the contractor, and to collect the gate including hangers from Chandlers.

**Action: Councillor J Baines to speak to the contractor re Jubilee Field hedge and to collect gate from Chandlers.**

11.7 There were no further community updates from Councillors.

## **12. POLICIES AND PROCEDURES (23/46)**

12.1 Members reviewed the Asset Register and confirmed that the contents were accurate.

12.2 Councillor England proposed that the Code of Conduct, Communications Policy and Complaints Policy, which had been reviewed by Councillors, be approved, which was seconded by Councillor Balfe.

**Action: The Clerk to draw up a policy review schedule.**

## **13. CORRESPONDENCE (23/47)**

13.1 Members noted all general correspondence circulated for information since the July meeting.

## **14. DATE OF NEXT MEETING (23/48)**

14.1 Monday 27 November 2023. The Chair closed the meeting at 8.42pm.