

CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Nikki Gascoigne Clerk & RFO

Email clerk@carltonscroopnormanton-pc.gov.uk Telephone 07472 574201

Minutes of the Meeting of Carlton Scroop and Normanton on Cliffe Parish Council held at Carlton Scroop Village Hall on Monday 27 November 2023.

Public Forum

There were two members of the public in attendance. One commented on a tree which had been felled on Howdale Lane and other trees which limbs had been removed from, as well as the surface of the lane, which was churned up. The Chair responded that the maintenance of trees was an issue for the landowners. He noted that the Council had contacted Lincolnshire County Council in the past regarding the condition of the surface, and had been told that it did not warrant action.

District Councillor Peter Stephens joined the meeting at 7.30pm

The second member of the public commented on recent roadworks on the A607 of which she felt there had not been adequate notice. The Chair responded that roadworks were the responsibility of Lincolnshire County Council (LCC), and that signage had been placed in the bus stop and noticeboards. She also reported two street name plates which needed to be replaced, and that the road surface in Newark Lane had become broken up in recent poor weather. The Chair noted that the road surface would be reported to LCC and street name plates were on the agenda.

Action: Clerk to report the poor condition of the road surface on Newark Lane to LCC.

Councillor Stephens introduced himself, and asked Councillors to let him know if there were any issues he could assist with, particularly around planning. The Chair mentioned an ongoing issue with grass cutting since the grounds maintenance service had been brought in house at SKDC and the forthcoming renewal of planning permission for the travellers' site.

Councillor Stephens left the meeting at 7.47pm

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

1. WELCOME REMARKS BY THE CHAIRMAN (23/49)

The Chair opened the meeting at 7.47pm, welcomed Councillors and thanked them for their attendance.

2. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND TO RESOLVE TO ACCEPT REASONS GIVEN (23/50)

There were no apologies for absence.

3. DECLARATIONS OF PECUNIARY INTEREST AND REQUESTS FOR DISPENSATION (23/51)

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

4. APPROVAL OF MINUTES (23/52)

4.1 Councillor Balfe proposed that the Clerk's notes of the Parish Council meeting held on 18 September be approved as a true record, which was seconded by Councillor Hands.

Resolved: The minutes of the meeting held on 18 September 2023 were approved and duly signed by the Chairman.

5. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS (23/53)

There were no reports as District and County Councillors were not in attendance.

6. CLERK'S REPORT (23/54)

6.1 Members noted the Clerk's report regarding actions from the last meeting.

7. FINANCE (23/55)

7.1 Members noted the following income received.

From	Purpose	Amount £
HMRC	VAT rebate	876.84
Nat West	Bank interest September	20.99
Nat West	Bank interest October	24.04

7.2 Councillor Hands proposed that the following expenditure be approved, which was seconded by Councillor England.

Payee	Purpose	Amount £
Caythorpe Electrical	Defib installation	45.00
Employment Costs	September 2023	246.31
Autela Payroll	Payroll services	54.58
Employment Costs	October 2023	246.31
Information Commissioner's Office	Annual registration	35.00
Employment Costs	November 2023	246.31

Resolved: To approve the expenditure listed above.

7.3 Councillor Balfe proposed that the October bank reconciliation be approved, which was seconded by Councillor H Baines. Councillor Worrell duly signed and dated the bank reconciliation.

Resolved: To approve the October 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 Chair reported that the budget was currently underspent, and that he would like the format of the statement to be reviewed so that both bank accounts were combined.

7.5 The Clerk reported that the application for debit cards had been declined as the correct signatories had not been obtained, but the Clerk was not able to access a current list of signatories. Councillor Thomas proposed that the Council open a new bank account at Lloyds, as this would be more straightforward and timely than the process to change signatories and address on the NatWest account. This was seconded by Councillor Hankinson.

Resolved: To open a Lloyds Treasurer's Account.

Action: The Clerk to apply for the account and debit cards.

7.6 2024/25 Draft Budget

Councillors discussed items for the 2024/25 budget. Councillor Thomas noted that he had received a request for funding from Normanton Churchyard which should be included. Councillor Balfe noted that grass cutting would need to be included, and asked that quotes to include Jubilee Field be obtained although he would continue to mow the church yard. Councillor Worrell asked that the purchase of an additional defibrillator be considered, as well as potential replacement of the existing two units, for which pads and batteries were no longer manufactured and would expire in 2025. Councillor Balfe proposed that the Village Hall be considered as a potential site for a new defibrillator, as it was a community hub. Councillor Worrell noted that a demonstration would need to be arranged prior to purchasing defibrillators, as there were several different models.

Resolved: To include two defibrillators, one of which would be a replacement, in the 2024/25 budget. To include a donation to Normanton Churchyard and grass cutting in the 2024/5 budget.

Action: Councillor Worrell to obtain defibrillator quotes.

7.7 Councillors confirmed the Clerk's pay award in line with the National Joint Council pay scales. One member of the public left the meeting at 8.20pm.

8. PLANNING (23/56)

8.1 Members noted the following planning decision:

8.1.1 **S23/0788** New stable block on equestrian land including creation of new access, Stone Horse Farm Hough Lane Carlton Scroop Lincolnshire NG32 3BB **Approved.**

8.2 Members noted the following planning application on which no comments were made:

8.2.1 **S23/1772** Change of use of agricultural building to single dwelling, Carlton Ashes Farm , Carlton Ashes, Hough On The Hill, Lincolnshire, NG32 2BJ

- 8.3 Members considered the following planning applications, and had no comments.
- 8.3.1 **S23/1673:** Conversion of barn (retrospective) and creation of domestic curtilage, Stone Horse Farm, Hough Lane, Carlton Scroop, Lincolnshire, NG32 3BB.

9. HIGHWAYS (23/57)

9.1 Speed control in the Parish

The Chair reported that the Council was waiting for LCC to replace the existing fixed speed signs. County Councillor Maughan had been informed of the accident on Sudbrook Road but had not been optimistic that the speed limit would be changed.

9.1.1 Speed Indicator Devices

Members discussed whether to purchase an additional portable Speed Indicator Device (SID). Councillor Hands asked whether another sign was required if the fixed signs were replaced and the existing SID was working well. Councillor Balfe noted that the Council had committed to replace defibrillators and work was required to the trees in the Jubilee Field, so asked whether sufficient budget would be available to purchase an additional SID. Councillors agreed to include an additional portable battery-operated SID in the draft budget and to make the final decision at the January meeting.

Action: The Clerk to add the purchase of an additional SID to the draft budget.

9.2 Correspondence re Speed Limits

Members noted correspondence received regarding speed limits in the parish. They noted that they had not received any further correspondence for parishioners, and that residents had been consulted prior to the change of speed limit, with the final decision made by LCC.

9.3 Howdale Lane Road Surface

The road surface on Howdale Lane had been discussed during the public session. Councillors agreed to reassess the condition in the Spring, when the weather had improved.

9.4 Street Name Plates

Councillor Thomas asked that a broken street name plate on Hough Lane be reported to SKDC. Councillor Worrell noted that the Heath Lane street name plate had rotted through.

Action: The Clerk to report to SKDC.

10. CEMETERY (23/58)

- 10.1 Councillor Hankinson noted that the cemetery needed to be tidied, and asked for volunteers. Councillor H Baines offered to help. Councillor Hankinson noted that the paths needed to be cleared. Councillor David Balfe asked that the paths remained grassed for ease of mowing.

11. JUBILEE FIELD (23/59)

11.1 Tree Works

Councillor H Baines proposed that the quote obtained to carry out tree works to trees in the Jubilee Field from Crimson Kings be accepted, which was seconded by Councillor J Baines.

Resolved: To accept the quote for tree works from Crimson Kings.

Action: The Clerk to contact the contractor to arrange for the works to take place.

11.2 Replacement Gate

Councillor J Baines reported that he had not yet collected the replacement gate, but would do so as soon as possible.

12. COMMUNITY UPDATES (23/60)

12.1 Dog Waste Bin Emptying

Councillor Thomas proposed that the quote for dog waste bin emptying received from We Do Doggy Doo be accepted, which was seconded by Councillor England.

Resolved: To accept the quote for dog waste bin emptying.

Action: The Clerk to contact the contractor.

- 12.2 Bus Shelter Repairs
Councillor Balfe reported that repairs to the bus shelter opposite Newark Lane, Carlton Scroop would be completed as soon as he had staff available.
- 12.3 Normanton Bench
Councillor Worrell reported that the installation of the bench on Heath Lane Normanton was ongoing.
- 12.4 Litter Picking
Councillor Thomas reported that litter picking was now being carried out by a volunteer.
- 12.5 Grass Cutting
The Clerk reported that she had received an invoice from SKDC for grass cutting, which was incorrect and a replacement would be issued. Councillor Balfe would provide a map of grass cutting areas, so that the Clerk could obtain quotes for the service going forward.
Action: Councillor Balfe to produce a map of grass cutting areas. The Clerk to obtain quotes for grass cutting for inclusion in the budget.
- 12.6 Defibrillator Awareness Session
Councillor Thomas noted that the Defibrillator Awareness session was scheduled for the following evening.
- 12.7 Verges and Parking
Councillor Hands asked whether the verges on Newark Lane and Hough Lane could be reported to LCC, as the edges of the road needed to be restored. Councillor H Baines asked whether cars parked in the passing place on Newark Lane could be parked in the Village Hall car park, as they made it difficult for vehicles to pass.
Action: Councillor Thomas to speak to the Village Hall Chair to ask whether he would consent to cars being parked in the car park and then to consider writing to residents.
- 12. POLICIES AND PROCEDURES (23/61)**
- 12.1 Councillor Thomas proposed that the Data Breach Policy, Data Protection Policy and Defibrillator Policy be approved, which was seconded by Councillor Balfe. Councillor Thomas noted that the Councillor Recruitment Policy did not include a recruitment process.
Resolved: To approve the Data Breach, Data Protection and Defibrillator Policies.
Action: The Clerk and Chair to review the Councillor Recruitment Policy. The Clerk to review Council policies to determine if all were required.
- 13. CORRESPONDENCE (23/62)**
- 13.1 Members noted all general correspondence circulated for information since the September meeting.
- 13.2 Members noted the Policing Priority Setting return for December and invitation to Parish Council engagement session on 7 December. They had nothing to report in relation to the Priority Setting return.
- 14. DATE OF NEXT MEETING (23/63)**
- 14.1 Monday 10 January 2024, amended due to unavailability of the Chair on the original date. The Chair closed the meeting at 8.42pm.