

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 19 May 2025.



Clerk to the Council.

CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at Carlton Scroop Village Hall on Monday 19 May 2025 at 7.00pm

In Attendance:

Cllrs Thomas, J Baines, H Baines, England, Worrell, Hankinson
Miss Hill (Clerk)

Apologies: Cllrs Balfe, Hands

Absent: District Councillors and County Councillor

25/01 ELECTION OF CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Hankinson proposed that Cllr Thomas be re-elected as Chair, seconded by Cllr England.

Cllr Thomas confirmed he was willing to continue. There were no other nominations.

Cllr Thomas duly signed the Declaration of Acceptance of Office.

Resolved: To re-elect Cllr Thomas as Chairman.

25/02 ELECTION OF VICE-CHAIR & DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Hankinson proposed that Cllr Worrell be elected Vice-Chair, seconded by Cllr Thomas.

Cllr Worrell confirmed her willingness to stand. No other nominations were received.

Cllr Worrell duly signed the Declaration of Acceptance of Office.

Resolved: To elect Cllr Worrell as Vice-Chair.

25/03 WELCOME BY THE CHAIRMAN

The Chairman welcomed Councillors and thanked them for their attendance.

25/04 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Balfe and Hands.

Resolved: To accept the apologies for absence.

25/05 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATION

Cllr J Baines and Cllr J Baines declared a non-pecuniary interest in relation to a planning item.

Resolved: Declaration noted.

25/06 APPROVAL OF MINUTES

6.1 Cllr Hankinson proposed approval of the Clerk's notes of the meeting held on 1 April 2025 as a true record, seconded by Cllr England.

Resolved: The minutes were approved and signed by the Chair.

25/07 ANNUAL RETURN

7.1 Members considered the Internal Audit Report for 2024/25, 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 Worrell proposed that the Internal Audit Report be approved, which was seconded by Councillor Hankinson. Councillors noted that the Internal Auditor did not charge a fee for this audit.

Resolved: To approve the Internal Audit Report for 2024/25.

7.2 Section 1 of the Annual Governance Statement had been circulated to Members in advance of the meeting, and they confirmed their agreement to each question. Councillor Hankinson proposed that Section 1 of the Annual Governance Statement was approved, which was seconded by Councillor Worrell.

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. Councillor England proposed that Section 2 be approved, which was seconded by Councillor H Baines.

Resolved: To approve Section 2 of the Annual Governance Return.

7.4 Councillor Hankinson proposed that the Council declare exemption from External Audit as its income and expenditure were below £25k in 2024/25 and all other conditions were met, which was seconded by Councillor H Baines. The Chair thanked the previous Clerk, Ms Gascoigne 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.

25/8 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

No councillors were present. No reports received.

25/9 PARISH PLAN

9.1 Councillors agreed to defer consideration of Parish Plan actions for 2025/26 to the next meeting.

Resolved: Deferred to next meeting. Proposed by Cllr Thomas, seconded by Cllr H Baines.

25/10 CLERK'S REPORT

10.1 No outstanding matters to note.

25/11 FINANCE

11.1 Income noted:

Received From	Purpose	Amount (£)
SKDC	Precept	9,000.00
SKDC	Cleaner Grant	231.66
NatWest	Interest	8.79

11.2 Payments Made:

Payee	Purpose	Amount (£)
Who Lets Your Dog Out	Dog bin emptying	138.60
ICCM	Annual subscription	105.00
Autela Payroll	Payroll charge	68.29
Lloyds Bank	Service charge	4.25
Florence Hill (Clerk)	Salary	274.56
MCS	Grass cutting	560.00

11.3 Payments to be approved:

Payee	Purpose	Amount (£)
Jim Abbott	Repairs to Finger Post	62.85
Fineturf Ltd	15 Burial Plot Markers	559.87
Royal Life Saving Society	CPR/Defibrillator training	100.00
Nikki Gascoigne	Financial services	300.00
Andrew Deptford	2 new defibrillators	2280.00
Lee Ballaam	Emptying dog bins	TBC
Hall Hire	Meeting room hire	TBC

Proposed by Cllr Thomas, seconded by Hankinson.

Resolved: Expenditures approved.

11.4 April bank reconciliation proposed by Cllr Hankinson, seconded by Cllr Worrel.

Resolved: Bank reconciliation approved and signed.

11.5 Budget monitoring statement for 2025/26 noted.

11.6 Appointment of Nikki Gascoigne for AGAR and transitional support proposed by Cllr Hankinson, seconded by Cllr Jack Baines.

Resolved: Approved.

25/12 PLANNING

12.1 Application S25/0403 - Mr Tony Doherty

Proposal: 1 gypsy/traveller pitch, hardstanding, and dayroom.

Location: 1 The Lodges, Main Street, Carlton Scroop

Concerns raised over floodlighting, drainage, curtilage compliance, and environmental issues.

Parish Council objected to the application based on planning grounds.

Proposed by Cllr Thomas, seconded by Cllr Hankinson. Vote: 3 in favour, 1 abstention.

Resolved: Objection to be submitted.

12.2 Planning application S25/0402 granted – Mistletoe Cottage, Normanton. Noted.

25/13 HIGHWAYS

No updates reported.

25/14 CEMETERY

14.1 Maintenance day went well. Suggest to make it an annual event.

14.2 Donation of wooden bench approved. Proposed by Cllr J Baines, seconded by Cllr Hankinson.

Resolved: Approved.

25/15 JUBILEE FIELD

15.1 Tree maintenance identified. To be reviewed in winter.

25/16 COMMUNITY UPDATES

16.1 Bus shelter replacement completed. Thanks to Cllr Balfe.

16.2 Review of new grass cutting contract ongoing.

16.3 New contract with Lee Balaam for dog bins approved. Proposed by Cllr England, seconded by Cllr J Baines.

16.4 Replacement defibrillators: Three quotes obtained, two were the same price. Agreed to use Andrew Deptford again. Proposed by Cllr Worrell, seconded by Cllr Hankinson.

16.5 Expenditure on fingerpost on Hough Lane approved.

16.6 Expenditure on cemetery plot markers approved.

16.7 Payment to RLSS for CPR & Defibrillator training approved.

25/17 POLICIES AND PROCEDURES

17.1 Parish Council's Publication Scheme reviewed. Proposed by Cllr Hankinson, seconded by Cllr Worrell.

Resolved: Publication Scheme approved.

25/18 CORRESPONDENCE

General correspondence since April meeting noted.

25/19 DATE OF NEXT MEETING

Monday 14 July 2025 at 7.20pm

The Chair closed the meeting at **9.05pm**.