

# CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Florence Hill Clerk & RFO

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## Minutes of the Meeting of Carlton Scroop and Normanton on Cliffe Parish Council

Held at Carlton Scroop and Normanton on Cliffe Village Hall on Monday 24th September 2025



Clerk to the Council.

Date: Monday 24th of November 2025

## Public Forum held at 7.20pm

Apart from County Councillor Ken Bamford, there were no members of the public present. The Chair asked if any issues had been raised by residents with councillors – there were none. The Chair mentioned that several residents raised concerns regarding several dead and fallen trees adjacent to the A607 between Sudbrook Road and Newark Lane, which were dangerous to traffic. One tree had fallen onto the road in recent weeks which needed to be cleared. Councillor H Baines considered it was a matter for the County Council. The Chair asked if any councillor knew who owned or rented the land where the trees were situated, but no one replied. Councillors noted that such issues should be reported to Highways via FixMyStreet, and land ownership could be checked via the land registry.

## In Attendance:

Councillor Thomas (Chair), Councillors England, Hands, Baines, Worrell (Vice-Chair), Balfe, and Miss Hill (Clerk).  
Also in attendance: Councillor Ken Bamford (Lincolnshire County Council)

## Apologies for Absence:

Apologies were received from Councillor Hankinson, who was attending a funeral.

Resolved: To accept the apologies and reasons given.

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### 25/1. WELCOME REMARKS BY THE CHAIRMAN

The Chair opened the meeting at 7.30pm and welcomed all Councillors and members of the public.

The Chair welcomed County Councillor Ken Bamford.

### 25/2. DECLARATIONS OF PECUNIARY INTEREST AND REQUESTS FOR DISPENSATION

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

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### 25/3. APPROVAL OF MINUTES

3.1 Councillor England proposed that the Clerk's notes of the Parish Council Meeting held on 15 September 2025 be approved as a true record, seconded by Councillor Balfe.

Resolved: Minutes of the meeting held on 15 September 2025 were approved and signed by the Chairman.

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## 25/4. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Councillor Ken Bamford provided an update including:

- A proposed reorganisation of Lincolnshire County Council into two unitary authorities (north and south), each serving around 500,000 residents. Existing services such as childcare and fire services would remain unchanged. A government decision is expected next year.
  - Promotion of the "Fix My Street" reporting system.
  - A community walk scheduled for 11 December to identify and discuss local issues.
  - An issue raised regarding the narrow bend entering the village—Councillor Bamford will investigate.
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## 25/5. CLERK'S REPORT

5.1 Members noted the Clerk's report regarding actions from the previous meeting.

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## 25/6. APPROVALS

### 6.1 Internal Auditor

Resolved to appoint ATEECO as internal auditor.

Proposed by Councillor Thomas, seconded by Councillor Hands.

### 6.2 Hedge Cutting – Jubilee Field

Quotes received:

- Fine Turf – £485
- MSC – £350 plus £25 for lilac tree cutting

Councillors approved the MSC quote.

Proposed by Councillor Balfe, seconded by Councillor Worrell.

Resolved.

### 6.3 Grass Cutting Contract Review

Councillors noted improvements in service from MSC and general resident satisfaction.

A new quote will be sought for review at the January meeting, which would include Normanton Churchyard.

Resolved.

### 6.4 Dog Waste Collection Contract

Issues were noted with individuals depositing large quantities of dog waste. Signs will be created to discourage this.

Contract to continue; quote for next year to be requested.

Resolved.

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## 25/7. FINANCE

### 7.1 Income Received

Received From	Purpose	Amount (£)
SKDC	Cleaning Grant	231.66

### 7.2 Expenditure Approved

**Payments Made:**

Payee	Purpose	Amount (£)
Amazon	Litter picking items	73.33
Amazon	Employment costs (October 2025)	339.09
David Warden	Grass cutting	560.00
ICO	Data Protection Fee	52.00

**Payments to be Made:**

Payee	Purpose	Amount (£)
Employment Costs	November 2025	263.64
Auditor	Internal audit	99.00
David Warden	Hedge cutting	350.00
David Warden	Lilac tree	25.00
Bridget Hankinson	Bulbs	40.00

Proposed by Councillor Thomas and seconded by Councillor Worrell.  
Resolved: All payments approved.

**7.3 Six-Month Savings Account**

Members approved creation of a fixed-term savings account with £10,000.  
Resolved.

**7.4 Bank Reconciliation**

Members approved the October bank reconciliation.  
Resolved.

**7.5 Budget Monitoring**

Members noted the budget monitoring statement for 2025/26.  
Proposed by Councillor England, seconded by Councillor Hands.  
Resolved.

**7.6 Draft 2025/26 Budget & Precept**

Councillors discussed the draft budget submitted for 2026/27. It was noted that there was a small net deficit in the budget for the current year and next year. The precept had not been increased for the current year. Councillor Thomas proposed an increase in the precept of £400, which would result in an increase of 3.4% in parish council element of the Council Tax. This was seconded by Councillor Hands.

Vote: 6 in favour (Thomas, Hands, England, Baines, Baines) and 1 against (Worrell).

Resolved.

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## **25/8. PLANNING**

No planning items were brought forward.

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## **25/9. HIGHWAYS**

9.1 Councillors received general Highways updates. Issues noted included fallen trees and narrow road sections. Councillors will continue to monitor and report concerns.

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## **25/10. CEMETERY**

10.1 Work is ongoing to compile the cemetery register.

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## **25/11. JUBILEE FIELD**

11.1 Councillors discussed trimming of trees and organising a community event to assist with clearing works.

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## **25/12. COMMUNITY UPDATES**

12.1 Councillors provided general community updates. The Chair suggested a community litter picking and clear up day in the spring with refreshments in the Village Hall afterwards.

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## **25/13. POLICIES AND PROCEDURES**

13.1 Members considered the Data Protection Policy.

Proposed by Councillor Thomas, seconded by Councillor Worrell.

Resolved: Policy approved.

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## **25/14. CORRESPONDENCE**

14.1 Members noted all general correspondence circulated since the September meeting.

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## **25/15. DATES OF FUTURE MEETINGS**

- Monday 26 January 2026
  - Monday 16 March 2026
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The Chair closed the meeting at 8.40pm.