

# CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Florence Hill Clerk & RFO

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Dear Councillor,

I hereby give you notice that the next Meeting of Carlton Scroop and Normanton on Cliffe Parish Council will be held on Monday 24 November 2025 at 7.20pm at Carlton Scroop and Normanton on Cliffe Village Hall. All members of the Parish Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Public Forum: The Parish Council meeting will be preceded at 7.20pm by a public forum for which Councillors are also asked to be present, at which members of the public may ask questions or make short statements to the Council. Members of the public are welcome to stay for the meeting but may not participate unless invited to do so by the Chairman.



Clerk to the Council.

Date: Monday 17th of November 2025

1. **WELCOME REMARKS BY THE CHAIRMAN.**
2. **TO RECEIVE APOLOGIES FOR ABSENCE AND TO RESOLVE TO ACCEPT REASONS GIVEN.**
3. **TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST IN RELATION TO AGENDA ITEMS AND TO CONSIDER REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE LOCALISM ACT 2011.**
4. **APPROVAL OF MINUTES.**
  - 4.1 To resolve to accept the Clerk's notes of the Parish Council Meeting held on 15th of September 2025.
5. **REPORT FROM DISTRICT AND COUNTY COUNCILLORS**
6. **CLERK'S REPORT**
  - 6.1 To note the Clerk's report regarding actions from the last meeting.

## 7. Approvals

- 7.1 To appoint the internal auditor for the Parish council
- 7.2 To approve a quote and work for the Hedge cutting in Jubilee field
- 7.3 Review grass cutting contract
- 7.4 Review dog waste collection contract

## 8. FINANCE.

- 8.1 To note income received as follows.

Received From	Purpose	Amount £
SKDC	Cleaning grant	231.66

- 8.2 To resolve to approve expenditure as follows:  
Payments Made:

Payee	Purpose	Amount £
Amazon	Litter picking items	73.33
Employment Costs	October 2025	339.09
David Warden	Grass cutting	560
ICO	Data protection Fee	52

Payments to be Made:

<b>Payee</b>	<b>Purpose</b>	<b>Amount £</b>
Employment Costs	November 2025	263.64
Auditor	Internal auditor	99
David Warden	Hedge cutting	350
David Warden	Lilac tree	25
Bridget Hankinson	Bulbs	40

8.3 To resolve to approve the October bank reconciliation.

8.4 To note the budget monitoring statement showing expenditure and income against the 2024/25 budget.

8.5 To consider the draft 2025/26 budget.

**9. PLANNING.**

**10. HIGHWAYS.**

10.1 To receive Highways reports from Councillors.

**11. CEMETERY**

**12. JUBILEE FIELD**

**13. COMMUNITY UPDATES**

13.1 To receive community updates from Councillors.

**14. POLICIES AND PROCEDURES**

14.1 To consider the Data Protection Policy

**15. CORRESPONDENCE.**

15.1 To note all general correspondence circulated for information since the September meeting.

**16. DATE OF NEXT MEETING**

Monday the 26th of January

Monday the 16th of March