

# 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 26 January 2026

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### Public Forum – 7.20pm

One member of the public raised concerns regarding damage to the grass verge and trackway adjacent to the Churchyard entrance on Main Street, Normanton, caused by construction vehicles associated with works at Mistletoe Cottage.

Members noted the issue.

Action: Councillor to contact the property owners to notify them of the concerns. The matter will be reviewed as part of the annual church clear-up.

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### Present

Councillor Thomas (Chair), Councillors England, Hands, J Baines, H Baines, Worrell (Vice-Chair), Hankinson.

In attendance: Miss Florence Hill (Clerk).

Also present: County Councillor Ken Bamford (LCC).

### Apologies for Absence

Apologies were received from Councillor Balfe due to illness.

Resolved: Apologies and reasons accepted.

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### 26/1. WELCOME REMARKS BY THE CHAIRMAN

The Chair opened the meeting at 7.30pm and welcomed all present, including County Councillor Ken Bamford.

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### 26/2. DECLARATIONS OF PECUNIARY INTEREST AND REQUESTS FOR DISPENSATION

No declarations or requests were received.

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### 26/3. APPROVAL OF MINUTES

Resolved: The minutes of the Parish Council meeting held on 24 November 2025 were approved as a true record.

Proposed by Councillor England, seconded by Councillor Hands.

The minutes were signed by the Chair.

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## **26/4. REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

County Councillor Bamford provided an update on county matters and responded to issues raised later under Community Updates.

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## **26/5. CLERK'S REPORT**

Members noted the Clerk's report on actions arising from the previous meeting.

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## **26/6. APPROVALS**

### **6.1 AGAR Assertion 10**

Resolved: Preparations for Assertion 10 were approved.

Proposed by Councillor Worrell, seconded by Councillor Hankinson.

### **6.2 Grass Cutting Contract**

Resolved: The grass cutting contract was approved based on the quotation received.

Proposed by Councillor H Baines, seconded by Councillor J Baines.

### **6.3 Dog Waste Collection Contract**

Resolved: The dog waste collection contract was approved based on the quotation received.

Proposed by Councillor H Baines, seconded by Councillor J Baines.

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## **26/7. FINANCE**

### **7.1 Income Received**

No income was reported.

### **7.2 Expenditure**

Resolved: The following payments were approved.

#### **Payments Made**

<b>Payee</b>	<b>Purpose</b>	<b>Amount (£)</b>
<b>David Ballam</b>	<b>Dog bin emptying</b>	<b>231.00</b>
<b>Florence Hill</b>	<b>Clerk – December salary</b>	<b>282.38</b>
<b>Autela</b>	<b>Payroll services</b>	<b>84.00</b>

David Warde n	Hedge trimming	375. 00
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#### Payments to be Made

Payee	Purpose	Amount (£)
Florence Hill	Clerk – January salary	282. 38
LALC	Annual subscription	112. 32

#### 7.3 Bank Reconciliation

Resolved: The December bank reconciliation was approved.  
Proposed by Councillor Hands, seconded by Councillor Worrell.

#### 7.4 Budget Monitoring

Members noted the budget monitoring statement for the 2025/26 financial year.  
Proposed by Councillor Hands, seconded by Councillor Worrell.

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## 26/8. PLANNING

8.1 Members noted the appeal submitted by the occupants of 1A The Lodges against the District Council's refusal of planning permission for continued occupation of the site.  
Action: Clerk to confirm whether the Parish Council may submit comments.

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## 26/9. HIGHWAYS

9.1 Members received updates on highways matters within the parish.

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## 26/10. CEMETERY

10.1 Members considered cemetery matters. No issues were raised.

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## 26/11. JUBILEE FIELD

11.1 Resolved: To relocate the dog waste bin further into the field.  
Proposed by Councillor H Baines, seconded by Councillor Hankinson.

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## 26/12. COMMUNITY UPDATES

**12.1 Resolved:** The notes of the meeting with County Councillor Bamford held on 11 December 2025 were discussed.

**Key matters noted included:**

- Footpath between Carlton Scroop and Normanton – quote to be reassessed
- Damaged footway light on the A607 – Clerk to contact SKDC
- Non functioning speed signs in Normanton (FixMySteet references to be forwarded)
- Traffic and speeding issues on the A607 and Sudbrook Road
- Blocked drains and flooding (FixMyStreet references to be forwarded)
- Howdale Lane (restricted byway):

Some discussion was had on including Howdale lane as this was already with LCC for resolution. As the matter was raised by residents at the meeting on the 11 December 2025 and no information or way forward had been received from LCC it was agreed via a Vote(5 in favour of leaving report as is, 2 against, 0 abstentions) that the report would include this and be forwarded to Councillor Bamford.

#### **12.2 Viking Way Seat**

Members discussed potential locations for a bench.

Action: Clerk to enquire regarding land ownership.

#### **12.3 Members received other community updates.**

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## **26/13. POLICIES AND PROCEDURES**

#### **13.1 Resolved:**

- Defibrillator Policy – approved
- Disciplinary & Grievance Procedures – approved, subject to minor amendment changing references from “multiple employees” to “employee”

Proposed by Councillor Hankinson, seconded by Councillor Hands.

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## **26/14. CORRESPONDENCE**

#### **14.1 Members noted general correspondence circulated since the previous meeting.**

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## **26/15. DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on:

Monday 16 March 2026

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The Chair closed the meeting at 8.40pm.