

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 16 March 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: Tuesday 10 March 2026

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 26 January.

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, including progress with Assertion 10.

7. **FINANCE.**

- 7.1 To note the following income received:

From	Purpose	Amount £
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- 7.2 To resolve to approve expenditure as follows:

Payments Made:

Payee	Purpose	Amount £
Lalc	Subscription	112.32
Florence Hill	February wages	282.3
Carlton Scroop Church	Mower repair	120
LALC	Website minutes	108
LALC	Annual training scheme	144

Payments to be Made:

Payee	Purpose	Amount £
Florence Hill	March Wages	282.3
HMRC	PAYE	20.20
Florence Hill	Overtime of 7 hours	114.45

- 7.3 To resolve to approve the February bank reconciliation.
- 7.4 To note the budget monitoring statement showing expenditure and income against the 2025/26 budget.
- 7.5 To approve overtime for the Clerk due to the extra work around Assertion 10.

8. PLANNING.

8.1 To note no objections to planning application S26/0313 at Carlton Ashes.

9. HIGHWAYS.

9.1 To note any highway issues

10. CEMETERY

10.1 To note any cemetery issues, including completion of the burial register.

11. JUBILEE FIELD

11.1 To note any Jubilee Field issues.

11.2 To consider plans for a village clean up day and possible funding.

12. COMMUNITY UPDATES

12.1 To receive community updates from Councillors.

13. POLICIES AND PROCEDURES

13.1 To Review The Accessibility Statement, Data Breach Procedure, Health And Safety Policy, Privacy Notice, Records Retention Schedule, Reserves And Investment Policy, It Policy, Staff Privacy Notice, Subject Access Request.

13.2 To agree that the role of Data Protection Officer is included within the Parish Clerk's job description.

14. CORRESPONDENCE.

14.1 To note all general correspondence circulated for information since the January meeting.

15. STAFFING MATTERS

15.1 To note the current Clerk's resignation with effect from 11 May 2026.

15.2 To consider an application for the post of Parish Clerk & Responsible Finance Officer following the resignation of the current postholder.

16. DATE OF NEXT MEETING

16.1 Monday 11th May 2026 (Annual Meeting)