

CARLTON SCROOP AND NORMANTON ON CLIFFE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 16 March 2026 at 7.20pm
at Carlton Scroop and Normanton on Cliffe Village Hall

Present:

Councillors Thomas (Chairman), England, Hands, Hankinson, Worrell, H Baines, J Baines

In Attendance:

Miss Hill (Clerk) and County Councilor Ken Bamford

1. WELCOME BY THE CHAIRMAN

The Chairman, Councillor Thomas, welcomed all present and thanked Councillors for their attendance.

2. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Balfe. Members noted with regret the resignation of Councillor Balfe and expressed their thanks for his service to the Parish Council and community.

It was noted that a vacancy now exists and will be advertised in accordance with statutory requirements.

Resolved: To accept the apologies for absence.

3. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATION

No declarations of pecuniary interest were made.

4. APPROVAL OF MINUTES

4.1 The minutes of the Parish Council Meeting held on 26 January 2026 were considered.

Resolved: That the minutes be approved as a true record and signed by the Chairman.
(Proposed by Councillor England, seconded by Councillor Hands)

5. REPORT FROM DISTRICT AND COUNTY COUNCILLORS

Members received a written report from the County Councillor.

Key points noted included:

- Ongoing work with Lincolnshire County Council regarding speeding, parking, road conditions and drainage issues.
- Review of road repair categorisation and prioritisation processes.
- Update on Local Government Reorganisation proposals and current public consultation.
- Footpath between Carlton Scroop and Normanton – awaiting cost breakdown.
- Non-functioning speed signs in Normanton – reported and awaiting response.
- Vegetation clearance required for speed monitoring equipment – landowner permission to be sought.

Members noted that all new issues requiring County Council intervention should be recorded in Parish Council minutes and shared with the County Councillor.

6. CLERK'S REPORT

6.1 The Clerk's report, including updates on actions from the previous meeting and progress relating to Assertion 10, was noted.

7. FINANCE

7.1 Income

No income was reported.

7.2 Expenditure

Payments Made:

- LALC – Subscription: £112.32
- Miss Hill – February salary: £282.30
- Carlton Scroop Church – Mower repair: £120.00
- LALC – Website minutes: £108.00
- LALC – Annual training scheme: £144.00

Payments for Approval:

- Miss Hill – March salary: £282.30
- HMRC – PAYE: £20.20
- Miss Hill – Overtime (7 hours): £114.45

Resolved: To approve the payments as listed.
(Proposed by Councillor Hands, seconded by Councillor England)

7.3 Bank Reconciliation

The February bank reconciliation was considered.

Resolved: To approve the bank reconciliation.
(Proposed by Councillor Hands, seconded by Councillor Hankinson)

7.4 Budget Monitoring

The budget monitoring statement for 2025/26 was noted.

7.5 Clerk Overtime

Members considered approval of overtime due to additional work relating to Assertion 10.

Resolved: To approve Clerk overtime.
(Proposed by Councillor Worrell, seconded by Councillor Hands)

7.6 Training Scheme

Members considered joining the LALC Annual Training Scheme.

Resolved: To approve membership of the LALC Annual Training Scheme.
(Proposed by Councillor England, seconded by Councillor Hankinson)

8. PLANNING

8.1 Application S26/0313 (Carlton Ashes)

Resolved: No objections.

9. HIGHWAYS

9.1 Members discussed highway concerns, including the narrow road width on the bend between Carlton Scroop and Barkston, creating safety concerns when large vehicles pass.

9.2 Concern was also raised about the double bend in Normanton and to look at potential ways forward.

Action: County Councillor Ken Bamford to raise the issue with Lincolnshire County Council.

10. CEMETERY

10.1 Cemetery matters, including completion of the burial register, were noted.

11. JUBILEE FIELD

11.1 No issues were reported.

11.2 Members considered arrangements for a village clean-up day.

A Sunday morning in early May was suggested, with funding to be used from SKDC cleaning grant. The Big Parish Spring Clean was decided as Saturday/Sunday 9/10 May.

Resolved: To proceed with plans for a village clean-up day.
(Proposed by Councillor Hankinson, seconded by Councillor Worrell)

12. COMMUNITY UPDATES

12.1 Community updates were received from Councillors and noted.

13. POLICIES AND PROCEDURES

13.1 Members reviewed the following policies:

- 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 Procedure

Resolved: To approve all policies as reviewed.

(Proposed by Councillor England, seconded by Councillor Thomas)

13.2 Members considered the role of Data Protection Officer.

Resolved: To include the role of Data Protection Officer within the Parish Clerk's job description.

(Proposed by Councillor Hankinson, seconded by Councillor Hands)

14. CORRESPONDENCE

14.1 No correspondence was reported.

15. STAFFING MATTERS

15.1 Members noted the resignation of the Clerk, effective 11 May 2026.

15.2 Members considered an application for the position of Parish Clerk and Responsible Finance Officer.

It was reported that Councillors Thomas and Worrell had conducted an interview and recommended appointment of the candidate.

Resolved: To appoint Jackie Britten-Crooks as Parish Clerk and Responsible Finance Officer with effect from 1 April 2026 to allow reasonable handover between Clerks.

(Proposed by Councillor Thomas, seconded by Councillor Hands)

16. DATE OF NEXT MEETING

16.1 Monday 11 May 2026 (Annual Parish Council Meeting)

The meeting closed at 8.40pm.