



# Scotter Parish Council

The Clerk for the meeting: Kyela Mathieson

First Floor – Scotter Village Hall, Scotton Road, Scotter,  
DN21 3SA  
Tel: 07739312997  
E/Mail Clerk@scotterpc.onmicrosoft.com

Dear Councillor

You are hereby summoned to attend the Parish Council meeting of Scotter Parish Council on 21 June 2021 at 7.00pm in The Eau Community Centre. The meeting will consider the items set out below.

Members of the public are welcome to attend however if you wish to make a statement or raise a question at the meeting, they should contact the clerk on clerk@scotterpc.onmicrosoft.com prior to the meeting.

Before the meeting there will be a public session to enable the people of Scotter, Susworth and Scotterthorpe to ask questions of and make comments, regarding the Parish Council. Questions not answered in this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. The time will be restricted to 20 minutes maximum unless the council proposes a motion to extend this time and it is agreed and passed.

Council are asked to note that in the exercise of their functions they must take note of the following: Equal opportunities (race, gender, sexual orientation, marital status and any disability); Crime and Disorder, Health & Safety and Human Rights.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present during the meeting of the parish council or its committees but otherwise may:

- Film, photograph or make an audio recording of the meeting.
  - Use any other means for enabling persons not present to see or hear proceedings at a meeting of the parish council as it takes place or later.
  - Report or comment on proceedings in writing during or after a meeting or orally report a comment after the meeting.
- However, anyone wishing to do so must speak to the clerk prior to the meeting.

Any person who may find it difficult to access the meeting through disability is asked to advise the clerk at least 24 hours before the meeting so that every effort be made to provide access.

Kyela Mathieson Clerk to the Parish Council and Responsible Finance Officer (RFO).  
Date of issue 16 June 2021

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## **Public Question Time**

This section is not part of the formal meeting of the council and minutes will not be produced.  
[Public Bodies \(admissions to meetings\) Act 1960 s 1 extended by the LG Act 972 s 100](#)

## **Agenda**

### **1 Acceptance Of Apologies for Absence**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender

apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

- 2      **Dispensations** Council is asked to discuss any written dispensation the clerk may have received from councillors
- 3      **Declarations of interest** Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities. (Disclosable Pecuniary Interests) Regulation 2012 (SI 2012/1464) (NB this does not preclude any later declarations)
- 4      **Approval of Full Parish Council Meeting minutes held on 17<sup>th</sup> May 2021**
- 5      **District Councillors Report**
- 6      **Chairs Report**
- 7      **Clerks Report**
- 8      **Sub Groups, Community Clubs and Associations Items for Update or Discussion**
  - a) Village Hall
  - b) Scotter Forward
  - c) Speed Watch
  - d) Sports Clubs
  - e) Eau Centre and Scotter Library
  - f) Playing Fields Committee
- 9      **Flooding Update**
- 10     **To discuss and plan and strategy for earmarking the Parish Councils savings fund**
- 11     **To consider options for waste removal at Scotterthorpe Allotments and approve purchase water tap and combination lock**
- 12     **To discuss plans for a Parish Council community event**
- 13     **To discuss maintenance for cemetery trees**
- 14     **Review the internal audit report and approve action plan**
- 15     **Finance update and payments**
  - a.) Approve Parish Council Current Account payment schedule/bank reconciliation for the period of 01/05/2021 – 31/05/2021

Receipts	Date	Ref	Our Inv	Reason	Amount
Allotments	07/05/2021			Lawson, Worth, Simmonite	£ 40.00
Northern Power	12/05/2021			Wayleave	£ 34.60
Allotments	12/05/2021			Brown, Gilchrist, Wilkes, Shipman	£ 50.00
Sam Jacob Memorials	26/05/2021			Memorial Permit	£ 80.00
				Total Income	£ 204.60

Payments	Date	Cheque	REF/INV	Reason	Amount
Microsoft	04/05/2021			Monthly subscription	£ 18.12
S Smith & Co Accountant	05/05/2021		18114/18048	Payroll & P60	£ 30.00
Zoom License	10/05/2021			Monthly subscription Inv85059548	£ 14.39
Wave	14/05/2021		8611901	Water	£ 6.14
Nest	14/05/2021			Pension Contributions	£ 64.00
West Lindsey	18/05/2021		6005020640	Non Domestic Rates - Cemetery	£ 186.58
SWMPFA	20/05/2021		66	Muga Electric	£ 15.44
S Smith & Co Accountant	20/05/2021		18322	Payroll Inv	£ 15.00
LALC	20/05/2021			Training Course Burials	£ 54.00
G Worth	20/05/2021		19		£ 540.00
Wave	20/05/2021		8611901	Water, duplicate payment, account credited	£ 6.14
Helping Hands	21/05/2021		1853	Grass Cutting	£ 900.00
HMRC	24/05/2021			Month 1	£ 249.83
Giff Gaff	27/05/2021			Line Rental	£ 10.00
K Mathieson	28/05/2021			Wages	£ 1,244.12
				Total Expenditure	£ 3,353.76

Account Start Balance	£ 63,898.68
Payments	£ 3,353.76
Receipts	£ 204.60
End Balance	£ 60,749.52

b.) Confirm Bank Balance and Statements seen by council as at 31/05/2021

Co-operative Bank Account No 61038985 – balance £60,749.52

Co-operative Bank Account No 61797792 – balance £128,177.05

Co-operative Bank Account No 61797404 – balance £5,185.52

c.) Payments for approval

DDM invoices for Constable tender and lease = £390

Cutting Edge invoice for clearing Constable Land = £450

Clerk Expenses, Plants = £40

## 16 Correspondence or Items for noting

Letter from Savills advising they will be starting a tree survey in Parson Field.

## 17 Correspondence or Items for action / discussion

a) Email received from Scotter Forward. Permission requested to hold the annual duck race and request to see if the parish council will include the event on their insurance.

b) Offer from Pete Langford to maintain parish council websites via LALC

c) Email from resident regarding snowberry bush on corner of Kirton Road and Riverside.

d) Request from grass cutting contractor to address hedging on Gainsborough Road.

## 18 Urgent Highways or Maintenance Matters

## 19 Agenda next meeting – to take any items for members

## 20 To Confirm Date of Next Meeting – 19 July 2021

### Confidential Matters

In view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public are excluded and they are instructed to withdraw. [\(The Public Bodies \(Admission to Meetings\) Act 1960 Sec 1 \(2\)\)](#)

21 To review Clerks Hours and approve Cilca.