



# 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@scotter-pc.gov.uk

Dear Councillor

You are hereby summoned to attend the Parish Council meeting of Scotter Parish Council on **22 May 2023** at **7pm** at Scotter Village Hall. The meeting will consider the items set out below.

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 15 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.

Kyela Mathieson Clerk to the Parish Council and Responsible Finance Officer (RFO).

Date of issue 17 May 2023

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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](#)

## **Election Results**

Following an uncontested election where 8 of the 10 seats on the Parish Council were elected all members were asked to sign the Acceptance of Office forms. Forms to be witnessed by the Clerk or another elected member.

## **Annual Parish Council Meeting Agenda**

- 1 Election of the Chairperson for the year commencing May 2023 and declaration to be signed.**
- 2 Election of the Vice Chair for the year commencing May 2023.**
- 3 To receive signed Acceptance of Office Forms and up dated Declaration of Interest Forms. To consider passing a motion to allow any absent members to sign their Acceptance of Office forms at the next full council meeting.**
- 4 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.

- 5 To receive declarations of interest** under the [Localism Act 2011](#) being any pecuniary interest in agenda items not previously declared on the members register of interest and any written requests for dispensations.
- 6 Appointments to Parish Council and review and appropriate Terms of Reference**
  - a) Flooding Working Group
  - b) Personnel Committee
  - c) Planning Committee
  - d) Community Emergency and Emergency Plan Working Group
  - e) Play Area Inspections
  - f) Parson Field Inspection
  - g) Speed Watch Working Group
  - h) Rookery Park Renovation Working Group
- 7 Appointments to Outside Bodies**
  - a) Village Hall
  - b) Scotter War Memorial & Playing Fields Committee
  - c) Scotter Forward
  - d) Eau Centre
  - e) Sporting Groups
  - f) Scotter Community Forum
- 8 Annual Procedure and Financial Review**
  - a) Standing Orders
  - b) Financial Regulation
  - c) Agree pre-approved payments list
  - d) Confirm approved cheque signatories and consider 2 person authorisation
  - e) Review Internal Control Statement and Risk Assessments
  - f) Review of subscriptions to outside bodies
  - g) Review of S137 spending
  - h) Review Councillor training requirements
- 9 To approve meeting dates for the forthcoming year**
- 10 To approve as a true record the Full Parish Council Meeting minutes held on 17 April 2023 and sign accordingly**
- 11 To consider any applications received for co-option**
- 12 Clerks Report and update on matters from the last meeting**
- 13 Sub Groups, Community Clubs and Associations Items for Update or Discussion**
  - a) Village Hall
  - b) Scotter Forward
  - c) Speed Watch – Monthly report circulated 09/05/2023
  - d) Sports Clubs
  - e) Eau Centre and Scotter Library
  - f) Playing Fields Committee
  - g) Scotter Community Forum

#### 14 Correspondence Items for noting

Lalc News – Circulated by email 17/04/2023 and 02/05/2023  
Lincolnshire County Council Town and Parish News – Circulated 25/04/2023  
LALC Training Briefing – Circulated 02/05/2023

Following contact from a resident, a request for support was made to County Councillor Perraton-Williams to review the speed limit on Messingham Road, specifically following the additional new housing which still falls into the 60mph speed limit. Email from County Councillor received and circulated on 09/05/2023 confirming that having spoken to highways they will put this on the list for assessment as highway believe it would meet the criteria to be changed.

#### 15 Correspondence Items for action / discussion

WLDC – New Shared Prosperity Funding Scheme – Circulated 20/04/2023  
WLDC – Large Village Retail Area Funding Scheme – Circulated 20/04/2023  
Public Rights of Way notification – Circulated by email 09/05/2023

#### 16 Flooding Update

Email from Scunthorpe & Gainsborough Water Management Board - circulated 02/05/2023 discussion and response required.

#### 17 Planning for consideration, comment or noting

**a) Planning Application 146094** - Advertisement consent to display double-sided directional sign Land adjacent to East Ferry Timber, 3, Brigg Road, Scotter, Gainsborough, Lincolnshire, DN21 3HU Due to deadline imposed by WLDC Planning Department, council considered this application via email and have submitted an objection due to the size and scale of the sign.

**b) Planning Application 146657** - Planning application to erect 1no. dwelling with detached garage - Land rear of 53 & 55 Gainsborough Road Scotter Gainsborough DN21 3RU  
[WLDC Planning Application 146657](#)

#### 18 To receive and update on negotiations for the renewal lease with Northern Power Grid for the substation on Riverside.

#### 19 Finance update and payments

a.) Approve Parish Council Current Account payment schedule/bank reconciliation for the period of 01/04/2023 – 30/04/2023

Date	Receipt	Ref	Our Inv	Reason	Amount
30/03/2023	Allotment	Bacs		2023 Allotment Fee	£ 20.00
03/04/2023	Allotments	Bacs		2023 Allotment Fee	£ 70.00
03/04/2023	Hetts Solicitors	Bacs		Balance from Rookery Park S106 agreement	£ 3,210.00
03/04/2023	WLDC	Bacs		Precept	£ 73,200.00
05/04/2023	Allotments	Bacs		2023 Allotment Fee	£ 70.00
06/04/2023	Allotments	Bacs		2023 Allotment Fee	£ 10.00
11/04/2023	Allotments	Bacs		2023 Allotment Fee	£ 40.00
11/04/2023	Goosemoor Tenant	Bacs		6 month rental increase	£ 491.00
14/04/2023	Allotments	Bacs		2023 Allotment Fee	£ 10.00
19/04/2023	Allotments	Bacs		2023 Allotment Fee	£ 10.00
21/04/2023	Allotments	Bacs		2023 Allotment Fee	£ 20.00
25/04/2023	WLDC	Bacs		CIL Payment	£ 522.36
26/04/2023	Allotments	Bacs		Allotments	£ 10.00
27/04/2023	Allotments	Cash		2023 Allotment Fee	£ 80.00
28/04/2023	Samuel Jacob Memorials	Bacs	2324-35	Memorial Fee	£ 80.00
28/04/2023	Samuel Jacob Memorials	Bacs	2324-36	Memorial Fee	£ 80.00
				Total Income	£ 77,923.36

Date	Payment	Cheque	REF/INV	Reason	Amount
03/04/2023	Microsoft	Bacs	E0100N4BJ2	Monthly Subscription	£ 19.92
19/04/2023	HP Instant Ink	Bacs	IIUKDN1063498805	Ink subscription	£ 4.49
25/04/2023	Co-op	Card		Biscuits for training event	£ 6.85
25/04/2023	HMRC	DD			£ 247.77
26/04/2023	LALC	Bacs	13657	Annual Website Support	£ 60.00
26/04/2023	LALC	Bacs	13492	Annual Training Scheme Membership	£ 186.00
26/04/2023	LALC	Bacs	13340	Annual Association Membership	£ 637.41
26/04/2023	Scunthorpe and Gains Water Management Board	Bacs	280244-1	Annual Drainage Rates - Allotments	£ 7.60
27/04/2023	Giff Gaff	Bacs	1682552533802	Mobile Phone Contract	£ 8.00
				Total Expenditure	£ 1,178.04

Account Start Balance	£ 24,844.87
Payments	£ 1,178.04
Receipts	£ 77,923.36
End Balance	£ 101,590.19

b.) Confirm Bank Balance and Statements as at 30/04/2023

Co-operative Bank Account No 61038985 – balance £101,590.19

Co-operative Bank Account No 61797792 – balance £138,996.04 earmarked

Co-operative Bank Account No 61797404 – balance £14,874.42

c.) Payments for approval

SWMPFC - MUGA electric - £137.26

Eau Centre – Hall Hire - £22.00

TVES – Investigation into time clock problems - £72.00 Inc VAT

Approval required to move £5,794 to Ear Marked reserves account and be included in the existing earmarked reserves for Rookery Park. This equates to the final balance Hetts was holding and the monies recovered for loss of interest due to late payment.

**20 Urgent Highways or Maintenance Matters**

**21 Agenda next meeting – to take any items from members**

**22 To Confirm Date of Next Meeting – 19 June 2023**