



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 **19 June 2023** at **7.00pm** 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 14 June 2023

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 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.

3 To approve as a true record the Full Parish Council Meeting minutes held on 22 May 2023 and sign accordingly.

4 Clerks Report and update on matters from the last meeting.

5 Sub Groups, Community Clubs and Associations Items for Update or Discussion.

6 Correspondence items for noting

LALC News, all editions received – Circulated by email on 08/06/2023, 12/06/2023

WLDC Parish Newsletter – Circulated by email on 07/06/2023, 08/06/2023

Response from White Swan re verge damage – circulated 24/05/2023

LCC Notification of Road Closure – Kirton Road 08/06/2023 – 23/06/2023 – Circulated 12/06/2023

LCC Notification of Road Closure – Footway between Kirton Road and Colins Walk 12/06/2023 – 14/06/2023 - Circulated 13/06/2023

Lets Talk Lincolnshire – County Views Survey circulated by email on 08/06/2023

7 Correspondence items for discussion and or action

Response from Police Inspector Michael Head – Circulated by email 07/06/2023

8 To review and consider responses to the following planning applications and any applications that may have been received following the agenda being set.

a) Planning Application – 146648

Land at Mill Hill House, Gainsborough Road, Scotter, Gainsborough, DN21 3RU

Outline planning application to erect 1no. single storey dwelling with access to be considered and not reserved for subsequent applications.

[WLDC Planning Application 146648](#)

b) Planning Application – 146761

17, St Peters Road, Scotter, Gainsborough, Lincolnshire, DN21 3SG

Planning application for single storey front extension and garage conversion.

[WLDC Planning Application 146761](#)

c) Planning Application – 142460

Land West of North Moor Road

Application for approval of reserved matters to erect 43no. dwellings considering appearance, landscaping, layout and scale - following outline planning permission 134677 granted 19 December 2017.

[WLDC Planning Application - 142460](#)

Advice received from resident and WLDC that this application was to be reviewed at committee. Due to Clerks holidays we were unable to respond. District Councillor Rollings attended and confirmed all the Parish Councils previous comments were reviewed and taken into consideration.

No decision has been made as it was decided a site visit was required.

9 To discuss promotional signage throughout the village and consider any actions.

10 To review and approve Personnel Committee Terms of Reference.

11 To review the Social Media Policy

12 To receive an update on Scotterthorpe Allotments and consider quotes for connecting the water and further requirements for skip hire.

13 Internal Audit and Annual Governance and Accountability Return

a) To receive, review and approve the internal audit report for the end of financial year 2022-23

b) To complete and sign Section 1 of the Annual Governance Statement

c) To review, agree and sign Section 2 of the Annual Governance Statement

d) To approve the dates of the Exercise of Public Rights as 26/06/2023 to 04/08/2023

14 To review the balance carried over for the financial period of 2021/22 and consider the following

- a) Decision required for reallocating the SJFC grant that was not claimed in the last financial year.
 b) Consider increasing general reserves or allocating to a future project.

15 Finance update and payments

- a.) Approve Parish Council Current Account payment schedule/bank reconciliation for the period of 01/05/2023 – 31/05/2023

Date	Receipt	Ref	Our Inv	Reason	Amount
03/05/2023	ICCM		2324-37	Reimburse Buffet for training	£ 150.00
04/05/2023	Allotment Fees			Allotment Fees	£ 60.00
05/05/2023	Cemetery		2324-34	EROB & Interment Fee U9	£ 450.00
				Total Income	£ 660.00

Date	Payment	Cheque	REF/INV	Reason	Amount
02/05/2023	Microsoft	Bacs	E0100NIZPI	Monthly subscription	£ 19.92
03/05/2023	S Smith & Co Accountants	Bacs	INV-21787	Pay Role	£ 30.00
03/05/2023	SWMPFA	Bacs	90	MUGA Electric	£ 115.41
03/05/2023	Three Horseshoes	Bacs	23-103	Training Buffet	£ 150.00
03/05/2023	Lincolnshire CC Pension	Bacs			£ 382.72
03/05/2023	Graham Worth	Bacs	33,34,35		£ 900.00
03/05/2023	K Mathieson	Bacs			£ 1,149.08
03/05/2023	North Kesteven DC	Bacs	6005020640	Cemetery Rates	£ 238.39
18/05/2023	Asda	Card		Stamps	£ 12.00
22/05/2023	HP Instant Ink	Bacs	IIUKDN1065354248	Monthly subscription	£ 4.49
26/05/2023	Silica Lodge Garden Centre	Card		Plants for flower boxes	£ 64.93
30/05/2023	Giff Gaff	Bacs	1685144659584	Phone contract	£ 8.00
31/05/2023	Eau Centre	Bacs		Hall Hire for Training	£ 22.00
31/05/2023	TVES	Bacs	JNO/E633	Repair to Muga lighting clock	£ 72.00
31/05/2023	SWMPFA	Bacs	113	MUGA Electric	£ 137.26
31/05/2023	Graham Worth	Bacs	38,39		£ 585.00
31/05/2023	Kyela Mathieson	Bacs			£ 1,149.08
31/05/2023	Helping Hands	Bacs	2010	Grass Cutting	£ 2,088.00
				Total Expenditure	£ 7,128.28

Account Start Balance	£ 101,590.19
Payments	£ 7,128.28
Receipts	£ 660.00
End Balance	£ 95,121.91

- b.) Confirm Bank Balance and Statements as at 31/05/2023

Co-operative Bank Account No 61038985 – balance £95,121.91

Co-operative Bank Account No 61797792 – balance £138,996.04 Ear Marked Reserves

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

- c.) Payments for approval

Gainsborough Skip Hire – Scotterthorpe Allotments £250 inc Vat. Retrospective approval paid inline with budget and financial regulations.

13 Urgent Highways or Maintenance Matters.

14 **Agenda next meeting – to take any items from members.**

15 **To Confirm Date of Next Meeting – 17th July 2023.**

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))

Confidential Matters

16 **To review the transfer of ownership documents for The Green approve and sign accordingly.**