



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 **18 September 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 13 September 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 17 July 2023 and the Extra Ordinary meetings held on 17 August 2023 and 5 September 2023 and sign accordingly.

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

5 To review co-option forms and appoint a new member for the vacant seat.

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

Speedwatch Reports, July and August circulated.

7 Correspondence items for noting

LALC News, all editions received – Circulated by email on 22/07/2023, 07/08/2023, 18/08/2023

LALC Training Bulletin – Circulated by email on 31/07/2023

WLDC Parish Newsletter – Circulated by email on 29/08/2023

WLDC New Summer Edition 2023 – Circulated by email on 15/08/2023

WLDC Meeting Schedule - Circulated by email on 11/09/2023

WLDC Temporary Stop Notice re: RAF Scampton - circulated by email on 11/09/2023

LCC Town and Parish Council Newsletter - circulated by email on 31/07/2023, 31/08/2023

LCC, Letter advising riparian ownership of the watercourse abutting Dar Beck Road and Barlings Close – circulated by email on 29/08/2023

Ramblers Association Lincolnshire & Nottingham, Letter advising they have applied for a bridleway to be noted on the definitive map.

KCom, email advising an open afternoon arranged for 13th September 4.30-7.30 at the village hall – circulated by email on 24/08/2023

Lincolnshire Community Foundation, Household Support Fund launched in West Lindsey, circulated by email on 15/08/2023 and added to pc website.

8 Correspondence items for discussion and or action

Lincolnshire Highways Parish Council Survey for roads and drains – circulated by email on 20/07/2023

Email from a member of public requesting if the Parish Council has any land that permission could be given to metal detect – circulated by email on 01/08/2023

Willoughton Parish Council, letter re County Councillor - circulated by email on 09/08/2023

9 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 – 147223

Lodge Farm Kirton Road Scotter Gainsborough DN21 3JA

Planning application for two storey extension to dwelling, erection of detached garage with holiday cottage over, extended access & existing holiday let to be reverted back to a store building and associated works.

[WLDC Planning Application 147223](#)

10 To consider a working group to investigate how to proceed with the Parish Plan and the Parish Council's Community Engagement.

11 To review and consider the options investigated for the WLDC Large Village Grant.

12 To decide if any action is required for ball games being played in Granary Park.

**13 Following a review of Granary Fold deeds, consider plans for maintaining the area.
Review quote received for initial tidy up maintenance.**

14 To receive an update from the Clerk on the water connection at Scotterthorpe Allotments and decide any action required.

15 To review the Annual Governance and Accountability Return conclusion.

16 Finance update and payments

a.) Approve Parish Council Current Account payment schedule/bank reconciliation for the period of 01/07/2023 – 31/07/2023

b.)

Date	Receipt	Ref	Our Inv	Reason	Amount
04/07/2023	Northern Power & Allotment			Wayleave & Allotment Fee (£10)	£ 55.30
12/07/2023	Amazon			Refund for door lock	£ 18.97
18/07/2023	Internal Transfer			Transfer from EMR for Rookery Grant	£ 5,375.98
25/07/2023	WLDC			Grant for PA System	£ 490.83
				Total Income	£ 5,941.08

Date	Payment	Cheque	REF/INV	Reason	Amount
03/07/2023	Microsoft	Bacs		Monthly Subscription	£ 19.92
03/07/2023	G Worth	Bacs	43,44,45		£ 1,050.00
04/07/2023	Gainsborough Skip Hire	Card	32039	Skip Hire for Allotments	£ 250.00
12/07/2023	S Smith & Co Accountants	Bacs	22098	June Pay role	£ 15.00
12/07/2023	Lincolnshire CC	Bacs		July Pension	£ 382.72
18/07/2023	FCC Recycling	Bacs	CF-2347	Third Party Grant Contribution	£ 5,375.98
19/07/2023	HP Instant Ink	Card		Ink subscription	£ 4.49
24/07/2023	Internal Transfer	IT		Internal Transfer to EMR for Parson's	£ 17,500.00
24/07/2023	SWMPFC	Bacs	123	MUGA Electric	£ 63.92
24/07/2023	SWMPFC	Bacs		Error - refunded 29/08/23	£ 650.00
25/07/2023	WLDC	Bacs	1907011522	Uncontested Election Charges	£ 170.86
25/07/2023	HMRC	DD			£ 243.35
27/07/2023	Giff Gaff	Bacs	1690414888179	Mobile Phone	£ 8.00
31/07/2023	S Smith & Co Accountants	Bacs	22247	July Pay role	£ 15.00
31/07/2023	Lincolnshire CC	Bacs		August Pension	£ 382.72
31/07/2023	K Mathieson	Bacs			£ 1,149.08
31/07/2023	Helping Hands	Bacs	2038	Grass Cutting & Maintenance	£ 3,515.00
				Total Expenditure	£ 30,796.04

Account Start Balance	£ 87,615.89
Payments	£ 30,796.04
Receipts	£ 5,941.08
End Balance	£ 62,760.93

c.) Approve Parish Council Current Account payment schedule/bank reconciliation for the period of 01/08/2023 – 31/08/2023

Date	Receipt	Ref	Our Inv	Reason	Amount
14/08/2023	HMRC	Bacs		VAT Refund 01/06/22 - 30/06/2023	£ 2,659.76
16/08/2023	Cemetery Income	Bacs	2324-48	Add inscription	£ 25.00
17/09/2023	Cemetery Income	Bacs	2324-47	EROB & Full Interment	£ 450.00
24/08/2023	Allotment Income	Bacs	2324-45	New Tenant Fee	£ 10.00
24/08/2023	Allotment Income	Cash	2324-41	New Tenant Fee	£ 10.00
29/08/2023	SWMPFA	Bacs		Refund payment made in error	£ 650.00
				Total Income	£ 3,804.76

Date	Payment	Cheque	REF/INV	Reason	Amount
01/08/2023	Microsoft	Card	E0100QQQ0J	Monthly Subscription	£ 19.92
04/08/2023	G Worth	Bacs	49	Reimbure - Petrol for lawn mower	£ 25.90
04/08/2023	G Worth	Bacs	50,51,52	Grounds Maintenance	£ 900.00
15/08/2023	Post Office	Card		Postage	£ 1.60
15/08/2023	Post Office	Card		Stamps	£ 14.80
18/08/2023	Amazon	Card	327852928	Replacement Allotment Gate Lock	£ 11.98
18/08/2023	Amazon	Card	6858	Office Door Lock	£ 14.99
18/08/2023	Gear 4 Music	Card	W9720897	P A System	£ 588.00
21/08/2023	Amazon	Card	85660	Weed Killer	£ 36.78
21/08/2023	Humber Merchants	Card	SS279474	Temporary Fencing	£ 216.78
22/08/2023	HP Instant Ink	Card	IIUKDN1070464086	Monthly Subscription	£ 4.49
29/08/2023	Giff Gaff	Card	1693093761530	Mobile Phone	£ 8.00
				Total Expenditure	£ 1,843.24

Account Start Balance	£ 62,760.93
Payments	£ 1,843.24
Receipts	£ 3,804.76
End Balance	£ 64,722.45

d.) Confirm Bank Balance and Statements as at 31/08/2023

Co-operative Bank Account No 61038985 – balance £64,722.45

Co-operative Bank Account No 61797792 – balance £156,914.06 Ear Marked Reserves

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

e.) Payments for approval

PKF Little John, audit fees - £378.00

I G Watson Plant Ltd, Parsons - £1440.00

Humber Merchants, temporary fencing for Parson's Field - £216.78

Retrospective approval – paid with Clerks emergency delegation as per standing orders.

f.) To review existing Earmark reserves and consider any amendments.

17 Urgent Highways or Maintenance Matters.

18 Agenda next meeting – to take any items from members.

19 To Confirm Date of Next Meeting – 16th October 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

20 To review contractor tenders received for the Grounds Person contract.

21 To receive an update on the purchase of Parsons Field including recent advice and negotiations from estate agent and decide any actions going forward.