



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 **20 May 2024** 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 15 May 2024.

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](#)

Annual Parish Council Meeting Agenda

1 Election of the Chairperson for the year commencing May 2024 and declaration to be signed.

2 Election of the Vice Chair for the year commencing May 2024.

3 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.

- 4 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.
- 5 Appointments to Parish Council and review and appropriate Terms of Reference**
 - a) Flooding Working Group
 - b) Personnel Committee
 - c) Speed Watch Working Group
- 6 Annual Procedure and Financial Review**
 - a) Standing Orders
 - b) Financial Regulations
 - c) Agree pre-approved payments list and review of subscriptions to outside bodies
 - d) Confirm approved cheque signatories and 2 person online authorisation
 - e) Review Internal Control Statement and Risk Assessments
 - f) Review of S137 spending
 - g) Review Councillor training requirements
- 7 To approve meeting dates for the forthcoming year**
- 8 To approve as a true record the Full Parish Council Meeting minutes held on 15 April 2024 and sign accordingly**
- 9 To consider any applications received for co-option**
- 10 Clerks Report and update on matters from the last meeting**
- 11 Correspondence Items for noting**

Lalc News – Circulated by email 22/04/2024 and 08/05/24

LCC Lets Talk – Lincolnshire Moves: Your voice, your roads Engagement Survey – Circulated by email 29/04/24

LCC Town and Parish Newsletter April – Circulated by email 30/04/2024

Village Hall Agenda ad minutes – Circulated by email 08/04/24

Speed Watch SID April results – Circulated by email 08/05/24

Lincolnshire Police – 12 month crime figures – Circulated by email 13/05/24
- 12 Correspondence Items for action / discussion**
 - a) TRO extend 3-mph limit on Messingham road – Circulated by email 22/04/2024
 - b) TRO install double yellow lines at junction of Church Lane - Circulated by email 13/05/24
 - c) Police Town and Parish Engagement, nominate a member to attend the meeting. – Circulated by email 23/04/24
 - d) Commonwealth War Graves Request – Circulated by email 07/05/2024
 - e) Member of Public email regarding request for defibrillator in Scotterthorpe.
- 13 To receive tree survey report and consider action required.**
- 14 To received the Internal Audit report and consider any recommendations.**
- 15 To review and approve the financial accounts for 2023/24 and complete all external audit paperwork.**
- 16 Finance update and payments**

a.) Approve Parish Council Current Account payment schedule/bank reconciliation for the period of 01/04/2024 – 30/04/2024

Account	Invoice Number	Invoice Date	Received Date	Description	Amount
Current			06/04/24	Precept	73,200.00
Current			03/04/24	Rental Income - Goosemoor	766.00
Current	2425-7	22/04/24	23/04/24	Allotment	20.00
Current			24/04/24	CIL	928.57
Current	2425-24	22/04/24	24/04/24	Allotment	10.00
Current	2425-2	22/04/24	24/04/24	Allotment	10.00
Current	2425-17	22/04/24	24/04/24	Allotment	20.00
Current		22/04/24	25/04/24	Allotment	10.00
Current	2425-18	22/04/24	26/04/24	Allotment	10.00
Current	2425-12	22/04/24	26/04/24	Allotment	20.00
Total					74994.57

Account	Invoice Date	Invoice Number	Description	Net	VAT	Gross	Expense Budget	Bank Date	Paid By
Current	08/04/24	G042873975	IT Subscription	18.10	3.62	21.72	IT Support	08/04/24	Card
Current	10/04/24	14456	County Association Membership			658.74	Subscriptions & Memberships	10/04/24	Bacs
Current	10/04/24	INV-23423	Payroll	12.50	2.50	15.00	Audit/Accountancy	10/04/24	Bacs
Current	10/04/24	INV-23541	Payroll	12.50	2.50	15.00	Audit/Accountancy	10/04/24	Bacs
Current	10/04/24		Pension			415.33	Pension	10/04/24	Bacs
Current	10/04/24	91119/0351	Grounds Maintenance			473.00	Village Person/Contract	10/04/24	Bacs
Current	10/04/24	14664	Legal Fees for The Green	526.00	100.00	626.00	Professional & Legal Fees	10/04/24	Bacs
Current	10/04/24		Wages			1,225.70	Salaries	10/04/24	Bacs
Current	10/04/24	13238332	Water Bill			17.32	Water Rates	10/04/24	Bacs
Current	10/04/24	13250733	Water Bill			11.98	Other	10/04/24	Bacs
Current	10/04/24	6005020640	Cemetery Business Rate			262.23	Non Domestic Rates	10/04/24	Bacs
Current	17/04/24		Office Supplies			18.80	Stationary & Printing	17/04/24	Card
Current	22/04/24	IUKDN1084587430	Ink Subscription	4.57	0.92	5.49	Stationary & Printing	22/04/24	Card
Current	25/04/24		Quarterly Tax & NI			328.01	Salaries	25/04/24	DD
Current	27/04/24	1714174930395	Mobile Phone	6.67	1.33	8.00	Telephone	29/04/24	Card
TOTAL						4,102.32			

Start Balance £ 33,843.08
 Receipts £ 74,994.57
 Payments £ 4,102.32
 End Balance £104,735.33

b.) Confirm Bank Balance and Statements as at 30/04/2024

Co-operative Bank Account - Current – balance £104,735.33

Co-operative Bank Account - Ear Marked Reserve – balance £167,626.93

Co-operative Bank Account - General Reserve – balance £15,102.35

c.) Payments for approval

LALC, Website support - £54.00

Compost for Planters - £63.40 retrospective approval

17 Urgent Highways or Maintenance Matters

18 Agenda next meeting – to take any items from members

19 To Confirm Date of Next Meeting – 17 June 2024