



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 **17 June 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 12 June 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](#)

Parish Council Meeting Agenda

1 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 Annual Parish Council Meeting minutes held on 20th May 2024 and sign accordingly.**
- 4 **To consider any applications received for co-option**
- 5 **Clerks Report and update on matters from the last meeting**
- 6 **Correspondence Items for noting**
 Lalc News – Circulated by email
 Lincolnshire Road Safety Partnership Newsletter - Circulated by email 11/06/24
 LCC Police, monthly crime figures - circulated by email 11/06/24
 Speed Watch Report May – circulated by email 11/06/24
- 7 **Correspondence Items for action / discussion**
 Letter from resident asking for investigation into maintenance of areas around her property. Circulated 06/06/2024
- 8 **To review the following policies**
 a) Equal Opportunities
 b) Grants Policy
- 9 **To decide a date for the outdoor cinema event.**
- 10 **To consider a remembrance garden area within the cemetery, any relevant rules and regulations for update in the cemetery policy.**
- 11 **Parson’s Field – To discuss any outstanding matters and agree any required actions.**
- 12 **Parish Plan Review**
- 13 **Finance update and payments**
 a.) Approve Parish Council Current Account payment schedule/bank reconciliation for the period of 01/05/2024 – 31/05/2024

Account	Invoice Number	Received Date	Description	Amount	Method	Income Budget
Current	2425-25	13/05/24	Allotment	20.00	Chq	Allotments
Current	2425-32	13/05/24	Allotment	10.00	Chq	Allotments
Current	2425-29	13/05/24	Allotment	20.00	Cash	Allotments
Current	2425-21	13/05/24	Allotment	10.00	Cash	Allotments
Current	2425-2	13/05/24	Allotment	10.00	Cash	Allotments
Current	2425-15	13/05/24	Allotment	10.00	Cash	Allotments
Current	2425-36	13/05/24	Allotment	10.00	Cash	Allotments
Current	2425-34	13/05/24	Allotment	10.00	Cash	Allotments
Current	2425-38	08/05/24	Allotment	10.00	bacs	Allotments
Current	2425-5	07/05/24	Allotment	20.00	bacs	Allotments
Current	2425-6	16/05/24	Allotment	20.00	bacs	Allotments
Current	2425/10	14/05/24	Allotment	10.00	bacs	Allotments
Current	2425-13	08/05/24	Allotment	10.00	bacs	Allotments
Current	2425-14	07/05/24	Allotment	10.00	Bacs	Allotments
Current	2425-20	10/05/24	Allotment	10.00	bacs	Allotments
Current	2425-33	21/05/24	Allotment	10.00	Cash	Allotments
Current	2425-35	01/05/24	Allotment	10.00	Bacs	Allotments
Current	2425-28	13/05/24	Allotment	10.00	bacs	Allotments
Current	2425-27	09/05/24	Memorial Application	80.00	Bacs	Cemetery

Current	2324-64	07/05/24	Memorial Application	80.00	Chq	Cemetery
Current		13/05/24	Wayleave	34.60	Chq	Wayleave
				414.60		

Account	Invoice Date	Supplier	Description	VAT	Gross	Expense Budget
Current	01/05/24	LALC	Annual Training Scheme	30.00	180.00	Training - Staff
Current	01/05/24	John Espin Signs Ltd	Rookery Park Sign	7.31	43.87	Park Repairs & Maintenance
Current	01/05/24	J	Compost		63.40	Plants
Current	01/05/24	K Mathieson	Wages		1,149.89	Salaries
Current	07/05/24	Microsoft	IT Subscription	3.62	21.72	IT Support
Current	07/05/24	LPF	Pension		395.34	Pension
Current	07/05/24	Cutting Edge Services	Grounds Maintenance		1,045.00	Village Person/Contract
Current	14/05/24	Amazon	Park Signs	2.46	14.75	Park Repairs & Maintenance
Current	15/05/24	Amazon	Park Signs		7.99	Park Repairs & Maintenance
Current	22/05/24	HP Instant Ink	Ink Subscription	0.92	5.49	Stationary & Printing
Current	28/05/24	Giff Gaff	Mobile Phone	1.33	8.00	Telephone
Current	30/05/24	ICO	Annual Membership		40.00	Subscriptions & Memberships
Current	30/05/24	S Smith & Co Accountant	Payroll	20.00	120.00	Audit/Accountancy
Current	30/05/24	Tree Generation	Tree Survey		580.00	Tree Works
Current	30/05/24	Eau Community Centre	Approved Grant		1,000.00	Grants & Donation - Community
Current	30/05/24	K Mathieson	Wages		1,045.00	Salaries
Current	08/04/24	War Memorial Playing Fields	MUGA Electric		242.10	MUGA Electrics

5962.55

Start Balance £ 104,805.33
Receipts £ 414.60
Payments £ 5,962.55
End Balance £ 99,257.38

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

Co-operative Bank Account - Current – balance £99,257.38

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

Expenses Claim – B Gilchrist Mileage Cost £23.40

d.) To review balance at end of financial year 2023/24 current account. Consider outstanding financial commitments and discuss requirements for any underspend.

14 Urgent Highways or Maintenance Matters

15 Agenda next meeting – to take any items from members

16 To Confirm Date of Next Meeting – 15th July 2024

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

17 To receive and consider 3 quotes for the tree work as per the recent tree survey recommendations.