



Scotter Parish Council

The Clerk for the meeting: Kyela Mathieson

First Floor – Scotter Village Hall, Scotton Road, Scotter,
DN21 3SA

Tel: 07739312997

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Dear Councillor

You are hereby summoned to attend the Parish Council meeting of Scotter Parish Council on **16 September 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 11 September 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 15 July 2024 and sign accordingly.

4 To consider candidates for co-option.

Candidate information circulated by email on 23/07/24

5 Clerks Report and update on matters from the last meeting

6 Correspondence Items for noting

LCC Public Rights Of Way Cutting Schedule – circulated by email 22/07/24 & 04/09/24

NK Talk Planning Central Lincolnshire Design Code Parish/Town Council Events – circulated by email 22/07/24

Let Talk Lincolnshire, Anti Social Behaviour Survey - circulated by email 22/07/24

Safer Together News Letter - circulated by email 23/07/24

WLDC Parish Newsletter July & August – Circulated by email 29/07/24, 19/08/24

LALC enews – circulated by email 29/07/24, 19/08/24, 27/08/2024

LALC meeting agenda - circulated by email 28/08/2024

LCC Minerals and Waste Consultation update, Local Plan - circulated by email 31/07/24

NK Talk Planning - Central Lincolnshire Design Codes, Town/Parish Events – circ 19/08/24

LCC Town and parish Council Newsletter August 24 – circulated by email 27/08/24

WLDC – How to apply for a pension credit info - circulated by email 27/08/24

WLDC Notice of meetings - circulated by email 02/09/2024

Speed Watch – August Report – circulated by email 04/09/2024

LALC AGM meeting invite – circulated by email 04/09/2024

Network One, road closure The Green 03/10/24 to 24/10/24 Gas replacement works – circulated by email 09/09/2024

Lincolnshire Police, August update - circulated by email 09/09/2024

7 Correspondence for discussion and or action

a) Letter from resident requesting support to submit a Traffic Regulation Order for yellow lines at Westcliffe Road and Scotton Road – circulated by email 29/07/24

b) Response from LCC re: Parish Councils request to extend the speed limit on Brigg Road circulated by email 07/08/24 and confirm response sent supporting the proposals.

8 Policies for review

Circulated by email on 24/07/24

a) Dignity at Work, Bullying and Harassment

b) Grievance Policy

c) Equality, Diversity and Inclusion Policy

d) Disciplinary Policy

e) Privacy Policy

f) Data Protection Policy

g) Retention and Disposal Policy

h) Standing Orders – to consider additional wording under Section 26 Standing Orders Generally to include

‘ New councillors must attend the County Association New Councillor Training Course within 3 months of election or co-option. The Clerk will liaise with the councillor to make the arrangements, all cost will be paid by the Council or reimbursed accordingly.’

9 To review any Flooding Update matters and to discuss Riverside ownership following information received from solicitors.

Email circulated 11/09/24

- 10 To review current ear marked reserves and to consider the grant application received from Scotter Pre-School deferred from July's meeting.
Grant application circulated by email – 10/07/24
Reserves report attached.
- 11 To review the Annual Governance and Accountability Return conclusion.
- 12 To receive a quote for asbestos testing at Scotterthorpe Allotments and give retrospective approval.
- 13 Cinema Event Update.
- 14 To approve emergency pest control measures actioned by the clerk.
- 15 Finance update and payments.

a.) Approve Parish Council Current Account payment schedule/bank reconciliation for the period of 01/07/2024 – 31/08/2024

Payments

Account	Supplier	Description	Net	VAT	Gross	Expense Budget	Bank Date	Meeting Date
Current	Scunthorpe & Gainsborough Water Management Board	Drainage Rates - Allotments	8.38		8.38	Drainage Rates C/G	04/07/24	16/09/24
Current	Scotter Village Hall	Office Rental	650.00		650.00	Office Hire/Meeting Room Hire	23/07/24	15/07/24
Current	Lincolnshire Tree Services	Tree Work	3,690.00	738.00	4,428.00	Tree Works	25/07/24	15/07/24
Current	Scotter Memorial Playing Fields	MUGA Electric	155.68		155.68	MUGA Electrics	23/07/24	15/07/24
Current	Antony Shaw	IT/Accounts Support	10.00		10.00	IT Support	23/07/24	15/07/24
Current	Cherry Bomb Face Painting	Face painter	260.00		260.00	WLDC Large Village	25/07/24	15/07/24
Current	Cutting Edge Services	Grounds Maintenance	1,298.00		1,298.00	Village Person/Contract	23/07/24	16/09/24
Current	Microsoft	IT Subscription	18.10	3.62	21.72	IT Support	08/07/24	16/09/24
Current	Millfield Farm Nursery	Plants	288.00		288.00	Plants	23/07/24	16/09/24
Current	S Smith & Co Accountant	Payroll	15.00	3.00	18.00	Audit/Accountancy	04/07/24	16/09/24
Current	LPF	Pension	108.00		108.00	Pension	04/07/24	16/09/24
Current	LPF	Pension	346.96		346.96	Pension	04/07/24	16/09/24
Current	B K Brooks	Audit Fees	400.00		400.00	Audit/Accountancy	04/07/24	16/09/24
Current	Land Registry	Land registry search	6.00		6.00	Land Registry Fees	05/07/24	16/09/24
Current	Instant Ink	Ink Subscription	4.57	0.92	5.49	Stationary & Printing	22/07/24	16/09/24
Current	S Smith & Co Accountant	Payroll	15.00	3.00	18.00	Audit/Accountancy	23/07/24	16/09/24
Current	Brian Gilchrist	Speed watch Mileage	23.40		23.40	Travel Costs - Members	23/07/24	16/09/24
Current	HMRC	Wages	112.92		112.92	Salaries	24/07/24	16/09/24
Current	Giff Gaff	Mobile Phone	6.67	1.33	8.00	Telephone	29/07/24	16/09/24
Current	K Mathieson	Wages	1,045.00		1,045.00	Salaries	28/07/24	16/09/24
Current	Helping Hands	Grass Cutting	6,304.00		6,304.00	Grass Verge Cutting/Contract	29/07/24	16/09/24
Current	Tesco	Paper	4.96	0.99	5.95	Stationary & Printing	06/08/24	16/09/24
Current	LPF	Pension	238.96		238.96	Pension	13/08/24	16/09/24
Current	Cutting Edge Services	Grounds Maintenance	1,166.00		1,166.00	Village Person/Contract	13/08/24	16/09/24
Current	Amazon 1	Laminator Pockets	6.62	1.32	7.94	Stationary & Printing	28/08/24	16/09/24
Current	Microsoft	IT Subscription	18.10	3.62	21.72	IT Support	06/08/24	16/09/24
Current	Instant Ink	Ink Subscription	4.57	0.92	5.49	Stationary & Printing	20/08/24	16/09/24
Current	Giff Gaff	Mobile Phone	6.67	1.33	8.00	Telephone	27/08/24	16/09/24

Receipts

Account	Invoice Numl	Received Date	Description	Amount	Method	Income Budget
Current	2425-22	11/07/24	Allotment	10.00	bacs	Allotments
Current	2425/43	24/07/24	Rental Income - Constable	780.50	bacs	Rental Income
Current	2425/41	04/07/24	Interment Fee	250.00	bacs	Cemetery
Current	2425/45	02/08/24	Memorial Application	80.00	bacs	Cemetery
Current	2425/46	09/08/24	Memorial Application	80.00	bacs	Cemetery

Start Balance £ 96103.89
Receipts £ 1200.50
Payments £ 36364.61
End Balance £ 60939.78

- b.) Confirm Bank Balance and Statements as at 31/08/2024
Co-operative Bank Account - Current – balance £60,939.78
Co-operative Bank Account - Ear Marked Reserve – balance £187,021.93
Co-operative Bank Account - General Reserve – balance £15,102.35

c.) Payments for approval

Account	Invoice Date	Invoice Number	Supplier	VAT Reg	Description	Net	VAT	Gross	Expense Budget
Current	12/08/24	SB20241018	PKF Littlejohn LLP	GB 440 4982 50	Audit Fees	420.00	84.00	504.00	Audit/Accountancy
Current	25/08/24		K Mathieson		Wages	1,045.20		1,045.20	Salaries
Current	03/09/24		LPF		Pension	238.96		238.96	Pension
Current	27/08/24	INC-24328	S Smith & Co Accountant	738127819	Payroll	15.00	3.00	18.00	Audit/Accountancy
Current	28/06/24	14976	LALC	416 3939 41	Website Support	90.00	18.00	108.00	IT Support
Current	01/03/24	SIN054450/51/52/53	Lincoln Diocesan Trust		Parsons Rent	11.00		11.00	Parsons Field
Current	07/08/24	82186	ROSPA Playsafety LTD	876328389	Annual Park Inspection	312.00	62.40	374.40	Park Inspection
Current	09/09/24		Antony Shaw		IT/Accounts Support	20.00		20.00	IT Support
Current	08/09/24	91119/0443	Cutting Edge Services		Grounds Maintenance	1,122.00		1,122.00	Village Person/Contract
Current	09/09/24		L Brewster		Susworth Notice Board Rent up to 31/03/26	4.00		4.00	Notice Board Rent
Current	09/09/24		Scotter War Memorial Playing Field Association		Approved Community grant	6,000.00		6,000.00	Grants & Donations - Community

16 Urgent Highways or Maintenance Matters

17 Agenda next meeting – to take any items from members

18 To Confirm Date of Next Meeting – No meeting in October next meeting 18th November 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 \(2\)\)](#)

19 Review existing Grounds Maintenance Contract and consider renewal.

20 To review and confirm solicitors advice in respect of the purchase of Parson's Field.
Correspondence circulated by email on 10/07/24

21 To review the existing license for Constable land with consideration to be given to rental income and a physical inspection. Approve remedial measures for the gate post.