



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 November 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 13 November 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 16 September 2024 and sign accordingly.**
- 4 Clerks Report and update on matters from the last meeting**
- 5 Correspondence Items for noting**

LALC newsletter and Training Bulletin – circulated by email 32/09/24, 08/10/24, 06/11/24,12/11/24
WLDC 50th Celebration invite – circulated by email 08/10/2024
WLDC Guide to the new planning portal - circulated by email 08/10/2024
Community Emergency Planning Induction Evening Invitation – circulated by email 16/10/24
Village Hall Committee AGM Invite - circulated by email 16/10/2024
Lincolnshire Police NC01 Area update - circulated by email 16/10/2024, 06/11/24
PS Renewable – notification of Sand lane Solar Farm project – circulated by email 06/11/24
Speedwatch October Report - circulated by email 06/11/24
WLDC – Leaders call for action re: RAF Scampton – circulated by email 11/11/24
WLDC Parish News - circulated by email 12/11/24
- 6 Correspondence for discussion and or action**
 - a) Traffic Regulation Order Messingham road 30mph speed limit extension - circulated by email 16/10/24
Planning Application WL/2024/00862 – sent by email 28/10/2024 asking for comments.
 - b) County Councillor update on halo lights for Zebra crossing at Gainsborough Road – Circulated by email 31/10/2024
 - c) Lincolnshire Police Parish Council Engagement Session invite, 14th January 2025 – circulated by email 06/10/24
 - d) Resident email - Concerns raised about the lack of bus service between Scotter and Kirton – circulated by email 11/11/24
- 7 To discuss budget considerations for the financial year 2025/26 in preparation for agreeing the budget at a future meeting.**
- 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 – WL/2024/00713**

Lodge Farm, Kirton Road, Scotter, DN21 3JA - Planning application to remove existing dwelling and erect 1no. replacement dwelling.
[WLDC Planning Application WL/2024/00713](#)
 - b) **Planning Application – WI/2024/00433**

Mill Hill House, Gainsborough Road, Scotter, DN21 3RU - Application for approval of reserved matters to erect 1no. dwelling considering appearance, landscaping, layout and scale - following outline planning permission 146648 granted 17 July 2023
[West Lindsey planning Application - WL/2024/0433](#)
- 9 To receive investigation outcome from the Clerk regarding ownership of the river and land between the two road bridges and consider how to proceed.**
- 10 Finance update and payments.**

a.) Approve Parish Council Current Account payment schedule/bank reconciliation for the period of 01/09/2024 – 31/10/2024

Payments

Account	Supplier	Description	Net	VAT	Gross	Expense Budget	Bank Date
Current	PKF Littlejohn LLP	Audit Fees	420.00	84.00	504.00	Audit/Accountancy	03/09/24
Current	K Mathieson	Wages	1,045.20		1,045.20	Salaries	03/09/24
Current	LPF	Pension	346.96		346.96	Pension	03/09/24
Current	S Smith & Co Accountant	Payroll	15.00	3.00	18.00	Audit/Accountancy	03/09/24
Current	LALC	Website Support	90.00	18.00	108.00	IT Support	03/09/24
Current	Lincoln Diocesan Trust	Parsons Rent	11.00		11.00	Parsons Field	03/09/24
Current	ROSPA Playsafety LTD	Annual Park Inspection	312.00	62.40	374.40	Park Inspection	09/09/24
Current	Antony Shaw	IT/Accounts Support	20.00		20.00	IT Support	09/09/24
Current	Cutting Edge Services	Grounds Maintenance	1,122.00		1,122.00	Village Person/Contract	09/09/24
Current	L Brewster	Susworth Notice Board Rent up to 31/03/26	4.00		4.00	Notice Board Rent	09/09/24
Current	Scotter War Memorial Playing Field Association	Approved Community grant	6,000.00		6,000.00	Grants & Donations - Community	09/09/24
Current	Wave	Water Bill Cemetery	22.37		22.37	Other	09/10/24
Current	Wave	Water Bill Allotments	32.13		32.13	Water Rates	09/10/24
Current	S Smith & Co Accountant	Payroll	15.00	3.00	18.00	Audit/Accountancy	09/10/24
Current	Gainsborough Pest & Environmental Services	Pest Control	298.00		298.00	Contingency	09/10/24
Current	Gainsborough Pest & Environmental Services	Pest Control	160.00		160.00	Contingency	09/10/24
Current	Instant Ink	Ink Subscription	4.57	0.92	5.49	Stationary & Printing	18/09/24
Current	Instant Ink	Ink Subscription	4.57	0.92	5.49	Stationary & Printing	22/10/24
Current	Microsoft	IT Subscription	18.10	3.62	21.72	IT Support	06/09/24
Current	Giff Gaff	Mobile Phone	6.67	1.33	8.00	Telephone	27/09/24
Current	Giff Gaff	Mobile Phone	6.67	1.33	8.00	Telephone	29/10/24
Current	Fillingham Christmas Trees	Christmas Tree	107.00	21.40	128.40	Christmas	31/10/24
Current	Trent Valley Electrical Services Ltd	Repairs to Muga lights	109.00	21.80	130.80	Park Repairs & Maintenance	31/10/24
Current	Microsoft	IT Subscription	18.10	3.62	21.72	IT Support	07/10/24
Current	Scotter Memorial Playing Fields	MUGA Electric	66.53		66.53	MUGA Electrics	09/10/24
Current	LPF	Pension	346.96		346.96	Pension	09/10/24
Current	Cutting Edge Services	Grounds Maintenance	957.00		957.00	Village Person/Contract	09/10/24
Current	K Mathieson	Wages	1,045.00		1,045.00	Salaries	09/10/24
Current	WLDC	Replacement Defib	400.00		400.00	Defibrillators	09/10/24
Current	HMRC	Wages	68.71		68.71	Salaries	24/10/24
Current	Amazon 1	Padlock	13.88	2.77	16.65	General Expenses	29/10/24
Current	Poppy Shop	Poppy Wreath	29.49		29.49	Poppy Wreath	29/10/24
Current	S Smith & Co Accountant	Payroll	15.00	3.00	18.00	Audit/Accountancy	31/10/24
Current	K Mathieson	Wages	1,045.00		1,045.00	Salaries	31/10/24
Current	Helping Hands	Grass Cutting	2,088.00		2,088.00	Grass Verge Cutting/Contract	31/10/24

Receipts

Received Date	Description	Amount	Income Budget
06/09/24	EROB & Interment Fee	550.00	Cemetery
04/10/24	Memorial Application	160.00	Cemetery
04/10/24	Rental Income - Goosemoor	776.00	Rental Income

Start Balance £ 60,939.78
 Receipts £ 1,486.00
 Payments £ 16,495.02
 End Balance £ 45,930.76

- b.) Confirm Bank Balance and Statements as at 31/10/2024
 Co-operative Bank Account - Current – balance £45,930.76
 Co-operative Bank Account - Ear Marked Reserve – balance £188,431.98
 Co-operative Bank Account - General Reserve – balance £15,224.72

c.) Payments for approval

Invoice Date	Invoice Number	Supplier	Description	Net	VAT	Gross
27/11/24		Giff Gaff	Mobile Phone	6.67	1.33	8.00
07/11/24		Microsoft	IT Subscription	18.10	3.62	21.72
01/11/24	INV-24844	S Smith & Co Accountant	Payroll	15.00	3.00	18.00
23/10/24	LCO01962	Clear Councils	Insurance Renewal	1,448.14		1,448.14
14/10/24	50684	Rilmac	Asbestos Survey	288.00		288.00
8/11/24		Hetts Solicitors	Fees – Parsons	1,000.00	200.00	1,200.00
01/11/24		S Smith & Co Accountants	Tax Investigation Ins Rnl	27.00	5.50	33.00

11 Urgent Highways or Maintenance Matters

12 Agenda next meeting – to take any items from members

13 To Confirm Date of Next Meeting – 16 December 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 \(2\)\)](#)

14 To review quote for remedial work at the war memorial.

15 To review quotes for asbestos removal at Scotterthorpe Allotments

16 To note the NJC pay award agreement to back dated from 1st April 2024 and 1point salary scale increase for the clerk with effect from 7th December 2024