



Scotter Parish Council

The Clerk for the meeting: Kyela Mathieson
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Minutes of the meeting for Scotter Parish Council held on 16 September 2024, held at Scotter Village Hall.

Parish Councillors Present: Cllr Kevin Watson (Chair), Cllr Dave Ward, Cllr P Boulton, Cllr D Green

Parish Councillors Absent: 3

Vacant Seats: 3

Quorum: 4

In attendance: K Mathieson – Clerk, 2 Members of Public,

Public Participation

Chair of Playing Fields Committee advised that the summer play scheme was a success and they are planning to run it again. They have arranged for the same company to provide youth club style activities weekly on Monday nights. Hopefully this will be well supported as it was one of the areas identified in the recent public consultation.

Cllr Watson (Chair) opened the meeting at **7.07pm**

2409/1 Apologies for Absence.

Cllr Wotherspoon and Cllr Hunter

Noted

2409/2 To receive dispensations or declarations of interest under the Localism Act 2011.

None

2409/3 To approve as a true record the Full Parish Council Meeting minutes held on 15 July 2024 and sign accordingly.

RESOLVED to accept the minutes as a true record and sign accordingly.

2409/4 To consider candidates for co-option.

RESOLVED to co-op Karen Ward. Cllr K Ward joined the meeting.

2409/5 Clerks Report and update on matters from the last meeting.

Pot holes at Riverside have been reported and already repaired.

Lincolnshire County Council highways department advised the white posts that have been fitted on the corner of Northmoor Road and Messingham Road were fitted in without due consideration for the aesthetic of the village. They are going to be replaced for something more appropriate.

2409/6 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

RESOLVED to note the items.

2409/7 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

RESOLVED not to support the request. Council feels this will not solve the problem and push parking at school time to other areas, without enforcement residents will still park on the yellow lines, previous requests at other locations have also been objected to.

- 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.

Noted

2409/8 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.’

RESOLVED to approve a) to g) with no amendments. h) Standing Orders to include the proposed changed with the addition of new chair’s to attend chair training.

2409/9 To review any Flooding Update matters and to discuss Riverside ownership following information received from solicitors.

Council reviewed the information received from Scunthorpe and Gainsborough Management Board regarding the agreed planned works between them and the Environment Agency.

Noted

Council reviewed the information received from solicitors and **Resolved for the Clerk to speak to the heritage group to see if there is any information about the Riverside ownership.**

2409/10 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.

Meeting closed at 7:40pm and reopened at 7:51pm to allow a member of public to speak.

RESOLVED to reallocate £100,000 from flood alleviation to the new pre-school building project.

Clerk advised council that the application form was received from Scotter Pre-School but the extension would be owned by the Village Hall Committee and therefore the Village Hall Committee would be the recipient of the grant. AGREED

2409/11 To review the Annual Governance and Accountability Return conclusion.

RESOLVED to accept the conclusion.

2409/12 To receive a quote for asbestos testing at Scotterthorpe Allotments and give retrospective approval.

RESOLVED to approve.

2409/13 Cinema Event Update.

Clerk advised that the cinema hire company had cancelled with a weeks notice and in consultation with the Chair the event has been cancelled.

2409/14 To approve emergency pest control measures actioned by the clerk.

RESOLVED to approve and authority given to the clerk pay invoices.

2409/15 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

RESOLVED to approve the bank reconciliation, agreed bank balances and statements as seen by council. Approved payments.

2409/16 Urgent Highways or Maintenance Matters.

a) Email received from a resident regarding a fallen tree at Clay Lane and when this is going to be removed. Clerk advised that the tree had been reported to Lincolnshire County Council via Fix My Street and they had confirmed the tree was not on land they are responsible for had contacted the land owner. **RESOLVED for the clerk to push this matter back to Lincolnshire County Council.**

b) Council asked if there was any money left in the plants budget for winter plants for the tubs. Clerk confirmed £138.35 balance. **RESOLVED for the remainder of the budget to be spent on winter plants.**

2409/17 Agenda next meeting – to take any items for members.

2409/18 To Confirm Date of Next Meeting – There will be no meeting in October due to the Clerks prolonged absence. Next meeting 18th November 2024. Confirmed.

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))

Meeting closed at 8:10pm and opened at 8:14pm for a comfort break.

2409/19 Review existing Grounds Maintenance Contract and consider renewal.

Council expressed how pleased they are with the services provided and **RESOLVED to renew for a further 12 months.**

2409/20 To review and confirm solicitors advice in respect of the purchase of Parson's Field.

Correspondence circulated by email on 10/07/24.

RESOLVED to proceed. If the 80 year covenant can't be reduced via negotiation, proceed as originally proposed.

2409/21 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.

RESOLVED for Cllr Boulton to carry out an inspection of the area and liaise with the maintenance contractor to investigate getting the get the gate post fixed.

Meeting closed 8.32pm.