



# 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 **19 May 2025** 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 14 May 2025

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## **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 2025 and declaration to be signed.**
- 2 Election of the Vice Chair for the year commencing May 2025.**

- 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
  - d) Parson's 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**
- 10 Clerks Report and update on outstanding matters**
- 11 Correspondence Items for noting**
- LALC News – circulated by email 28/04/25, 12/05/25
- WLDC Parish News - circulated by email 29/04/2025
- LCC Town and Parish News Letter - circulated by email 29/04/2025
- WLDC Open churches festival brochure – circulated by email 06/05/2025
- Lincolnshire Police update and statistics – circulated by email 12/05/25
- STEP Community Event - for Parish/Town Councils and Community Organisations (Monday 19 May 2025 6pm) – circulated by email 12/05/25
- 12 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/2025/00413**  
Planning application for single storey extension to existing timber garden room - 10 PINETREE AVENUE, SCOTTER, GAINSBOROUGH, DN21 3TY – circulated by email 06/05/25  
[West Lindsey Planning Application - WL/2025/00413](#)
  - b) **Planning Application WL/2025/00437**  
Planning application for rear single storey flat roof extension, two storey rear extension and internal alterations - 2 CHARLES AVENUE, SCOTTER, GAINSBOROUGH, DN21 3RR – circulated by email 12/05/25  
[West Lindsey Planning Application - WL/2025/00437](#)
- 13 River Eau/Flooding Matters**
- 14 Allotments Update**
- a) To consider appointing contractors to level and put back to grass the 2 reclaimed plots.

- b) To consider quotes for asbestos removal at Scotterthorpe Allotments.
- c) To agree provision of a skip inline with the budget for Scotterthorpe Allotments.
- d) To review allotment charges for 2026/27

- 15 To review and approve the financial accounts for year ending 2024/25. To received the Internal Audit report and consider any recommendations.**
- 16 To complete and sign by the Chair the Annual Governance and Accountability Return for the financial year ending 2024/25.**
- 17 Urgent Highways or Maintenance Matters**
- 18 Agenda next meeting – to take any items from members**
- 19 To Confirm Date of Next Meeting – 16 June 2025**

**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 \(2\)\)](#)**

- 20 To review and approve the newly drafted lease for Goosemoor.**