



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 **15 December 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.

Kyela Mathieson Clerk to the Parish Council and Responsible Finance Officer (RFO).
Date of issue 9 December 2025

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 Full Parish Council Meeting minutes held on 17 November 2025 and sign by the chair accordingly.

4 Clerks Report and update on outstanding matters.

5 Correspondence Items for noting.

LALC News – Circulated by email 24/11/2025

LALC Training Bulletin - Circulated by email 01/12/2025

LCC - Let's talk about County Views, lifestyle services and Lincolnshire's recycling centres consultation – Circulated by email 24/11/2025

WLDC Parish News - Circulated by email 3/12/25

Speed Watch Report - Circulated by email 08/12/2025

6 Correspondence for discuss and or action.

Response from Scotter Primary School regarding parking issues – circulated by email 01/12/2025

Archer survey results from Lincolnshire Road Safety Partnership - circulated by email 02/12/2025

Carols on the Green Event request received from Churches Together.

7 To discuss the feasibility of entry gateways, including permissions, locations, and cost.

8 To approve purchase of 5 tonne of pea gravel for the cemetery driveway.

9 To receive confirmation of the tax base from West Lindsey District Council.

10 To receive an update and any recommendation from the Parson's Working Group.

11 Finance update and payments.

- a.) Approve Parish Council Current Account payment schedule/bank reconciliation for the period of 01/11/2025 – 30/11/2025

Receipts

Received Date	Received From	Description	Amount
04/11/25	CPR Commercials	Goosemoor Rent	1,685.20
05/11/25	Lincolnshire County Council	Grass parish Agreement	4,137.02
20/11/25	Cliff Bradley FD	V14 Interment Drakes	550.00
20/11/25	Cliff Bradley FD	W11 Full and Ashes Interment	1,000.00
21/11/25	Jason Threadgold F Directors	Y12 Memorial Theaker	120.00
26/11/25	Cliff Bradley FD	U11 2x Ashes Interment - Wilson	500.00
21/11/25	Nisa Christmas Tree Grant	Nisa Christmas Tree Grant	1,000.00
20/11/25	Cliff Bradley Memorials	V15 Mem Permit	120.00

Payments

Invoice Date	Supplier	Description	Gross
16/11/25	Instant Ink	Ink Subscription	6.49
27/11/25	Giff Gaff	Mobile Phone	8.00
26/10/25	K Mathieson	Wages	1,116.43
25/11/25	K Mathieson	Wages	1,116.43

04/11/25	LFP	Pension	397.24
23/11/25	Cutting Edge Services	Grounds Maintenance	539.00
21/10/25	S Smith & Co Accountant	Payroll	18.00
04/11/25	S Smith & Co Accountant	Payroll	33.00
12/11/25	Scotter Village Hall	Office Rental	650.00
05/11/25	Helping Hands	Grass Cutting	2,118.00
11/11/25	Fillingham Christmas trees	Xmas trees	384.00
24/11/25	Genuine Centre Ltd	Batteries	22.98
17/11/25	Seasons Christmas Outlet	Christmas lights	105.95
20/11/25	HP Inc UK Limited	Computer Monitor	118.79

Start Balance £49,555.36
Receipts £ 9,112.22
Payments £ 6,634.31
End Balance £52,033.27

- a.) Confirm Bank Balance and Statements as at 30/11/2025
Co-operative Bank Account - Current – balance £52,033.27
Co-operative Bank Account - Ear Marked Reserve – balance £68,730.39
Co-operative Bank Account - General Reserve – balance £37,976.38
- b.) Payment for approval
Will Barker & Co £336.00 inc VAT
Cloud Next £119.98 inc VAT
Cloud Next £60.00 inc VAT

12 Urgent Highways or Maintenance Matters

13 Agenda next meeting – to take any items from members

14 To Confirm Date of Next Meeting – 19 January 2026

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))

15 To receive quotes for tree surveying for Parson's Field.