



Scotter Parish Council

The Clerk for the meeting: Kyela Mathieson
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Minutes of the meeting for Scotter Parish Council held on 11 May 2026, held at Scotter Village Hall.

Parish Councillors Present: Cllr Paul Boulton, Cllr Dave Ward, Cllr Rachel Hunter, Cllr Brian Gilchrist, Cllr Michaela Woods, Cllr Karen Ward

Parish Councillors Absent: 2

Vacant Seats: 1

Quorum: 4

In attendance: K Mathieson – Clerk

Public Participation

None

Cllr Boulton (Chair) opened the meeting at **7.00pm**

2605/1 Election of the Chair for the year commencing May 2026 and declaration to be signed.
RESOLVED to elect Councillor Paul Boulton as Chair. Acceptance of office signed.

2605/2 Election of the Vice Chair for the year commencing May 2026.
RESOLVED to elect Councillor Dave Ward as Vice Chair.

2605/3 Apologies for Absence.
None.

2605/4 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.
Agenda item 12 – Cllr D Ward & Cllr K Ward declared and interest as members of the tennis club. Cllr P Calvert declared and interest as members of Scotter United Junior Football Club.

2605/5 Appointments to Parish Council and review and appropriate Terms of Reference

- a) Flooding Working Group.
RESOLVED to appoint Cllr M Woods, Cllr P Calvert, Cllr B Gilchrist and Mr Paul Wood.
- b) Personnel Committee.
RESOLVED to appoint Cllr R Hunter as Chair, Cllr D Green and Cllr B Gilchrist.
- c) Speed Watch Working Group.
RESOLVED to appoint Cllr B Gilchrist and Cllr J Fardell.
- d) Parson's Working Group.
RESOLVED to appoint Cllr D Ward, Cllr K Ward, Cllr B Gilchrist, Cllr R Hunter and Cllr P Calvert.

2605/6 Annual Procedure and Financial Review.

- a) Standing Orders.
RESOLVED to approve.
- b) Financial Regulations.
RESOLVED to approve.
- c) Agree pre-approved payments list and review of subscriptions to outside bodies.
RESOLVED to approve.
- d) Confirm approved cheque signatories and 2 person online authorisation.
RESOLVED to continue with Cllr D Green and Cllr P Boulton.
- e) Review Internal Control Statement and Risk Assessments.
RESOLVED to approve.
- f) Review of S137 spending.
Clerk advised the amount spent under S137 for financial year 2025/26. Confirmed financial year 2026/27 is £11.60 per elector and the parish council currently only pays for the poppy wreath, Christmas tree and community grants under S137.
- g) Review Asset Register.
RESOLVED to approve.
- h) Review Councillor training requirements.
Clerk confirmed that all current councillors have attending introductory councillor training. Training bulletin is circulated regularly, and the annual training scheme has been reviewed; councillors need to contact the clerk to book training.

2605/7 To review and consider policies.

- a) Complaints Policy (new).
RESOLVED to adopt.
- b) Data Protection Policy.
RESOLVED to approve.
- c) Social Media Policy.
RESOLVED to approve.

2605/8 To approve as a true record the Full Parish Council Meeting minutes held on 20 April 2026 and sign accordingly by the chair.

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

2605/9 Clerks Report and update on matters from the last meeting.

Investigation is ongoing to the damage to the war memorial. Damage to be reported to the police.

2605/10 Correspondence Items for noting.

Update from Lincolnshire Police and Local Policing Awards – circulated by email 22/04/2026
LALC News – Circulated by email 27/04/2026
Lincolnshire Police Update – circulated by email 05/05/26
LCC Town and Parish Council Newsletter April 2026– circulated by email 05/05/26
RESOLVED to note the items.

2605/11 River Eau/Flooding Matters

Reviewed the email from the Environment Agency following the walk through. **RESOLVED for clerk to request a copy of the most recent modelling.**

2605/12 To receive and consider the applications for Parish Council Community Grants and agree any outcome.

RESOLVED to grant

£83.40 to Scotter Bowls Club for seat covers.

£320.00 to Scotter Methodist Chapel for tables.

£347.97 to Scotter Tennis Club for nets.

12.5% up to a maximum of £2500 to Scotter Junior Football club for a tractor.

Scotter War Memorial and Playing Field Committee to be asked to provide a 2nd quote for metal fencing and a quote for wooden fencing.

2605/13 Parsons Update

a) Review the tree maintenance report and agree any actions.

Defer to next meeting.

b) Consider bench quotes.

RESOLVED to purchase 2x bench seats from Marmax at a cost of £380.00 + vat and delivery. Purchase soft ground fixing kits from Earth Anchors Ltd as required.

Cllr Boulton and Cllr Ward to investigate alternative steps quotes made from metal. To bring information ready for next meeting.

2605/14 To review and approve the financial accounts for year ending 2025/26. To receive the Internal Audit report and consider any recommendations.

RESOLVED to approve the year end accounts. Internal Audit report reviewed Clerk to action recommendations where appropriate.

2605/15 To complete and sign by the Chair the Annual Governance and Accountability Return for the financial year ending 2025/26.

Council reviewed and completed Section 1-Annual Governance Statement 25/26, agreed Section 2 Accounting Statements. Signed by the Chair and Clerk. Agreed the dates for the exercise of public rights.

2605/16 Urgent Highways or Maintenance Matters.

Pot hole at Hobb Lane.

2605/17 Agenda next meeting – to take any items for members.

Flooding, Parsons, Gateways, Community Grants.

2605/18 To confirm date of next meeting – 15 June 2026.

Noted

Meeting closed 8.37pm.