



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 **21 September 2026** 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 16 September 2026

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 15 July 2026 and the extraordinary meeting on 24 August 2026 sign by the chair accordingly.

4 Clerks Report and update on outstanding matters.

- 5 Correspondence Items for noting.
- 6 Correspondence for discussion and or action.
- 7 To review and consider responses to the following planning applications and any applications that may have been received following the agenda being set.
Due to the deadline for comments being outside the time frame for a scheduled Parish Council meeting the following applications have been reviewed by email and the response is noted below
 - a) Application Number: WL/2026/00718
Proposal: Planning application for change of use of agricultural field to a flexible commercial use as a secure, privately hired dog exercise field.
Location: LAND TO THE NORTH EAST OF SCOTTERTHORPE ROAD, SCOTTER, GAINSBOROUGH, DN21 3JH
Scotter Parish Council objected based on the operating hours and lighting.
 - b) Application Number: WL/2026/00687
Proposal: Planning application for front and rear single storey extensions and two storey side extension.
Location: 31 GAINSBOROUGH ROAD, SCOTTER, GAINSBOROUGH, DN21 3RL
Scotter Parish Council submitted no comment
 - c) Application Number: WL/2026/00515
Proposal: Planning application to remove existing pre-fab garage and erect single storey rear extension, remove side conservatory extension, and raise roof to facilitate loft conversion including front facing dormers.
Location: 23 ST PETERS ROAD, SCOTTER, GAINSBOROUGH, DN21 3SQ
Scotter Parish Council submitted no comment
- 8 Flooding Working Group Update. To agree any actions following the meeting with Scunthorpe and Gainsborough Internal Drainage Board.
- 9 Speedwatch Review
- 10 To receive an update from the Parson's Field working group. Consider the purchase of any equipment required and review the current situation on the installation of the steps.
- 11 To advise of increase of payroll accountancy fees from £216+ VAT annually to £390+ VAT and consider alternative quotations.
- 12 To receive the external auditors report, certificate and notice of conclusion.
- 13 Finance update and payments.
 - a) Approve Parish Council Current Account payment schedule/bank reconciliation for the period of 01/07/2026 – 31/08/2026.

Receipts

Received Date	Received From	Description	Amount
06/07/26	Cliff Bradley Memorials	Add inscription Y1	55.00
06/07/26	Cliff Bradley Memorials	Add inscription BF32	55.00
06/07/26	Cliff Bradley Memorials	Memorial permit V14	120.00
09/07/26	Cliff Bradley FD	Ashes Interment Y1	150.00

Payments

Supplier	Description	Gross	Bank Date
Instant Ink	Ink Subscription	6.49	21/07/26
Instant Ink	Ink Subscription	6.49	19/08/26
Giff Gaff	Telephone	8.00	27/07/26
Giff Gaff	Telephone	8.00	27/08/26
K Mathieson	Wages	1,116.43	29/07/26
LPF	Pension	305.67	13/07/26
LPF	Pension	305.67	18/08/26
HMRC	HMRC	528.09	23/07/26
Microsoft	Subscription	21.30	29/07/26
Cutting Edge Services	Grounds Maintenance	1,529.00	13/07/26
Cutting Edge Services	Grounds Maintenance	1,584.00	18/08/26
S Smith & Co Accountant	Accountant	18.00	13/07/26
S Smith & Co Accountant	Accountant	18.00	29/07/26
Helping Hands	Verge cutting	3,530.00	15/07/26
Ricks Grass & Tree Care	Tree Work	1,560.00	18/08/26
Mark Harrod Ltd	Park Goals	1,186.60	24/08/26

Start Balance £96,414.76

Receipts £ 380.00

Payments £36,864.02 (inc £25,132.28 transfer to EMR)

End Balance £59,930.74

a.) Confirm Bank Balance and Statements as at 31/08/2026

Co-operative Bank Account - Current – balance £59,930.74

Co-operative Bank Account - Ear Marked Reserve – balance £94,255.87

Co-operative Bank Account - General Reserve – balance £38,193.64

b.) Payments for approval

PKF Littlejohn, audit fees - £420 +VAT

14 Urgent Highways or Maintenance Matters.

15 Agenda next meeting – to take any items from members.

16 To Confirm Date of Next Meeting – 19 October 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)).

17 To review the tender applications received for the Maintenance Contractor position and decide any further actions.

18 To agree the terms and appointment of the Cemetery Maintenance Contract.