

**SCOTTER PARISH COUNCIL**

**Minutes of a Meeting of the Council held on 19th November 2012**

**PRESENT:** Councillor C. Day (Chairman), Councillors M. Armstrong, C. Baker, B. Billam, D. Capes, J. Fillingham, S. Hinman and A. Sheardown. Mrs M. Brown (Acting Clerk).

**In attendance :** Ward Councillor W. Parry

Ms Kate Hearn, WLDC's Community Action Officer for Scotter Parish, attended the public open forum to discuss her role and its relationship with the Parish. She explained the procedure for the reporting of offences of dog fouling and invited the Council to consider whether to have a trained Warden who could issue Fixed Penalty Notices for fouling or littering. She also outlined the assistance she could provide in accessing funding, particularly for smaller groups via the CAV fund. On the conclusion of the discussion, the meeting commenced at 7.43pm.

**99 2012/13 : To receive and approve apologies for absence**

Apologies were received from Councillors Bullivent and Rayner who are both away on business.

**RESOLVED : To accept and approve the apologies from Councillors Bullivent and Rayner.**

**100 2012/13 : To receive declarations of interest in accordance with the Localism Act 2011**

Councillor Day declared a prejudicial interest in relation to agenda item 19 (minute ref. 117 2012/13) and stated his intention to leave the meeting room for that item. It was

**RESOLVED : That the Vice Chairman, Councillor Capes, act as Chair for agenda item 19.**

No other declarations were received at this time.

**101 2012/13 : To approve the notes of the Council Meeting held on 15<sup>th</sup> October 2012 as the Minutes of that meeting**

The Council considered the notes presented and

**RESOLVED : To approve the notes of the Council Meeting held on 15th October 2012, as circulated, as the Minutes of that meeting.** These were signed by the Chairman.

**102 2012/13 : To receive a report from the Chairman on his recent inspection of Parson's Field.**

The Chairman commented that he had been unable to attend site during the period but had received no complaints from members of the public. He will inspect the field during the weekend of 24th/25th November 2012, other commitments permitting.

**103 2012/13 : To agree which Councillors will be responsible for safety inspections of the cemetery and the playgrounds for the next month**

Councillor Day stated his willingness to continue with cemetery inspections and Councillor Sheardown will continue with playground inspections.

**104 2012/13 : To consider the Council's response to WLDC's consultation on the local Council Tax Support scheme**

All Councillors had examined the consultation and were invited by the Chairman to submit their own individual responses if they so wished. In terms of the Council's response, it was

**RESOLVED : That the Council's response be delegated to the Clerk, with the assistance of the Chairman.**

If Councillors feel particularly strongly on any aspect of the consultation, they are to inform the Clerk forthwith.

**105 2012/13 : To note the impact of the new Code of Conduct on arrangements for the Precept meeting**

The Council considered the impact of the Code on the ability of individual Councillors to take part in the Precept meeting. It was recognised that each Councillor would need to formally apply to the

**Initialled ..... Chairman**

Council for dispensation to take part in Precept discussions and voting, and letters requesting dispensation are to be sent to the Clerk as soon as possible. As the requirement for a dispensation applies to all Councillors, it was

**RESOLVED : That, in accordance with s. 101 of the Local Government Act 1972, the Council will delegate to the Clerk the power to grant dispensations in relation to the Precept meeting.**

**106 2012/13 : To note that WLDC is requesting volunteers from town & parish councillors to assist with Standards complaints**

The Council noted the letter that had been received. The Chairman asked any interested Councillor to contact the Clerk for further details.

**107 2012/13 : To consider a request from a resident for the verges in Scotterthorpe to be mowed**

The Council considered the paper presented in support of this item, with the Chairman outlining the history in terms of the issues raised by the resident in relation to Scotterthorpe. These included the state of the footpath in the village itself and the confusion caused by the unofficial mini-roundabout (both of which were reported to LCC Highways by the Chairman), in addition to the lack of verge mowing. The Clerk explained that she had since spoken with Mr C. Darley of LCC Highways, who had confirmed that he had met the contractor on site in late September 2012 and had issued an instruction to rebuild the footpath with a view to bringing it out from the wall. Whilst a firm date for the work has not yet been set, it will be completed before the financial year end. The Clerk had taken the opportunity to ask Mr Darley about the possibility of the County Council adding verge mowing in Scotterthorpe to its contract with the Council. His response was that the Council would need to write formally to Mr Wiles of LCC Highways to request this.

Having discussed the matter, the Council stated its sympathy with the residents of Scotterthorpe in relation to the verge mowing and

**RESOLVED : To obtain a quotation from its grass cutting contractor for verge mowing in Scotterthorpe and to write to LCC Highways to request that the service be added to the contract for verge mowing in the parish.**

In the event that LCC Highways refuse the request due to budgetary constraints, it was further

**RESOLVED : That the Parish Council will fund verge cutting in Scotterthorpe.**

The Clerk is to take this into account when preparing the Precept papers.

**108 2012/13 : To approve the granting of exclusive rights to burial in graves Y10 and Z1**

**RESOLVED : To approve the sale of grants of Exclusive Right of Burial in grave spaces Y10 and Z1.** The Chairman and Vice Chairman then signed the appropriate Grants.

**109 2012/13: To receive a report from the Clerk**

The Council noted the report, with specific comment made regarding the following items :

**71c 2012/13 : Flooding Monies**

The Clerk explained that a meeting to discuss the use of the grant monies had been organised by WLDC for 4th December 2012. However, as neither key residents nor the consultant that has undertaken computer modelling of the river can be present on that date, the suggestion has been made by a resident that it should be delayed until February 2013 when the consultant is next in the country. WLDC has asked for comment on this. Mr Wiles of LCC Highways had rung the Clerk that morning to state his preference for the meeting to go ahead as planned and asking for the Council's support in this. The Chairman commented that this was also the view of Councillor Bullivent. However, following discussion, the Council expressed its sympathy with the request from its residents and

**RESOLVED : To respond to WLDC supporting a delay to the meeting, subject to such a delay not resulting in the loss of the grant monies.**

In making that response, the Clerk is to add that the delay will give an opportunity for the attendees to be prior presented with an agenda for the meeting, including details of the outcome of the modelling work and proposals as to how the grant monies would be spent.

**71d 2012/13 : Scotter Library Volunteer Scheme**

The Council discussed the meeting held between LCC and the Clerk (accompanied by the co-ordinator of the volunteers) and, subject to a practical interpretation of the contract between the parties,

**RESOLVED : To continue with the scheme after the expiry of the current 1-year contract and to fund the hire of the Eau Centre for such purpose.**

**71e 2012/13 : Councillor Initiative Fund, 2012/13**

Councillor Parry confirmed that he still had an amount available for use by Scotter Parish, in the order of £600. The Clerk explained that the intended use was still the internal refurbishment of the tennis hut and that quotations for the bulk of the work had now been received. It was agreed that the Clerk will discuss the quotations with the Chairman and Councillor Baker after this meeting with a view to submitting an application for a grant within the next two weeks.

**88 2012/13 : Remembrance Sunday, 2012**

**RESOLVED : To send a letter of thanks to Mr R. Barwell for the work he carried out free of charge to refurbish the War Memorial's plinth in readiness for the annual service of Remembrance.**

**90a 2012/13 : Scotterthorpe allotment vacancies**

The Council considered the issues that had arisen at Scotterthorpe following the loss of its allotments manager and asked its Cemetery & Allotments Working Group to come up with a proposal for dealing with management matters at the site, for consideration at a future Council meeting.

**90d 2012/13 : RoSPA Inspection of Playgrounds, 2012**

The Council noted the issues reported following the inspection and the actions taken to date were discussed. The Council further noted that the Cemetery & Allotments Working Group will inspect the gates at The Granary, in light of the negative finding of the report, with a view to making a recommendation to Council as to a proposed course of action. Councillor Sheardown, in his capacity as safety inspector of the play grounds, stated that he was unable to understand the comments made by RoSPA, particularly considering that work on these gates had only recently been completed. The Working Group will take his views into account when considering the matter.

**98 2012/13 : Payment of the Acting Clerk**

In relation to the elimination of the backlog of work which arose when there was no Clerk, it was

**RESOLVED : To approve 80 paid hours for the acting Clerk for October 2012.**

**109a 2012/13 : Computer back-up**

The Council discussed the emergency arrangements made by the Clerk and Councillor Bullivent and

**RESOLVED : To approve the purchase of an off-site back up system for the Council's computer for a two year period at a cost of \$118.85 (£75.66).**

**109b 2012/13 : Local government transparency**

The Council noted the consultation launched by the government regarding whether the requirements of its current code of practice relating to transparency should be made mandatory for those town and parish councils with an annual gross income or expenditure exceeding £200k. Whilst this is substantially higher than the Council's usual level of activity, the use of the Council as a vehicle for Parish Plan work for VAT purposes could place it in the realms of any regulation, which would be onerous for the Council to follow. It was

**RESOLVED : To respond requesting that the underlying level of normal activity should be used when classifying whether a Council qualifies for any regulation made.**

**110 2012/13 : To receive new correspondence not already included above, to be circulated at the meeting**

Other items of correspondence (not already considered above and received prior to the November Meeting) were placed on circulation to Councillors at the meeting. If the need arises to take action in relation to any of this correspondence, it will be an agenda item at a future meeting.

**111a 2012/13 : To receive the Minutes of the Planning Committee meetings published since the last Council meeting and adopt the recommendations contained therein**

The Council considered the minutes of the Planning Committee meeting of 15<sup>th</sup> October 2012 and **RESOLVED : To concur with the actions taken by the Planning Committee, to approve the subscription to the Journal of Local Planning, and to adopt the minutes of the Committee meeting held on 15<sup>th</sup> October 2012.**

**111b 2012/13 : To note the receipt of results from the planning authorities**

The Council noted the following results received from the Planning Authority during the period : **128938 Mill Hill, Gainsborough Road, Scotter** – a planning application for a replacement dwelling and ancillary buildings.

**Granted**

**128980 18 Gravel Pit Road, Scotter** - a planning application for extension to side and rear with new detached garage.

**Refused**

**129067 2 South Carr Villas, East Ferry Road, Laughton** - a planning application for the removal of existing shed, outbuilding, rear lean-to and single garage to be replaced by a new kitchen, utility room and toilet extension on the rear of the house and a new double garage in the side garden.

**Granted**

**129083 5 Pinetree Avenue, Scotter** - a planning application for erection of a double garage to existing dwelling.

**Granted**

**112 2012/13 : To note income received during October 2012 and to approve the cash book as at the end of October 2012 and its reconciliation to the bank statements.**

The Council noted the following income received during October 2012.

<u>DATE</u>	<u>PAYER</u>	<u>DETAILS</u>	<u>RECEIPTS</u>
01.10.12	H.M. Revenue & Customs	VAT repayment	4,595.05
05.10.12	Co-operative Bank	Interest - current account	3.90
05.10.12	Co-operative Bank	Interest - deposit account	0.94
11.10.12	S. E. Marris	6 months rental of Goosemoor land	275.00
11.10.12	J. Hewson	Rental of cem. allot. 18 for years to 30/09/12 & 30/09/13	20.00
11.10.12	S. M. Hinch	Rental of cem. allot. 17 for year to 30/09/12	10.00
11.10.12	Northern Powergrid	Rental/wayleave	5.00
12.10.12	M. Tomlinson	Rental of S'thorpe allots 17 & 17A for year to 31/03/13	20.00
12.10.12	A Yeats	Rental of S'thorpe allot.14 for 6 months to 31/03/13+ key deposit	7.00
19.10.12	A. Sheardown	Rental of cem allot. 11 for years to 30/09/12 & 30/09/13	20.00
19.10.12	WLDC	Recovery of broadband & line rental charges, Q1 & Q2, 2012/13	200.58
22.10.12	R. Dalton	Rental of S'thorpe allot. 18 for year to 31/03/13	10.00

**Initialed ..... Chairman**

25.10.12	D. Ward	Rental of cem. allot. 4 for year to 30/09/12	10.00
25.10.12	Barningham Memorials	Memorial to be erected on grave no. BA69	80.00
29.10.12	H.M. Revenue & Customs	VAT repayment	3,293.78
30.10.12	Co-operative Bank	Interest - 6 month bond	203.68
		<b>TOTAL RECEIPTS</b>	<b>8,754.93</b>

It then examined the cashbook as at end of October 2012 and its reconciliation to the bank statements and

**RESOLVED : That the cashbook at the end of October 2012 should be signed by the Chairman and Clerk as a true record.**

**113 2012/13 : To approve payments to be made.**

**RESOLVED : That, in accordance with its powers under section 137 of the Local Government Act, 1972, the Council will incur expenditure on a donation to The Royal British Legion which, in the opinion of the Council, is in the interests of the inhabitants of the Parish and will benefit them in a manner commensurate with the expenditure. Also, that the following payments should be approved.**

<u>CHEQUE</u>			<u>NET</u>		<u>TOTAL</u>
<u>NO.</u>	<u>TO WHOM PAID</u>	<u>PARTICULARS OF PAYMENT</u>	<u>VALUE</u>	<u>VAT</u>	<u>PAYMENTS</u>
402408	Russell Play	P.Plan project - installation of MUGA	11050.00	11960.00	
		Additional fencing for MUGA	1950.00	390.00	25350.00
402409	Castle Civils & Surfacing	P. Plan project - resurfacing for MUGA	9655.00	1931.00	11586.00
402410	EKM Limited	P. Plan project - lining of MUGA courts	1460.00	292.00	1752.00
Direct debit	Multidata	Broadband & line rental, Nov. 2012	33.43	6.69	
		Excess bandwidth use, Sept. 2012	3.00	0.60	
		Call charges, September 2012	11.39	2.28	57.39
402411	H.M. Revenue & Customs	PAYE & NI, Month 7	190.26	-	190.26
402412	Mrs N. Altoft	Maternity pay + correction of errors	600.05	-	600.05
402413	J Lyon	Wages	717.49	-	717.49
402414	Mrs M. Brown	Printer cartridges	78.45	15.66	
		Stationery	6.54	1.31	
		Postage - large letters	6.00	-	107.96
402415	Spencers Garage	Fuel	169.56	33.90	203.46
402416	Pestx Limited	Pest control service, 3 months to 31/01/13	85.00	17.00	102.00
402417	Garden Angels	Cemetery bunker clearance	106.29	21.26	127.55
402418	Eau Community Centre	Hire for FNP -March - May, 2012	176.00	-	
		Hire for library - March-May, 2012	180.00	-	
		Hire for youth club - Mar-May, 2012	176.00	-	532.00
402419	S.J.F.C.	Donation for grass cutting, July-Sept '12	864.90	-	864.90
402420	Eau Valley Singers	Donation	300.00	-	300.00
402421	The Royal British Legion	Donation towards poppy wreath	75.00	-	75.00
402422	Helping Hand	Flail mowing/bank strimming, 2012	340.00	-	
		Drainage work, Scotterthorpe allotments	400.00	-	740.00
402423	Russell Play	P.Plan project - MUGA (WREN-financed)	48,750.00	-	48,750.00
			<b>77,384.36</b>	<b>14,671.70</b>	<b>92,056.06</b>

**114 2012/13 ; To take any points from members, identify items for the next agenda and to note urgent items of interest.**

**114a** Councillor Armstrong reported that the sign warning of the bend when approaching Scotterthorpe corner from Susworth is missing from its post. The Clerk will report this to LCC.

**Initialed ..... Chairman**

**114b** Councillor Capes reported that an elderberry tree growing out of a hedge of a property on Lindholme is obscuring the view of vehicles approaching Kirton Road. The Clerk will write to the residents to ask them to cut it back. Councillor Capes further reported that the road sign at the corner of Beechwood Drive and Hawthorn Avenue is leaning and requires new posts. It also requires an additional plate stating that Hawthorn Avenue leads to Wakerley Road to guide the emergency services. The Clerk will write to WLDC accordingly.

**114c** The Clerk reported that the 1 month fixed bond in the amount of £10k approved at the last Council meeting will mature on 30th November 2012. It was

**RESOLVED : To submit a request for the money, with interest, to be transferred to the Council's current account on maturity.** A mandate was signed accordingly.

The Clerk also informed Councillors that she had requested the Village Person to add the MUGA to his rota for litter-picking duties. To date, she has suggested that he allocate between one and two hours per week to this work and he will inform her if this is insufficient. The Council

**RESOLVED : To approve the addition of the MUGA to the litter-picking rota.**

Finally, the Clerk explained that she had received a verbal invitation for members of the Council to attend a meal and drinks on 28th November 2012 to mark the opening of the White Swan. Whilst grateful for the invitation and delighted that the building is being put to good use, the Council

**RESOLVED : To refuse the request, to maintain the Council's impartiality.**

**115 2012/13 : To consider whether, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press should be temporarily excluded from the meeting**

**RESOLVED : That, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press should be temporarily excluded for the following items of business on the basis that they relate to confidential personal information.**

**116 2012/13 : To agree a rate of pay for the Village Person with effect from 1st November 2012**

The Council considered the paper in support of this item and

**RESOLVED : To apply a rate of pay to the Village Person equivalent to that of a Grade 3 (Lead) Worker under The Agricultural Wages Order 2012 with effect from 1<sup>st</sup> November 2012.**

The Chairman left the meeting room at 8.27pm, with Councillor Capes taking the Chair.

**117 2012/13 : To agree a rate of pay for the Clerk with effect from 1st April 2013**

The Council considered the paper in support of this item and

**RESOLVED : To apply a rate of pay to the Clerk equivalent to SCP30 under the salary scales for the NJC for Local Government Services with effect from 1st April 2013.**

The Chairman then returned to the meeting room and declared the meeting closed at 8.34pm.

Clerk: .....

Chairman: .....

Date: .....

**Initialed ..... Chairman**