

**SCOTTER PARISH COUNCIL**

**Minutes of a Meeting of the Council held on 15th October 2012**

**PRESENT:** Councillor C. Day (Chairman), Councillors M. Armstrong, C. Baker, B. Billam, J. Bullivent, J. Fillingham and S. Rayner. Mrs M. Brown (Acting Clerk).

**In attendance :** One member of the press.

Ms Manjeet Gill, Chief Executive of WLDC, attended the public open forum and a brief discussion was held regarding the district council's role and its relationship with the Parish and the difficulties that may be posed by the budget constraints imposed by central government. On the conclusion of the discussion, the meeting commenced at 7.47pm.

**77 2012/13 : To receive and approve apologies for absence**

Apologies were received from Councillor Capes who has a speaking engagement, from Councillor Hinman who is unwell and from Councillor Sheardown who is on holiday.

**RESOLVED : To accept and approve the apologies from Councillors Capes, Hinman and Sheardown.**

An apology was also received from Ward Councillor Parry, who is also on holiday.

**78 2012/13 : To receive declarations of interest in accordance with the Localism Act 2011**

Councillor Baker declared an interest in relation to agenda item 11 (minute ref. 87 2012/13) in her capacity as leader of the youth activities and stated her intention to abstain from voting on the matter. Councillor Day declared a prejudicial interest in relation to the part of agenda item 22 (minute ref. 98 2012/13) that refers to the appointed Clerk and stated his intention to leave the meeting room for that element of the item. In the absence of the Vice-Chairman, it was

**RESOLVED : That Councillor Rayner be elected Chairman for agenda item 22.**

No other declarations were received at this time.

**79 2012/13 : To approve the notes of the Council Meeting held on 17<sup>th</sup> September 2012 as the Minutes of that meeting**

The Council considered the notes presented and, with the exception of Councillor Rayner who abstained,

**RESOLVED : To approve the notes of the Council Meeting held on 17th September 2012, as circulated, as the Minutes of that meeting.** These were signed by the Chairman.

**80 2012/13 : To receive a report from the Chairman on his recent inspection of Parson's Field.**

The Chairman commented that the Tree Warden had successfully dealt with the problem branches and there was nothing further to report of an immediate safety concern. Youngsters have built another den in the field but, as this is off the beaten path, it is not causing any obstruction and so does not have to be removed. However, it will be monitored for evidence of fire building.

**81 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 be requested to continue with playground inspections.

**82 2012/13 : To agree a new Code of Conduct for the Council**

The Council considered the paper provided in support of this item and

**RESOLVED : To adopt the template code provided by NALC.**

The Clerk will inform WLDC accordingly and upload the new code to the website. It was further agreed that each Councillor will complete the Register of Members' Interests form, as provided by WLDC, and return it to the Clerk for onward transmission to WLDC by 29th October 2012 latest. To assist in this process, the Clerk will provide an additional copy of the form to Councillors Baker, Fillingham and Rayner.

**Initialed ..... Chairman**

**83 2012/13 : To discuss the level of policing support for the parish**

The Chairman gave a brief update on the latest Panel meeting and explained to Council the changes that have taken place in respect of the local policing team, with the Gainsborough Town beat being amalgamated with the Gainsborough Rural North beat. He commented that he had become aware that, since the amalgamation, young people stopped by the police for antisocial behaviour reasons in Scotter were apparently not having their names taken. Whilst this may be because the officers see the behaviour as relatively minor in the overall scheme, it fails to recognise the progressive aspect of such behaviour and the impact it has on local residents. It also prevents the commencement of the formal process that can lead to offenders being given antisocial behaviour contracts or orders and previous experience has shown the worth of such tools in modifying behaviour.

**RESOLVED : To write to Lincolnshire Police to formally request that officers are instructed to take the names of any person stopped in Scotter for antisocial behaviour.**

**84 2012/13 : To consider a request from Eau Valley Singers for financial support**

The Council considered the request received from the choir against the background of its current financial situation and plans for the future. With monies available in its Community Projects fund for such purposes, it was

**RESOLVED : To make a donation of £300 for the purchase of essential Christmas music.**

**85 2012/13 : To agree a course of action on the maturity of the Council's £25k Fixed Rate Deposit Account**

The Clerk reminded Council that, historically, its bank has restricted higher rate, fixed deposit accounts to a minimum period of 6 months in the minimum amount of £25k, such that the usual course of action would be to transfer the total amount on maturity to its current account (which is still paying a higher rate of interest than the accessible deposit account). However, fixed deposit accounts can now also be obtained for periods of one and three months at rates far in excess of the current account and the minimum sum for investment has been reduced to £10k for Parish Councils. Considering the future planned expenditure pattern, it was

**RESOLVED : On maturity, to invest £10k in a three month fixed deposit account, £10k in a one month fixed deposit account and to transfer the balance of £5k together with the interest generated into the Council's current account.**

The bank mandate to achieve this was signed and dated at the meeting.

**86 2012/13 : To consider the creation of the bond for the payment received from the developer related to the Council's take-over of the small area of public open space at The Rookery**

The Clerk explained that, whilst it is the Council's policy to ring fence the lump sums received from developers for open spaces adopted by the Council to utilise the interest received to help fund the ongoing maintenance costs, the sum received in this case (£3.5k) is insufficient to enable investment in a fixed rate deposit.

**RESOLVED : To regard the £3.5k as an ear marked reserve in the Council's accounts and to invest it along with the sum received for The Granary when the one year fixed rate deposit account for the latter matures in May 2013.**

**87 2012/13 : To consider arrangements for funding of expenses for the youth club and Friday Night Project**

The Council considered the paper provided in support of this item and asked Councillor Baker for an update on progress being made with the youth club. Councillor Baker reported that the response has been very disappointing. The session has been provided for four consecutive weeks with no attendees at all, which has been highly surprising considering the requests that had been previously received for the Council to run such a club. She suggested that, to avoid unnecessary cost, the hire of the hall be cancelled until after half term and she would use this time to advertise the club more widely. If there is very limited take up of the service during November, the Council can then make a decision as to whether to continue with it. However, she did state that the Friday Night Project

**Initialled ..... Chairman**

continues to be very well attended and that some play items need to be replaced. With the exception of Councillor Baker who abstained, it was

**RESOLVED : To recompense Councillor Baker in the sum of £44.89 for expenses incurred in excess of the £250 advance made in January 2012 and to make an advance of a further £100 towards future expenses of the Friday Night Project, to include the purchase of replacement table tennis bats and snooker cues.**

It was agreed that Councillor Baker will meet with the Clerk on a monthly basis to reconcile payments made against the advance and to provide the Clerk with the receipts.

**88 2012/13 : To agree the Council's representation at the wreath laying ceremony on Remembrance Sunday**

**RESOLVED : That Councillor Baker will be the Council's formal representative and lay the wreath on behalf of the Parish.**

**89 2012/13 : To agree a date for an extraordinary meeting to consider the Precept for 2013/14**

**RESOLVED : That the extraordinary meeting to agree the Precept for 2013/14 will take place at 7.30pm on Monday 3rd December 2012 in the large committee room at the village hall.**

**90 2012/13: To receive a report from the Clerk**

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

**48 2012/13 Re-siting of Notice Board**

The Clerk reported that she had now heard from Lincolnshire Co-operative which had confirmed that it would cover half of the cost of a new board (£919.38) and the cost of installing it if the Council would bear the other half. However, it would not want the board to be sited where the Council had suggested on the grounds that it may reduce visibility for vehicles egressing the site. It proposed that it would need to be in front of the dove cote, which would be less visible to passers by and would need special planning permission, the dove cote being a listed building. Considering the additional cost to the Council, the less favourable positioning of the board and the fact that the current board (located at the corner of Hobb Lane and Gainsborough Road) has been recently renovated free of charge by a local businessman, it was

**RESOLVED : To continue with the existing notice board.**

The Clerk will inform the Co-operative accordingly, thanking them for their offer.

**61 2012/13 : Tree work in Parsons Field**

The Council noted the request from the Tree Warden for a suitable place to plant some small oaks. It was decided that, once the land drainage work had been completed at Scotterthorpe Allotments, it would be possible to take a small area of one of the vacant allotments for planting of the oaks, subject to the Tree Warden agreeing to keep the area tidy and weed free.

**62 2012/13 : Senior Swing**

The Clerk reported that the missing swing has now been replaced.

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

The meeting with LCC to discuss the operation of the scheme has been arranged for 11am on Wednesday 7th November 2012.

**90a 2012/13 : Scotterthorpe Allotments**

The Clerk explained that, despite chase letters being sent in September, holders of three allotments at Scotterthorpe have still failed to make payment for the year that commenced 1st April 2012 and have not returned their signed agreements for the 2012/13 year. It was agreed that the Clerk should send a further letter to them confirming that the Council now regards their tenancy as terminated under the terms of the agreement and asking them to return their keys. These allotments can then be

**Initialed ..... Chairman**

advertised together with the four allotments currently vacant, once the drainage work has been completed. The Clerk further reported that some sheds at the allotments had been broken into on the night of Thursday 11th October 2012 and items taken. The theft has been reported to the police. Allotment holders have suggested that the gate be extended upwards to deter opportunistic thieves from passing equipment over it. The Chairman will examine the gate to see if there is any merit in pursuing the idea.

**90e 2012/13 : The White Swan**

The Council noted that work had commenced in renovating the premises and its surroundings.

**91 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 October 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.

**92a 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 17<sup>th</sup> September 2012 and **RESOLVED : To concur with the actions taken by the Planning Committee and to adopt the minutes of the Committee meeting held on 17<sup>th</sup> September 2012.**

**92b 2012/13 : To note the receipt of results from the planning authorities**

The Council noted the following result received from the Planning Authority during the period : **128890 25 Kirton Road, Scotter** – a planning application for a loft conversion and an extension to the rear. **Granted**

**93 2012/13 : To note income received during September 2012 and to approve the cash book as at the end of September 2012 and its reconciliation to the bank statements.**

The Council noted the following income received during September 2012.

<u>DATE</u>	<u>PAYER</u>	<u>DETAILS</u>	<u>RECEIPTS</u>
05.09.12	Co-operative Bank	Interest - current account	4.84
10.09.12	S.U.F.C.	Payment for rabbit fencing - Parish Plan project	2,498.90
10.09.12	Playing Fields Committee	Payment for river bank fencing - Parish Plan project	645.00
10.09.12	Playing Fields Committee	Payment for fertiliser - Parish Plan project	600.00
10.09.12	Playing Fields Committee	Payment towards re-roofing of tennis hut - Parish Plan project *	850.00
10.09.12	Various	Rental of cemetery allotment nos. 6,9,12,13 & 14	50.00
10.09.12	Various	Rental of Scotterthorpe allotment nos. 13 & 13A	20.00
24.09.12	Co-operative Funeralcare	Interment of P.D. Kent in grave no. BA69.	500.00
24.09.12	Anglian Water	Credit for overcharges of water at Scotter cemetery	152.48
24.09.12	Mrs Y.M. Houghton	Rental of cemetery allotment no. 16	10.00
28.09.12	P. A. Robinson	Rental of Scotterthorpe allotment no. 11	10.00
28.09.12	Sport England	Interim payment of grant for MUGA	14,868.00
		<b>TOTAL RECEIPTS</b>	<b>20,209.22</b>

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

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

**Initialed ..... Chairman**

**94 2012/13 : To approve payments to be made.**

**RESOLVED : 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>
402393	EKM Limited	P.Plan project - civils for MUGA	5400.00	1080.00	6480.00
402394	TVES	P.Plan project - floodlighting for MUGA	9468.00	1893.60	11361.60
Direct debit	Multidata	Broadband & line rental, Oct. 2012	33.43	6.69	40.12
402395	Mrs N. Altoft	Maternity pay	648.89	-	648.89
402396	J Lyon	Wages	795.95	-	
		Mileage	21.60	-	817.55
402397	Mrs M. Brown	Cartridge, key cutting, stationery, etc.	34.79	5.55	
		Mileage to collect cartridge	6.30	-	46.64
402398	Spencers Garage	Fuel	171.59	34.31	205.90
402399	Green Stripe Garden Mch'y	Petrol rotary mower	332.50	66.50	
		Repairs to lift lever, ride-on mower	23.12	4.62	426.74
402400	SMP Playgrounds	Swing chains & shackles	113.30	22.66	
		Fixing bolts & insert brackets	44.00	8.80	188.76
402401	Playsafety Limited	Annual inspection of 3 playgrounds	189.00	37.80	226.80
402402	Clement Keys	External audit of 2011/12 Return	550.00	110.00	660.00
402403	Jas. Martin Diocesan Trust	6 mnths rental of Parson's Field	5.00	-	
		6 mnths rental of access path	0.50	-	5.50
402404	Eau Community Centre	Hire for FNP - June & July 2012	198.00	-	
		Hire for library - June - Aug., 2012	180.00	-	378.00
402405	S.V.H.A.	Donation towards car park repair/reline	2,000.00	-	
		Rental of office, Q1 & Q2 2012/13	255.50	-	2,255.50
402406	Ms C.Baker	Expenses for FNP/Youth Club	41.33	3.56	44.89
402407	Ms C.Baker	Future expenses for FNP	100.00	-	100.00
			<b>20,612.80</b>	<b>3,274.09</b>	<b>23,886.89</b>

**95 2012/13 ; To take any points from members, identify items for the next agenda and to note urgent items of interest.**

**95a** The Clerk reported that a voting paper had been received for the Council's completion in the election to the Scunthorpe & Gainsborough Water Management Board, voting papers to be returned by 26th October 2012. The Council discussed the proposed candidates and awarded its two votes as one each to two local farmers.

**96 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 the first relates to a potential legal matter and the second to confidential personal information.**

The member of the press departed at this time.

**97 2012/13 : To discuss correspondence received in relation to a boundary dispute**

Before the Council commenced its consideration of the correspondence on this matter, the Chairman pointed out that some of the correspondence was in relation to him personally in the course of carrying out his normal business and stated that he regarded it as appropriate for him to leave the room for the duration of the discussion on that particular element and during the voting on any resolution. As Councillor Rayner had already been elected as Chairman for the following item of

**Initialled ..... Chairman**

business, he agreed to chair this element and the vote on any resolution. Having fully considered the correspondence exchange, and in the absence of Councillor Day, it was  
**RESOLVED : To respond to the resident in accordance with the letter prior drafted by the Clerk but as amended by the discussion held.**

In the absence of Councillor Day and the acting Clerk, the following item of business was then considered, with Councillor Rayner in the Chair.

**98 2012/13 : To agree the terms of payment of the Acting Clerk**

The Council considered the paper provided in support of this item and

**RESOLVED : To make payment to the acting Clerk in accordance with the paper.**

It further

**RESOLVED : To make a payment to its appointed Clerk, in accordance with the paper, for work undertaken by her from her home on urgent items during the period mid May 2012 to 3rd September 2012 when there was no acting Clerk.**

Councillor Day then returned to the meeting room to declare the meeting closed at 9.02pm.

Clerk: .....

Chairman: .....

Date: .....