

**MINUTES OF A MEETING OF SCOTTON PARISH COUNCIL  
HELD ON THURSDAY 4 JULY 2019 AT 7PM  
IN THE VILLAGE HALL, SCOTTON**

**DRAFT MAY BE SUBJECT TO CHANGE**

**Present:** Councillor R Littlewood  
District Councillor Mrs Lesley Rollings  
District Councillor Liz Clews  
District Councillor Mrs Mandy Snee

**In Attendance:** James O'Shaughnessy – Deputy Monitoring Officer (WLDC)  
Katie Coughlan – Senior Democratic and Civic Officer (WLDC)  
Mr Mark Schofield  
Mr Ronald Walker  
Mrs Sue Walker  
Ms Julie Robinson  
Mr Alan Robnson  
Mr Peter Kulleseid  
Mr Robert Ramsey  
Mrs Janet Redfern  
Mr David Burke  
Mr Andrew Ramsey  
Mr Stewart Smith  
Mrs Mary Smith  
Mr Gregory Gough

1. **Introductions**

Roundtable introductions were made, with each person present introducing themselves to the meeting.

The Deputy Monitoring Officer, outlined the reason for his attendance, the nature of the temporary appointments of District Councillors, which had been made, and the main purpose of the evening's meeting, that being to co-opt members to the Parish Council to enable it to resume its normal functioning.

2. **Co-option of Councillors (minimum of three required but up to six permitted) – WLDC Officers**

The Deputy Monitoring Officer advised that the Parish would need to co-opt a minimum of three Members to join Councillor Littlewood, but the meeting could co-opt up to six councillors.

Expressions of interest were sought, and in response to a question, it was confirmed that the parish, could in due course co-opt additional non-voting members. The importance of community engagement was briefly discussed.

It was noted that each nomination would need to be proposed and seconded by those present who could vote.

Mr Andrew Ramsey was duly proposed and seconded and on being put to the vote was duly elected to the Parish Council.

Mr Ronald Walker was duly proposed and seconded and on being put to the vote was duly elected to the Parish Council.

Ms Jill Robinson was duly proposed and seconded and on being put to the vote was duly elected to the Parish Council.

Mr Alan Robinson was duly proposed and seconded and on being put to the vote was duly elected to the Parish Council.

Mr Robert Ramsey was duly proposed and seconded and on being put to the vote was duly elected to the Parish Council.

Mr Peter Kulleseid was duly proposed and seconded and on being put to the vote was duly elected to the Parish Council.

All those parishioners who had sought election to the Parish Council confirmed that they met at least one of the criteria to hold office.

**RESOLVED** that Mr Andrew Ramsey, Ronald Walker, Jill Robinson, Alan Robinson, Robert Ramsey and Peter Kulleseid be appointed to serve as Members of Scotton Parish Council.

With all the vacancies on the Parish Council now filled, the three District Councillors resigned from their temporary appointments made by Order of the District Council on 15 May 2019.

**RESOLVED** that the resignations be received and noted.

The meeting adjourned at 7.10pm in order that the newly elected councillors could complete their acceptances of office declarations and other associated paperwork.

The meeting re-adjourned at 7.20pm

### 3. **Appointment of Chairman**

The Deputy Monitoring Officer sought nominations for the position of Chairman.

Having been duly proposed and seconded

**RESOLVED** that Councillor Ronald Walker be appointed Chairman of Scotton Parish Council for the Civic Year.

Councillor Walker took the Chair for the remainder of the meeting.

**4. Appointment of Vice-Chairman**

The Chairman sought nominations for the position of Vice-Chairman.

Having been duly proposed and seconded

**RESOLVED** that Councillor Robert Littlewood be appointed Vice-Chairman of Scotton Parish Council for the Civic Year.

**5. Apologies for Absence**

None received.

**6. Members' Declarations of Interest**

There were no declarations of interest.

**7. Minutes of previous meeting**

The Minutes were read aloud to the meeting due to the new membership of the Parish Council.

It was noted the Annual Parish meeting had not been held due to the Parish Council being inquorate.

Councillor Littlewood indicated that he was unsure whether the defibrillator pads had been order. – New Parish Chairman to investigate.

It was suggested the Parish Council should appoint a Clerk but Councillor Walker indicated he was of the belief the position had been advertised and applications received. Officers from the District Council indicated it was important the recruitment process continued as previously agreed by the former Parish Council. This was a matter the new Parish Council would have to pick up in due course, once the access to the e-mail facility was resolved.

**RESOLVED** that:

- (a) the Minutes of the Meeting of the Parish Council held on 2 April 2019 be signed and agreed as a true record; and
- (b) it be ascertained by the Chairman whether the defibrillator pads had been order as agreed at the meeting on 2 April 2019.
- (c) The password to the parish council e-mail account be obtained from the outgoing chairman to enable the appointment of the Clerk to proceed.

8. **To agree to authorise the amendment of the approved signatories on the Bank Account for the Parish Council**

With the Parish Clerk and the previous members having resigned. There was a need for the approved signatories on the Parish Council Bank Account to be amended in order to allow the new Council, access to funds in order that invoices could be paid.

In the absence of the Standing Orders or Financial Regulations of the Council being to hand it was suggested normal practice would likely see three people appointed as the approved signatories.

**RESOLVED** that Mr Ronald Walker, Mr Robert Littlwood and Mr Robert Ramsey be appointed the approved signatories on the Parish Council Bank Account.

In response to questions, advice was given as to how the Parish Council should proceed in amending the account.

The newly elected Chairman indicated he would contact the former Chairman initially.

9. **To agree to reimburse WLDC for expenses paid on behalf of the Parish Council relating to grass cutting and maintenance**

As detailed above, the resignation of the Parish Clerk and all but one of Scotton Parish Councillors had made it impossible for the Parish to pay for any services received.

During that period, a bill had been received for grounds maintenance from Clive Williams totalling £160.

The District Council had paid the invoice on behalf of Scotton Parish and were now seeking re-imburement of costs incurred.

**RESOLVED** that the payment of £160 to WLDC for the reimbursement of grounds maintenance costs be authorised.

District Council Officers indicated that they appreciated the Parish was still not in a position to release funds and therefore the invoice for the amount would be delayed.

The Parish Council were requested to advise the District Council as soon as the banking arrangements had been amended in order that the invoice could be raised.

10. **To consider dates and times for future meetings.**

**RESOLVED** That the Parish Council meet the first Tuesday of every month at 6pm in the Village Hall, the next meeting being 6 August.

## 11. Any Other Business

### Eastgate

A resident advised that he had received a complaint relating to correspondence sent by the Parish Council regarding a hedge on Eastgate. The tone of the letter had caused concern to the recipient.

District Council Officers advised that it was important for all Parish Councillors to only act if the Parish Council had agreed action collectively.

It was also important that Parish Council operated in an approachable and friendly manner when resolving issues.

There were discussions regarding how the hedge had previously be maintained with assistance from locals.

### Liability Insurance

Councillor Littlewood indicated that he had received the invoice for the Parish Council's liability insurance.

He had paid this on his personal credit card.

**RESOLVED** that the District Council reimburse Councillor Littlewood for the amount of £302.85 in the interim period, and that the Parish Council authorise a reimbursement payment to the District Council once it has access to its funds as referred to in minutes 8 and 9 above.

### Village Hall Bookings

Mr Mark Scofield kindly agreed to make all future bookings of the village hall for parish council meetings.

### Interim Admin

Councillor Walker as Chairman, indicated he would undertake interim admin and be the point of contact for the Parish Council.

The Meeting closed at 7.50 pm