

SCOTTON PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 2ND
JULY 6PM IN THE VILLAGE HALL CARPARK, NORTHORPE ROAD, SCOTTON DN21
2RB

PRESENT: Councillors R. Walker (Chairman), R. Littlewood (Vice-chairman), P. Kulleseid, J. Robinson, A. Robinson and A. Ramsay

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In attendance: L. Cooper (Parish Clerk & RFO)

There were no members of the public present due to lockdown restrictions on meeting in public places. No more than 6 separate households were present. Councillors J. & A. Robinson counted as one household. All members adhered to a 2m social distance.

052/20 To receive apologies and reasons given

Apologies were received and accepted from R. Ramsay.

053/20 Disclosure of interests in accordance with the Localism Act 2011 and to consider any requests for dispensation

There were none.

054/20 To receive and approve the notes of the Extraordinary Parish meeting on 23rd March 2020

Unanimously **RESOLVED** that the notes be approved as a correct record and signed as Minutes.

055/20 Finance

a) To discuss the Annual Governance and Accountability Return 2019-20

There was a brief discussion.

b) To approve and signed the Annual Governance Statement 2019-20 Section 1

The Clerk read out the Annual Governance Statements to the Council. It was **RESOLVED** to approve all statements and sign Section 1 of the audit return.

c) To approve and sign the Accounting Statement 2019-20 Section 2

It was **RESOLVED** to approve the Accounting Statement and sign Section 2 of the audit return.

d) To approve and sign the Year End bank reconciliation

It was **RESOLVED** to approve and sign the Year End bank reconciliation.

e) To consider the 2019-20 Year End Financial report

The report was circulated to all Council members before the meeting. The report had been read and considered by those present.

f) To approve appointment of 'Parish Protect Suffolk' as the Council's insurer for a 3 year period

It was **RESOLVED** to approve 'Parish Protect' as the Council's insurer for a 3 year period.

g) To approve increase of Clerk's monthly hours and increase in salary from April 2020

The salary budget was increased in the budget forecast of 2020-21 to allow for a pay rise and increase to the Clerk's wages and hours in the new financial year. It was **RESOLVED** to approve the Clerk's salary to £15 per hour and to increase hours to 16 per month.

Scotton Parish Council Signed: Dated:
Chairman

h) To approve payments paid during lockdown, March – June 2020

A list of payments were circulated to the Council before the meeting. It was **RESOLVED** to approve all payments paid during March and June 2020. Payments are detailed below:

Date	Payee	Gross Amount £	Payment Information
09.03.20	LALC	34.20	Financial Training Man.
14.03.20	Tree Generation	180.00	Survey Jubilee tree
23.03.20	Leticia Cooper	19.80	Mileage
31.03.20	Clive Williams	260.00	Grass cutting
02.04.20	Leticia Cooper	159.80	April Salary
09.04.20	Leticia Cooper	80.20	Incremental wage increase April
29.05.20	Business Services at CAS	207.48	Parish Insurance
31.05.20	Leticia Cooper	4.00	Printing costs
05.06.20	Leticia Cooper	480.00	Salary May & June
05.06.20	Clive Williams	480.00	Grass cutting

i) To approve payments for July 2020

It was **RESOLVED** to approve the payments listed below:

Payee	Gross Amount £	Payment Information
LAB Planning Services Ltd	400.00	Modification to NDP
Christine Sylvester	20.00	Audit fees
Leticia Cooper	6.25	Expenses: purchase of stamps & printing costs
Leticia Cooper	480.00	Salary July & August
Leticia Cooper	19.80	Mileage

056/20 Clerk's report

The clerk explained that once the Annual Governance Audit Return had been approved and signed, the accounts for 2019-20 would be available to the public for a 30-day period. Information would be placed on noticeboards and published on the parish's website.

The clerk concluded by saying that she had begun working towards the CiLCA (Certificate in Local Government Administration).

057/20 Chairman's report

The chairman noted that an application for 16 Westgate had been received and that a previous application for this site had been refused. The chairman invited comment.

The following observations were made:

- Parts of the land were consistently wet, even in dry periods.
- The pond area acted as an overflow in rainy periods and alleviated flooding.
- There were concerns the existing drainage infrastructure may not meet capacity.
- The existing drains in the area were not built to accommodate surface water.
- The area had been set aside for development in the Scotton Neighbourhood plan but it had limited the number of new builds to 4. The application received was for 5.
- Concern about access to the site

Scotton Parish Council Signed: Dated:

Chairman

- It would appear cars would not be able to exit the site facing forward and would have to reverse, onto Westgate with substantially reduced visibility.

The chairman asked Councillors to study the application in further detail before submitting the Council's response to West Lindsey Planning department.

058/20 Date of next meeting

To be confirmed.

The meeting ended at 6.45pm.