



## Scotton Parish Council

*Caring for Community Together*

Scotton Village Hall, Hawthorne Ave, Scotton, Catterick Garrison. DL9 3NE

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### MINUTES FOR THE MONTHLY MEETING OF SCOTTON PARISH COUNCIL

Held on **MONDAY 1<sup>st</sup> September 2025** in **Scotton Village Hall** at **7pm**

**Present** – Cllr Paley, Cllr Greensmith, Cllr Whitehead, Cllr Kitching, Cllr Bennett and one member of the public

78. **To Receive apologies for absence** – Cllr Dale and the Clerk

**78.1 To receive and consider for approval, reasons given by councillors for their absence** - approved

79. **To receive Councillors declarations of interest** - Cllr Paley allotments

80. **Approval of minutes of Scotton Parish Councils Monthly meeting held on 01-07-25** – Proposed Cllr Fulton and Seconded Cllr Paley that they were accurate

**80.1 - Approval of the Village Hall and outdoor open spaces meeting held on Monday the 7<sup>th</sup> of July 2025** – Proposed Cllr Fulton and Seconded Cllr Paley that they were accurate

**80.2 - To discuss and consider updates from the meetings** – Elm trees near Bird Estate and Oak tree near to Mallard Park are being looked at by NYC. No right of ways have been found by NYC for the field belonging to them. Planning history needs to be done for Meanee play park to see when the houses were originally built a park was part of the planning application.

81. **To consider questions from the public** – Query from member of the public regarding the use of Bushby Gill Woods for scramble/off road bikes and whether the Parish Council can find out what is happening. Clerk advised the individual to contact the Police, Highways, NYC, Environmental Health and Cllr Jones (copying in the clerk) and confirmed she had forwarded the email the local police

82. **To consider updates from County Councillor** - None received but an email has been sent regarding a donation towards the Christmas lunch asking for an update.

83. **To discuss and consider Scotton Parish Business plan** - Leave until next open spaces meeting (after the next monthly meeting)

84. **To note or discuss police reports** - Report from 1<sup>st</sup> August 2025 – 28<sup>th</sup> August

  
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### 5 Crimes Reported

Crime/Violence – 3x Domestic incidents; 1x Emergency worker Assault RMPs Dealt with (military personnel) 1x Assault Vimmy Bks RMPs Dealing with

Crimes report for the same period last year = 4

0 Anti-Social Behaviour Reports, Anti-Social Report for the same period last year = 2

10 Person/Safety / Waring reports

5x Abandoned Calls – 3 from Care home all in order staff dealing and 1 from Vimmy mistake. 1x hoax call kids messing around

2x Concern reports – 1x OAP Home address check all in order. 1x Collapse female taken home by family member.

2x Suspicious Reports – 1 Report of occupants of a vehicle behaving suspiciously, area was checked, the vehicle had gone. 1x Male with possible knife near Aldi area search conducted nothing found no further reports or concerns.

1x Criminal Damage – Vehicle damaged by unknown offender Quentin Road area

0x Theft

All other warnings reported in the same period last year = 7

1x Reports of other incidents – 1x Highways disruption fallen tree Council called to deal. 0x Drugs.

Other incidents recorded (RTC's, RTC damage) the same period last year = 6

### **85. Parish Clerk's update and Correspondence**

**85.1 - To discuss new assertion 10 for the annual governance** - this has been circulated as everyone needs to use the .gov email address. **RESOLVED** to spend 5/10 minutes at the next meeting to help people access their emails if they were having problems.-

**85.2 – Next Village Hall and open spaces meeting – RESOLVED** to hold the next meeting after the meeting on October the 6<sup>th</sup> and to notify the clerk with any items for the agenda.

**85.3 – Change of date for the YLCA Branch meeting which is now the 27th of September – RESOLVED** to send apologies in as no-one is able to make this meeting.

**85.4 – Updates from the Summer, all the feedback has been positive. –** Good responses received from all the winners but poorly attended due to weather on the day. Some had thought it was a fair selling items.

### **86. To discuss and consider to adopt the new IT policy in line with the assertion 10 annual governance** - **RESOLVED** to adopt the IT policy.

### **87. To discuss and note the Annual Governance & Accountability return for the year ended 31<sup>st</sup> of March 2025** - Nothing was picked up. They only asked about the cash which was put into the accounts.

### **88. To discuss and consider Financial matters**

**88.1 - To discuss and consider bank recs June and July 2025 bank statements –** Proposed by Cllr Fulton and Seconded by Cllr Whitehead that they were accurate

**88.2 – To discuss and consider bank recs July and August 2025 bank statements –** Proposed by Cllr Fulton and Seconded by Cllr Whitehead that they were accurate.

**88.3 - To discuss and consider BACS for approval –** Proposed by Cllr Fulton and Seconded by Cllr Fulton to approve the BACS payments. It was noted that the bank interests were going down across the board.

**88.4 – To discuss and consider quotes for post renewal in allotment** - Have someone who is going to have a look

  
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**88.5 - To discuss and consider play park inspections** – RESOLVED to go with the first quote of £375

**88.6 – To discuss and consider insurance** - RESOLVED to go with the first quote of £1308.58. Noted the increase in cover and therefore cost due to the new playpark equipment in Hawthorne.

**88.7 – To discuss and consider new pay award by NALK and back pay** – RESOLVED to approve new pay scale.

**88.7 – To discuss and consider monies raised from the Summer fair** – RESOLVED for the £120 to be added to the other petty cash totalling £196.14. Petty cash to be used to purchase the new shredder on agenda item 87.8

**87.8 – To discuss and consider cost of a new shredder** – RESOLVED for the clerk to research costings of an acceptable new cross cut shredder.

89. **To discuss and consider updates regarding the mandate an lock box** - All previous signatories on the account have now been removed. Cllr Whitehead and Cllr Greensmith need to arrange time to access the lock box.

90. **To discuss and consider items for the next newsletter** - RESOLVED for a picture of the winner of the trophy.

91. **To discuss and consider defibs** -RESOLVED to see if a defib could be housed on the outside of the hub building on Loos Road.

92. **To discuss co-option of new Councillors and advertise for applicants** –

93. **Burial Board Minutes and Agenda can be found via a link on scotton-pc.gov.uk website**

94. **Next Meeting to take place Monday 6<sup>th</sup> of October 2025 in Scotton Village Hall at 7pm**

*Filming, photography and recording is allowed at Parish Council Meetings under the openness of Local Government Bodies Regulations 2014*

**Bank statements June and July 2025 87.1**

| Voucher Code                       | Date       | Description                          | Supplier                        | Total     |
|------------------------------------|------------|--------------------------------------|---------------------------------|-----------|
| 19 Room Hire                       | 30/06/2025 | Receipt - Bowls Hire                 | Bowls                           | 48.00     |
| 35 Water VH                        | 30/06/2025 | Payment - Water - Scottish Water Bus | Scottish Water                  | -18.68    |
| 37 Wages - Care Taker              | 30/06/2025 | Payment - Wages                      | A England                       | -180.83   |
| 36 Wages - Parish Clerk            | 30/06/2025 | Payment - Wages                      | L Hodgson                       | -812.39   |
| 38 Scribe Software Purchase        | 01/07/2025 | Payment - Scribe Software            | Starboard Systems Ltd           | -42.00    |
| 20 Room Hire                       | 07/07/2025 | Receipt - Hall Hire                  | Ad hoc Room Hire                | 20.00     |
| 39 Telephone                       | 08/07/2025 | Payment - Mobile Phone               | TESCO MOBILE                    | -7.95     |
| 40 Electric VH                     | 10/07/2025 | Payment - Octopus - Gas              | Octopus                         | -43.63    |
| 41 Purchases VH                    | 12/07/2025 | Payment - Village Hall Purchases     | Savers                          | -2.49     |
| 42 Colburn Hipswell Burial Precept | 12/07/2025 | Payment - Burial Board               | Burial Board - Colburn/Hipswell | -1,733.00 |
| 45 Grass Cut                       | 12/07/2025 | Payment - Grass Cuts                 | R Bowland                       | -960.00   |
| 44 Tree Cut                        | 12/07/2025 | Payment - Pnf Fencing Ltd            | Pnf fencing Ltd                 | -3,744.00 |
| 43 HMRC                            | 12/07/2025 | Payment - HMRC PAYE/NIC              | HMRC                            | -90.71    |
| 46 Bank Charges                    | 16/07/2025 | Payment - Bank Charges               | HSBC Bank                       | -10.00    |
| 21 Room Hire                       | 17/07/2025 | Receipt - Hall Hire                  | Eva Taylor - Pilates            | 136.00    |
| 22 Room Hire                       | 18/07/2025 | Receipt - Hall Hire                  | Ad hoc Room Hire                | 10.00     |
| 23 Bank Interest                   | 25/07/2025 | Receipt - Interest Received          | HSBC Bank                       | 9.45      |
| 24 Bank Interest                   | 25/07/2025 | Receipt - Interest Received          | HMRC                            | 86.99     |

**Bank statements July and August 87.2**

  
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| Code              | Date       | Bank                                   | Supplier                     | Total     |
|-------------------|------------|----------------------------------------|------------------------------|-----------|
| Room Hire         | 04/08/2025 | Scotton Parish Council Current Account | TWYMAN - Sewing              | 48.00     |
| Room Hire         | 05/08/2025 | Scotton Parish Council Current Account | Eva Taylor - Pilates         | 132.00    |
| HMRC VTR          | 18/08/2025 | Scotton Parish Council Current Account | HMRC VTR                     | 1,236.14  |
| HMRC VTR          | 20/08/2025 | Scotton Parish Council Current Account | HMRC VTR                     | 11,381.64 |
| Bank Interest     | 25/08/2025 | Scotton Parish Council Savings account | HSBC Bank                    | 74.90     |
| Bank Interest     | 25/08/2025 | Scotton Parish Council Play Account    | HSBC Bank                    | 9.16      |
| Room Hire         | 31/07/2025 | Scotton Parish Council Current Account | RDA                          | 10.00     |
| Summer Fair       | 25/08/2025 | Petty Cash                             | Scotton Parish Council       | 120.00    |
| Wages - Parish Cl | 31/07/2025 | Scotton Parish Council Current Account | L Hodgson                    | -812.39   |
| Wages - Care Tak  | 31/07/2025 | Scotton Parish Council Current Account | A England                    | -181.03   |
| Water VH          | 29/07/2025 | Scotton Parish Council Current Account | Scottish Water               | -18.68    |
| Bank Charges      | 15/08/2025 | Scotton Parish Council Current Account | HSBC Bank                    | -10.00    |
| Scribe Software P | 01/08/2025 | Scotton Parish Council Current Account | Starboard Systems Ltd        | -42.00    |
| Tree Cut          | 01/08/2025 | Scotton Parish Council Current Account | Em Tree and garden services  | -600.00   |
| Telephone         | 08/08/2025 | Scotton Parish Council Current Account | TESCO MOBILE                 | -7.95     |
| Grass Cut         | 12/08/2025 | Scotton Parish Council Current Account | R Bowland                    | -840.00   |
| Summer Fair       | 12/08/2025 | Scotton Parish Council Current Account | L Hodgson                    | -342.00   |
| Boiler VH         | 12/08/2025 | Scotton Parish Council Current Account | KH Heating Ltd               | -78.00    |
| Training          | 12/08/2025 | Scotton Parish Council Current Account | SLCC for local Council Profe | -144.00   |
| HMRC              | 12/08/2025 | Scotton Parish Council Current Account | HMRC                         | -90.51    |

|                 |                 |
|-----------------|-----------------|
| cash in hand    | 196.14          |
| Current account | 13281.33        |
| Savings account | 59880.96        |
| play account    | 7032.2          |
|                 | <b>80390.63</b> |

BACS for approval 87.3

|                     |        |
|---------------------|--------|
| wages August        | 993.22 |
| pklittle John Audit | 378    |
| HMRC                | 90.71  |
| R Bowland           | 840    |
|                     |        |
|                     |        |
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