



## Scotton Parish Council

*Caring for Community Together*

Scotton Village Hall, Hawthorn Ave, Scotton, Catterick Garrison. DL9 3NE  
Email: scottonparishcouncil@hotmail.co.uk

### **MINUTES FOR THE MEETING OF SCOTTON PARISH COUNCIL MONDAY 4<sup>th</sup> September 2023**

Present Cllr Whitehead, Cllr Paley, Cllr Walker-Smith, Cllr Fawcett, Parish Clerk Lorraine Hodgson and one member of the public.

22. **To receive apologies and accept reasons for absence** – Cllr Irvine, Cllr Greensmith, Cllr Dale and Cllr Archer. All apologies were accepted.
23. **To receive Councillors declarations of interest** - Cllr Paley 35 Cllr Walker- Smith
24. **To approve minutes of the meeting held on Monday 3<sup>rd</sup> July 2023** – Proposed by Cllr Paley and Seconded by Cllr Fawcett that they were a true record. Cllr Walker-Smith abstained as not present at the last meeting.
25. **To consider questions from the public** – Discussions took place regarding a tree which had blown down on Hunton Road and was removed. Anyone who has any concerns regarding trees they can go onto the North Yorkshire Council Website. Go to Highways and report it online or ring 03001312131 also contact the Police.
26. **To receive and consider updates from County Councillor** – No apologies received from Cllr Jones. The clerk updated the Council that she had received information regarding the funding for the Christmas Dinner. Discussions took place regarding long standing issues and it was **RESOLVED** for the clerk to write a letter regarding insurance for flooding, Hunton footpath, lack of communication and circulate it before sending.
27. **To elect a Vice Chair** - Defer till next meeting
28. To discuss and consider any planning applications –  
***New Premises Licence Application for Catterick Garrison Golf Club. Hours will be 10.am till Midnight Mon, Tue, Wed, Sun and 1.am on Thu, Fri and Sat. This will only be used for special occasions. No objections***
29. **To discuss updates regarding the increase of insurance due to the Surface Water Flood Risk Plan** – **RESOLVED** for the Clerk to contact the officer again for any updates.
30. **To note or discuss police reports** – Discussions took place and it was **RESOLVED** for the Clerk to ask for Julys crime statistics and to ask where they take place. Clerk also to send photo of poorly parked car on Bedale Road.

31. **To consider play park updates, consider repairs and appoint a contractor for full inspection of the Play parks. To discuss 3 quarterly checks. To discuss Meanee playpark. To discuss new gates for Scotton Gardens** – Cllr Paley updated the Cllrs regarding the possibility of having Streetscape to do some inspections and to fix things that need to be done during the inspection. The Clerk informed the Cllrs that Streetscape had fixed Falcon Playpark seesaw and gate at a cost of £306, we can claim the VAT back, it was approved. Falcon Playpark now up to date with all actions. Quotes were looked at for the big inspection of playparks and it was **RESOLVED** to go with Matthews contact at the cost of £500 plus VAT. Cllr Paley is meeting up with Streetscape regarding Hawthorn Playpark. **RESOLVED** to look at 3 quarterly play parks checks with a contractor for next month's meeting. To get a four-year budget forecast of costs for all the play parks for the precept.
32. **To discuss and consider any updates on the benches and approve the payment of £125.00 for the insurance excess** – Clerk updated the Cllrs that we have received our insurance money so we will be paying £1674.00 but will be able to get £279 VAT back so the bill will be 1395.00 minus the £125.00 insurance so the cost will be £125.00 excess, it was approved to pay the £125 excess. The contractor is currently going through highways to get a date for the concrete base to be done, the clerk to update the Council.
33. **To discuss and consider Scotton Parish councils business plan and constitution for the Village Hall. To discuss plans found regarding the carpark at the Village Hall** – Looking for the constitution for the Village Hall plans for the carpark were discovered. Discussions took place and it was **RESOLVED** to get some advice and quotes for extra parking for the Village Hall and allotments. It was **RESOLVED** to meet up to do a job spec for the job.
34. To discuss Village Maintenance jobs
- Graffiti on Village Hall Wall – **RESOLVED** to advertise to see if we can get anyone with a power wash to do this. Also, to see about the moss in the playparks.
  - Painting of the hall and toilet in village Hall – to advertise this job on facebook.
  - Noticeboards – In hand with Cllr Fawcett.
  - Fence in Scotton Gardens playpark - Wed 20<sup>th</sup> September
  - Painting of play equipment – Clerk disappointed that the contractor had not responded to any email this is to be readvertised and to contact Streetscape to see if they have any contacts.
  - Bus stop on Hunton Road – **RESOLVED** for the clerk to email regarding the lack of harris fencing.
  - VAS signs – this needs to be moved.
  - Grit bins – **RESOLVED** for this to be an agenda item for next month and for the clerk to get quotes from Highways and Ray.
  - Waste bin in Hawthorn Playpark – Clerk to ask RDC, Streetscape for prices.
  - Signs – It was **RESOLVED** to accept the quote of £25 +VAT for the sign at Meanee Park and £100 plus fitting for the SCOTTON Road sign. To go through Chairmans actions for the no dogs allowed for Hawthorn Park.
  - Key Register – Completed after the meeting.
  - Coshh forms for Village Hall – These are now in place.
35. **To consider any allotment updates** – Clerk had a look at the allotment and still wood. It was **RESOLVED** to write a letter giving a Months' notice. Clerk to remind the allotment reps that an inspection needs to be done in September.

36. . To discuss and consider newsletter – Discussions took place regarding items for the newsletter. Benches, Playparks, Christmas Meal what on in the Village Hall were all mentioned. It was **RESOLVED** for the clerk to get a quote for the newsletters.

37. **To discuss defibs** – Clerk to get someone in to see where they need to go.

38. **To discuss and consider GPDR for councillors and new email addresses** – defer ask if everyone.

**39. Parish Clerk's update and Correspondence**

Discuss community Emergency plan – Clerk to ask representative to come to the next meeting

Letter from Cllr Keane Ducan regarding new approach to managing speed limits - letter to go to Cllr Duncan regarding moving the 30mile speed sign.

Verbal on feedback on full Council training and training for the clerk – Clerk to get some prices for full Parish training.

To discuss ICO subscription – **RESOLVED** to move forward and sign up to ICO. Cost between £35 to £45.

**Verbal update**

Clerk informed the Cllrs of problems with our current website. It was **RESOLVED** to add this to the agenda and ask for some advice on how to move forward.

Update just to note we have received the AGAR audit and no problems were found. This has gone onto the noticeboard and website.

Clerk still not able to access the Parish Portal so is getting some training this week to have a look at it. The new Council want Councils to use this as it escalates things quicker.

40. **To discuss and consider making two new committees one for open spaces and one for the Village Hall** - defer

41. **Bank rec June 2023 – July and July bank Statement 2023 Appendix BACS payments and Banc rec August 2023 – July and August bank Statement 2023 Appendix BACS payment**

It was noted that an invoice was not correct. Clerk explained that she was waiting for the VAT one before adding it. This is to be looked at next meeting. Proposed by Cllr Whitehead and Seconded by Cllr Paley that other than the invoice all was correct and corresponded with the bank statements.

42. **To discuss and Consider information on HSBC bank savings accounts** – Clerk explained that we can move money but can't pay individual BACS payments form the accounts. Discussions took place and it was **RESOLVED** to transfer £10.000 to each account. It was **RESOLVED** for the Clerk to update all the bank details and to ask other Councils who they save with.

43. **To discuss co-option of a new Councillor if anyone has applied. To advertise to co-opt a new Cllr to be co-opted in the October's meeting if no-one has applied** - Tony Bend applied and was elected as our new Councillor.

44. **Burial Board Minutes and Agendas can be found on Colburn, Hipswell, Scotton Joint Burial Authority.**

45. **Next meeting 2<sup>nd</sup> October at 7pm**

**Bank Balance 25th June to 25th July  
2023**

Account 482 - Current Account	<b>£42,526.54</b>	Actual
Account 490 - Current Account-Savings	£7,056.42	Actual
Account 466 - Current Account-Play Park	£7,100.43	Actual
	<u>£56,683.39</u>	

**Current Acc b/Fwd from previous month** £43,935.93 **£43,935.93**

**Income**

Smith	Hall Hire	£10.00
CHQ	080 Bowls Hall Hire	£60.00
Grace	Church Hall Hire	£96.00
Grace	Church Hall Hire	£128.00
Coyne	Zumba Hall Hire	£24.00
Coyne	Zumba Hall Hire	£24.00
Taylor	Pilates Hall Hire	£144.00
Catt	RDA Hall Hire	£10.00

£496.00

**Expenditure**

Water	Scottish Water Bus	£18.50
June	Wages	£873.65
Hp	Ink SPC	£9.99
R Bowland	June Grass cut	£840.00
Fawcett	Village Repair	£84.72
Fawcett	Village Repair	£8.99
HMRC	TAX	£21.80
HMRC	Bank Charges	£10.00
E.ON.NEXT	Village Hall Gas	£37.74

**-£1,905.39**

**£42,526.54**

**SCOTTON PARISH COUNCIL MONTHLY BANK RECONCILIATION**

July to August 2023

**Bank Balances as at**

Account 21410482 - Current Account	B/F	<b>£35,241.02</b>	Actual
Account 21410490 - Current Account-Savings	B/F	£7,067.27	Actual
Account 91466844 - Current Account-Play Park	B/F	£7,111.35	Actual
		<u>£49,419.64</u>	

**Current Acc b/Fwd from previous month** 42526.54 **£42,526.54**

**Income**

Paley Hall Hire	£20.00
Smith Hall Hire	£20.00
Twyman Hall Hire Sewing	£48.00
Pennell Hall Hire	£20.00
CHQ Hall Hire Bowls	£36.00
Taylor Village Hall Hire Pilates	£128.00
AVIVA insurance claim	£1,270.00

£1,542.00

### **Expenditure**

VIS Amazon Village Hall hand roll	£17.99
Scottish Water Bus Water	£18.50
Wages July 23	£777.98
VIS Amazon Village Hall first aid	£9.63
D Ogilvie bench	£1,860.00
R Bowland Hedge Cut Allotment	£114.00
Lawrence Tree Removal	£4,416.00
Village Hall purchases	£14.49
R Bowland Jul Grass Cut	£840.00
HSBC Bank Charges	£10.00
E.ON.NEXT V H gas charges	£33.60
E.ON.NEXT V H Electric	£159.83
Wage Aug	£555.50

-£8,827.52

**Balance C/Fwd as at**

**£35,241.02**

### **BACS Payments for Approval September 23**

wages August Paid	£180.13
streetscape playpark repairs Paid	£2,919.60
R Bowland August Grass Cut	£840.00
PKF LittleJohn External Audit	£378.00
David Ogilvie Bench	£1,674.00
HP ink June July ink	£9.99
Streetscape playpark Falcon Park	£306.00
Image Creation domain	£32.50
BHIB insurance	£919.64
England expenses	£3.99

£7,263.85

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# MINUTES OF SCOTTON PARISH COUNCIL ANNUAL MEETING HELD ON 15<sup>th</sup> OF MAY 2023

1. Present – Cllr Paley, Cllr Greensmith, Cllr Whitehead, Cllr Archer, Cllr Fawcett, Cllr Walker-Smith, Cllr Dale, Lorraine Hodgson (Clerk) and 5 members of the public.
2. To receive apologies of absence – None received
3. Nominations are invited for the Election of Chairman for the next year and declaration of acceptance of office – Cllr Greensmith nominated Cllr Paley and Cllr Dale seconded - **RESOLVED** for Cllr Paley to take the Chairmans role
4. Nominations are invited for Election of Vice Chairman – Cllr Whitehead nominated Cllr Walker-Smith and Cllr Dale Seconded - **RESOLVED** for Cllr Walker-Smith to be vice chair.
5. To approve minutes of the meeting held on 16<sup>th</sup> May 2022 – Proposed by Cllr Greensmith and seconded by Cllr Paley that they were a true record.
6. To receive individual reports from members of Committees – Cllr Greensmith gave a report for the year.

Third phase of Hunton Road footpath is nearly completed. Village Hall has had a thermostat installed and new efficiency lighting. The toilets have been refurbished which has enabled an additional toilet. So now the Village Hall has a ladies, gents and disabled toilet. New flooring has been fitted in the toilet's hall and kitchen. Custom built storage box with wheels has been commissioned through a grant to store the bowls mat, Pilates mats to keep the hall tidy and reduce the risk of accidents. A new soak away has been fitted outside the village hall diverting the water to the beck. Noticeboard fitted outside the Village Hall. All unwanted items from the Village Hall were given to different halls so the Village Hall looks more presentable ready for hire.

Three course meal was provided for the old age pensioners and also lunches throughout the year.

The Parish received the Coronation grant, community utility support fund for the Village Hall.

The installation of 14 benches and 6 benches have been refurbished by the Veterans woodcraft group. This was completed with grants and is cost neutral to the Parish. Tree maintenance has continued across multiple areas around Scotton.

Falcon and Scotton Gardens parks have been refurbished with a grant. General Park maintenance across all parks and refurbished the Mallard Park trim trial.

Repaired the dog park fences and installed new gate posts. Additional salt bin on Hunton Road.

Two new solar street lights to be installed on Hunton Road.

7. Appointment of committee Members
  - Burial Board – it was **RESOLVED** for Cllr Greensmith, Cllr Fawcett and Cllr Whitehead to represent the Parish
  - YLCA Member – It was **RESOLVED** for Cllr Dale to be the representative
  - Garrison Partnership Member – it was **RESOLVED** to change the Partnership to Gathering and **RESOLVED** for Cllr Fawcett to represent the Parish.
  - Planning Committee – it was **RESOLVED** for Cllr Dale and Cllr Whitehead to represent the Parish.
  - Allotment Member **RESOLVED** for Cllr Greensmith and Cllr Archer to take on the duties.

8. Annual Governance Statement for the Annual Return. And public rights to be put out on the 4<sup>th</sup> of June and displayed from the 5<sup>th</sup> of June to the 14<sup>th</sup> of July for inspection of accounts - Proposed by Cllr Paley and Seconded by Cllr Greensmith.
9. Approval of Accounts for the year ending 31<sup>st</sup> March 2022 – 2023 - Proposed by Cllr Greensmith and Seconded by Cllr Archer.
10. Arrangement of the dates and times of meetings for 2023 – 2024 – Proposed by Cllr Paley and Seconded by Cllr Archer.
  - Monday the 5<sup>th</sup> June 2023 to commence at 7pm
  - Monday the 3<sup>rd</sup> July 2023 to commence at 7pm
  - Monday the 4<sup>th</sup> September to commence at 7pm
  - Monday the 2<sup>nd</sup> October to commence at 7pm
  - Monday the 6<sup>th</sup> of November to commence at 7pm
  - Monday the 4<sup>th</sup> December to commence at 7pm
  - Monday the 8<sup>th</sup> January to commence at 7pm
  - Monday the 5<sup>th</sup> February to commence at 7pm
  - Monday the 4<sup>th</sup> March to commence at 7pm
  - Monday the 8<sup>th</sup> April to commence at 7pm
  - Monday the 13<sup>th</sup> May to commence at 7pm