



## Scotton Parish Council

*Caring for Community Together*

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

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### **MINUTES FOR SCOTTON PARISH ANNUAL COUNCIL MEETING held in Scotton Village Hall at 7pm on Monday the 11<sup>th</sup> of May 2026**

**Present** – Cllr Whitehead, Cllr Paley, Cllr Greensmith, Cllr Paley, Cllr Fairbairn, Cllr Bennett clerk one member of the public Cllr Fulton arrived 7.15pm

1. **Nominations are invited for the Election of Chairman for 2026-2027 and declaration of acceptance of office** – Cllr Dale proposed Cllr Whitehead, Cllr Greensmith Seconded Cllr Whitehead all in favour and Cllr Whitehead accepted.
2. **To receive apologies for absence** – Clerk advised Cllrs that Cllr Fulton would be late.
  - 1.1 **To receive and consider, reasons given by Councillors for their absence**
3. **Nominations are invited for Election of Vice Chairman for 2026-2027** - Cllr Dale Proposed Cllr Fulton, Cllr Greensmith Seconded all in favour.
4. **To note minutes of the meeting held on 12<sup>TH</sup> May 2025**
  - 4.1 **Approval of minutes of Scotton Parish Councils Monthly meeting held on Monday the 13<sup>th</sup> of April 2026 and minutes of the Annual Meeting of Scotton Parish 12<sup>th</sup> May 2025** – Proposed Cllr Greensmith, Seconded Cllr Dale that they were accurate.
5. **To receive any reports from members of Committees** – Cllr Whitehead read as statement.
6. **Appointment of committee Members**
  - **Burial Board** - Cllr Whitehead, Cllr Bennett and Cllr Greensmith were appointed.
  - **YLCA Member** – Cllr Bennett, Cllr Fairbairn and the clerk were appointed.
  - **Planning Committee** – Cllr Whitehead was appointed
  - **Allotment Member** – Cllr Greensmith and Cllr Dale were appointed
7. **Arrangement of the dates and times of meetings for 2026 – 2027**
  - Monday the 1st June 2026 to commence at 7pm
  - Monday the 6<sup>th</sup> July 2026 to commence at 7pm
  - Monday the 7<sup>th</sup> September 2026 to commence at 7pm
  - Monday the 5th October 2026to commence at 7pm
  - Monday the 2nd of November 2026 to commence at 7pm
  - Monday the 7th December 2026 to commence at 7pm
  - Monday the 4<sup>th</sup> January 2027 to commence at 7pm
  - Monday the 1st February 2027 to commence at 7pm
  - Monday the 1st March 2027 to commence at 7pm
  - Monday the 5th April 2027 to commence at 7pm
  - Monday the 10th May 2027. Annual meeting of Scotton Parish 6.30pm followed by Scotton Parish Annual Council meeting

8. **To consider questions from the public** - none received
9. **To discuss and consider updates or correspondence from County Councillor** – none received.
10. **To discuss and consider Police Reports** – None received
11. **To discuss and consider clerks update and correspondence**
  - 11.1 **To discuss and consider update on Octopus supplier** – Due to technical problems Octopus had put the gas on a normal tariff and not the two year contract. We should receive £119.84 refund
  - 11.2 **To consider retrospectively the decision to install a gateway portal on the gable end of Scotton Village Hall** – **RESOLVED** to install the portal and receive £350 a year rental.
12. **To discuss and consider Financial matters**
  - 12.1 **To discuss and consider bank recs March to April 2026** – Cllr Fairbairn proposed that all accounts were accurate and Cllr Whitehead seconded them. Clerk updated the Cllrs that the internal auditor has said printed monthly bank statements should be ok for the audit, so we can get full monthly statements.
  - 12.2 **To discuss and consider BACS for approval** – **RESOLVED** to approve the BACS payments.
  - 12.3 **To discuss and consider request for financial support for Risedale Youth project** – **RESOLVED** to ask what the project is for and is it a stand-alone project. Why it is linked with Carlton Lodge.
  - 12.4 **To discuss and consider quotes for Road resurfacing at the Village Hall** – Still waiting for a quote but have been advised that tarmac is very expensive at the moment.
  - 12.5 **To discuss and consider resurfacing of the grass at Hawthorne park** – Waiting for 2 quotes. **RESOLVED** to have this as an agenda item for next month. To ask the contractors if they could do a quote to have all the grass etc moved and re-laid. To look at Mayors funding for bike ability and pitch pump zone.
  - 12.6 **To discuss and consider quotes for noticeboards** – Discussions took place and it was **RESOLVED** to look for quotes for new noticeboards for Mallard, Scotton Gardens and Vicarage Rd.
  - 12.7 **To discuss and consider quotes for Village Hall kitchen refit** – Discussions took place and it was **RESOLVED** to accept the quote of £3240.00 and £1200.00 to update the Kitchen.
  - 12.8 **To discuss and consider quote for play parks** – Some small repairs have been noted while repairing the Play parks. It was **RESOLVED** for the clerk to move forward with the repairs if not exceeding £1000.00, but to advise the Chairman.
13. **To discuss and consider Village Hall and outdoor spaces**
  - 13.1 **To discuss and consider allotment updates** – All allotments taken and one person on the waiting list. Baths have been removed and someone has added a post onto the gate nearest the dog park, so it will close. **RESOLVED** to send two letters out to allotment holders to tidy up their allotment.
  - 13.2 **To discuss and consider Play parks** – repairs have been completed. **RESOLVED** for a letter to go to the farmer near Oak Tree Play park as a tree looks in poor state.

Discussions took place regarding the removal of Bins and a closed top bin being put in Hawthorne and to look into getting the rubbish collected. New stronger cable ties have been used to secure the net on the football posts. It was **RESOLVED** to look at a price for new nets and to have the replace every couple of years. The clerk to contact the installer as the post has a rust spot on it.

**13.3 To discuss and consider Village Hall car park** – Clerk has asked for information for a replacement bin for the damaged bin near the dog walking park. It was **RESOLVED** to get a sign made for the Village Hall Car Park to say no overnight parking and for use of Village Hall users, allotments only. To use Eye Catching signs. For this to be an agenda item next month.

**13.4 To discuss and consider Village Hall** – **RESOLVED** to get a quote for making a cupboard in the gents toilet for cleaning equipment and for the sink in the disabled toilets to be fixed.

**13.5 To discuss and consider defib** – **RESOLVED** to find information on how long we have had the defib battery. To write a letter to ask permission to put a defib on the MOD building and give to Cllr Dale and also ask if the fish and chip shop would be willing to house a defib.

**13.6 To discuss and consider Scotton Produce show Saturday 11<sup>th</sup> of July** – Discussions took place regarding the event.

14. **To discuss and consider newsletter** – **RESOLVED** to look at recognising people who help in Scotton.

15. **To discuss and consider the Annual and accountability return 2026**

**15.1 To receive the annual internal audit report** – Clerk explained the report. **RESOLVED** to add reserves and reserve policy onto the agenda next month.

**15.2 To discuss and consider the annual governance statement 2025/2026** – This was filled in at the meeting.

**15.3 To discuss and consider the AGAR section 2 accounting statements 2025/2026**  
– Approved

**15.4 To discuss and consider the dates for the public rights and publication of annual governance, suggested dates Wednesday 3<sup>rd</sup> June** – **RESOLVED** to go with the suggested dates.

16. **To discuss and consider and approve standing orders policy and financial regulations**  
– **RESOLVED** to approve the updated policies.

17. **To discuss and consider co-option of new Councillors and advertise for applicants**

18. **Burial Board minutes and Agenda can be found via the link on [Scotton-pc.gov.uk](http://Scotton-pc.gov.uk)**  
**Minutes were signed and approved by Cllr Whitehead on 01-06-2026**

Next Meeting to take place Monday the 1<sup>st</sup> of June at 7pm in Scotton Village Hall

Meeting finished 8.50

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

BACS for approval

Date	Description	Supplier	Total
04/04/2026	Receipt - Hall Hire	Eva Taylor - Pilates	120.00
01/04/2026	Payment - Scribe Software	Starboard Systems Ltd	-42.00
07/04/2026	Receipt - VAT	HMRC VTR	1,048.22
08/04/2026	Payment - Mobile Phone	TESCO MOBILE	-7.95
13/04/2026	Receipt - Hall Hire	TWYMAN - Sewing	48.00
10/04/2026	Payment - Octopus Electricity	Octopus	-30.07
17/04/2026	Receipt - Hall Hire	bowls hall hire	24.00
10/04/2026	Payment - Octopus - Gas	Octopus	-54.88
30/04/2026	Receipt - Precept Payment	NYC Precept	28,000.00
15/04/2026	Payment - Bank Charges	HSBC Bank	-0.50
21/04/2026	Receipt - Hall Hire	Ad hoc Room Hire	16.00
15/04/2026	Payment - HMRC PAYE/NIC	HMRC	-99.62
25/04/2026	Receipt - Interest Received	HSBC Bank	27.42
17/04/2026	Payment - Grass Cuts	R Bowland	-456.00
25/04/2026	Receipt - Interest Received	HSBC Bank	68.94
17/04/2026	Payment - payroll	Benson Wood	-240.00
17/04/2026	Payment - Software services and Office 365	WJPS Limited	-1,035.60
17/04/2026	Payment - YLCA - ANNUAL SUBSCRIPTION	YLCA	-696.00
17/04/2026	Payment - Commercial Waste Services	NYC	-820.84
17/04/2026	Payment - Village Hall Purchases	Tesco	-5.04
29/04/2026	Payment - Water - Scottish Water Bus	Scottish Water	-18.68
30/04/2026	Payment - Wages	Staff - Wages - Parish Clerk	-838.46
30/04/2026	Payment - Wages	Staff - Wages - Care Taker	-178.52
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1	<b>BACS for approval</b>		
	HMRC	£105.62	
	R Bowland	£960.00	
	internal audit	£140.00	
	Cleaning of play equipment	£1,344.00	
	Falcon Park repairs	£1,176.00	
	Mallard Road repairs	£1,698.00	
	Oak Tree repairs	£660.00	
	Scotton Gardens	£1,872.00	
	Scotton Gardens trim trail removal	£816.00	
	Hawthorn park repairs	£528.00	
	Hawthorn Zip wire service	£432.00	
	Scribe	£42.00	
	Telephone increased	£8.42	
		<b>9782.04</b>	

Late BACS for approval ScrewFix heavy duty cable ties for the goal posts £7.99

## **Scotton Parish update for 2025 to 2026**

We had two new Councillor join Scotton Parish Council Cllr Huw Bennett and Cllr Cameron Fairbairn and said a farewell to Lindsay Kitching. We currently stand at 7 and have two vacancies to fill.

Work was completed at Hawthorne park late Feb 2025 and has been a huge success. Lots of different age groups enjoying the zip wire and the other new equipment. We have been looking for contractors to level the football area and are now awaiting quotes. We approved for the parks to be cleaned, zip wire to be serviced, wooden equipment to be removed at Scotton Gardens, and lots of repairs to be done on gates and items in the play parks. These works have now been carried out but in the new financial year

We removed several dead Ash trees in Oak tree park

We are still waiting to see if we need planning permission for the change of use for Meanee park which started in Feb 2025 and still waiting for a response. We have set aside money for this.

Our second Summer Fair had a good response from residents of Scotton. Lots of categories to enter and the favourite seemed to be the homemade items. We are hoping to build on this every year and have decided to call it Scotton Produce show this year.

Christmas lunch for our over 60's was successful and enjoyed by all who attended. Unfortunately due to Cllr Jones not answering our emails the Parish sponsored the event and asked for donations. No correspondence from Cllr Jones our NYC representative since Feb 2025

Two newsletters were delivered last year and Cllr Paley is currently working on our next spring and summer newsletter.

Fencing has been repaired in Mallard park and new fencing put up at Hawthorne park and at the Allotments

Grants from the 137 money were allocated to the Citizen advice and CRAGGL as lots of residents use them.

The noticeboard at Vicarage Road was repaired

Our expenditure this year has not been as much as last year due to the large spend on Hawthorne play park. Scotton Parish plan sets out what we will be spending our precept on and is updated all the time.