



## Scotton Parish Council

*Caring for Community Together*

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

Email: [clerk@scotton-pc.gov.uk](mailto:clerk@scotton-pc.gov.uk) telephone 07871341649

### **MINUTES OF SCOTTON PARISH COUNCIL ANNUAL MEETING**

***Held in Scotton Village Hall Hawthorn Road DL9 3NE at 7pm on the 13<sup>th</sup> of May 2024***

19. **Present** - Cllr Paley, Cllr Brend, Cllr Greensmith, Cllr Fulton, Cllr Whitehead, Clerk and Cllr Dale arrived at 7.10pm. No members of the public present
20. **To receive apologies of absence** – None Received
21. **Nominations are invited for the Election of Chairman for 2024-2025 and declaration of acceptance of office** – Cllr Greensmith proposed Cllr Paley and Cllr Brend Seconded. **RESOLVED** for Cllr Paley to be the Chairman of Scotton, Cllr Paley accepted the post
22. **Nominations are invited for Election of Vice Chairman for 2024-2025** – It was **RESOLVED** for Cllr Irvine to be elected as Vice Chair.
23. **To note minutes of the meeting held on 15<sup>th</sup> May 2023** – **RESOLVED** to remove this item next year
24. **To receive individual reports from members of Committees** – Cllr Paley read a report which will be attached to the minutes
25. **Appointment of committee Members**
  - **Burial Board** -**RESOLVED** Cllr Whitehead, Cllr Greensmith and Cllr Fulton
  - **YLCA Member** – **RESOLVED** for the Clerk as in her role and Cllr Dale
  - **Garrison gathering Member** – needs to be removed
  - **Planning Committee** – **RESOLVED** Cllr Whitehead and Cllr Dale
  - **Allotment Member** – **RESOLVED** Cllr Greensmith
  - **Village Hall Committee** – **RESOLVED** Cllr Dale, Cllr Fulton, Cllr Brend and Cllr Irvine
  - **Open Spaces Committee** - **RESOLVED** Cllr Paley, Cllr Greensmith, Cllr Whitehead, we have a vacancy
26. **Arrangement of the dates and times of meetings for 2024 – 2025 and the Annual Meeting** – **RESOLVED** for the Annual meeting to remain in May
  - Monday the 3<sup>rd</sup> June 2024 to commence at 7pm
  - Monday the 1<sup>st</sup> July 2024 to commence at 7pm
  - Monday the 2<sup>nd</sup> September to commence at 7pm
  - Monday the 7<sup>th</sup> October to commence at 7pm or 14<sup>th</sup> – **RESOLVED** to change to the 14<sup>th</sup> of October 2024
  - Monday the 4<sup>th</sup> of November to commence at 7pm
  - Monday the 2<sup>nd</sup> December to commence at 7pm
  - Monday the 6<sup>th</sup> January 2025 to commence at 7pm
  - Monday the 3<sup>rd</sup> February 2025 to commence at 7pm
  - Monday the 3<sup>rd</sup> March to commence at 7pm
  - Monday the 7<sup>th</sup> April to commence at 7pm
  - Monday the 12<sup>th</sup> May to commence at 7pm.

Meeting finished at 7.20pm



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### MINUTES FOR THE MEETING OF SCOTTON PARISH COUNCIL

***Held on Monday the 13<sup>th</sup> of May 2024 in Scotton Village Hall at 7.20pm***

**Present** – Cllr Paley, Cllr Brend, Cllr Greensmith, Cllr Fulton, Cllr Whitehead, Cllr Dale and the Clerk

27. **To receive apologies and accept reasons for absence** – Cllr Irvine
28. **To receive Councillors declarations of interest** – None received Clerk to find an up to date form
29. **Approval of minutes of the meeting held on Monday 8<sup>th</sup> of April 2024** - Proposed by Cllr Greensmith and seconded by Cllr Dale, **RESOLVED** to approve the minutes.
30. **To receive and consider updates from County Councillor** – Discussions took place regarding the response for money the Parish asked towards the new Parish website and money towards the two community events in the February's meeting. Cllr Jones had responded "given the Parish's concerns for the SEND provision I have instead decided to allocate that £1000 to the Garrison Assist Project" Discussions took place regarding the late response of the initial email and disappointment in not supporting his largest ward area. The email was sent to Cllr Jones on the 29<sup>th</sup> of Feb and his response on the 7<sup>th</sup> of May. It was **RESOLVED** for the clerk to write a letter and send it to the Cllrs and when approved send it to the monitoring officer.
31. **To consider questions from the public** – Clerk updated the Cllrs about a complaint that had been received but no contact information was given so she was not able to deal with it.
32. **To note or discuss police reports for April and March** – These had circulated prior to the meeting

#### **Crime and ASB Data for 1<sup>st</sup> of March to 31<sup>st</sup> of March 2024**

Anti-social behaviour	Auto Crime	Burglary	Criminal damage	Theft including shops	Violence against person	Crime including drugs	RTC road related
3	1	0	0	3	7	2	5

**Crime and ASB data for 1<sup>st</sup> of April to 30<sup>th</sup> of April 2024**

Anti-social behaviour	Auto Crime	Burglary	Criminal damage	Theft including shops	Violence against person	Crime including drugs	RTC road related
1	0	0	0	0	10	2	9

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

**WJPS contract** – Brought contract for Cllrs to see and Clerk to fill in

**Discussions from Taxi drivers** – Spoken to some taxi drivers and they will only pick up from Louis, if they are booked

**Website and domain names feedback** – Two Cllrs still not on the emails. Clerk updated the Cllrs, that lots of things need to be done regarding changing of passwords etc, this can be quite time consuming. The Parish laptop is terribly slow and was purchased with the printer in 2019 and they are both low spec. It was **RESOLVED** for the clerk to look into suitable laptops and a printer which will meet the requirement needed.

**BCP, business plan** - discussions took place and it was **RESOLVED** to send the business plan to all Cllrs

34. **To discuss quote for servicing of the VAS machine and data removed** - Discussions took place regarding the servicing of the VAS machine, it was **RESOLVED** to try and fix the nut with silicon, when it is next moved. **RESOLVED** to send the latest VAS info to Cllr Jones and the Police. **RESOLVED** to see if there are any instructions on the VAS machine.

35. **To discuss and consider questions from the public and advise note** – Discussions took place, it was **RESOLVED** use the questions for the public and the clerk to laminate them

36. **To discuss and consider upcoming events in Scotton Village Hall** – Discussions took place and it was **RESOLVED** to cancel the D Day celebrations and to just proceed with the Summer Fair. **RESOLVED** to contact Cllr Irvine to see if she can do a flyer.

37. **To receive and note the Annual internal Audit report and accounting statement for 2023-2024 and feedback from the internal auditor** – Internal auditor recommended us to have monthly bank statements which covered the beginning to end of the month. She also advised us to have a look at scribe as it would save time for the clerk. Now is the time to change to Scribe at the beginning of the year. **RESOLVED** for the clerk to find some information on scribe and bring it to the meeting next month.

38. **To discuss and consider dates for the public rights accountability statement as on form** - **RESOLVED** to publish the dates of the 3<sup>rd</sup> of June to 12<sup>th</sup> of July 2024

39. **To discuss and consider and approve the Annual Governance statement 2023-2024**  
– The Annual Governance statement was read out and answered by the Cllrs and then signed by the chair and Clerk

40. **To discuss and consider Bank recs March and April 2024 bank statements in appendix and approve BACS payments** – Proposed by Cllr Whitehead who had checked at all the receipts, bank statements and invoices ready to be approved. Seconded by Cllr Greensmith and **RESOLVED** to approve as accurate.

41. **To discuss and consider Mandate for bank account** – Discussions took place, it was **RESOLVED** for Cllr Greensmith to ring the bank to see who is on the mandate and to liaise with the clerk
42. **To discuss co-option of new Councillors and advertise for applicants** -
43. **To discuss and consider items for the next agenda** – **RESOLVED** to include the business plan, tree on Hawthorn Road and Allotments onto the next agenda
44. **Burial Board Minutes and Agenda can be found via a link on scotton-pc.gov.uk website**
45. **Next Meeting to take place on 3<sup>rd</sup> of June 2024 in Scotton Village Hall**

Meeting finished at 8.30pm

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

#### **SCOTTON PARISH COUNCIL MONTHLY BANK RECONCILIATION**

26th Feb to 25th March 2024

#### **Bank Balances as at**

Account 21410482 - Current Account	B/F	<b>£25,426.12</b>	Actual
Account 21410490 - Current Account-Savings	B/F	£17,279.38	Actual
Account 91466844 - Current Account-Play Park	B/F	£17,324.04	Actual
		<b>£60,029.54</b>	

**Current Acc b/Fwd from previous month**

£32,982.63

**£32,982.63**

#### **Income**

Yoga Hall Hire	£24.00
Sewing Hall Hire	£48.00
Pilates Hall Hire	£120.00
Palmer Hall Hire	£20.00
Bowls Hall Hire	£36.00
Alltoment 15	£35.00
Taylor Hall Hire	£20.00

**£303.00**

#### **Expenditure**

Inv 13 hall painting	£750.00
WJPS website	£898.80
Wages March	£926.67
scottish water bus	£18.50
tesco mobile	£7.50
paper towels Village Hall	£31.98
Radiator caps Village Hall	£23.96
Hall purchases	£7.37
HP ink	£11.99
YLCA subscription	£632.00
YLCA Training	£288.00

Play equipment clean and painting	£3,096.00
HMRC	£35.20
Bank Charges	£10.00
WJPS emails	£932.40
E.ON. Next	£189.14

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**£7,859.51**

**Balance C/Fwd as at**

**BACS Payments for Approval**

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R Bowland	£840.00
<b>April wages</b>	£910.38
HP ink	£11.99
Benson woods	£240.00
microsoft	£19.99
HMRC	£68.00
Hall purchases	£4.00
J Doyle internal audit	£125.00