

# Scaleby Parish Council



Clerk: Ian Blythe

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Talkin

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Chairman: Cllr Terry Moore

11 March 2026

Dear Councillor

You are summoned to attend the **Scaleby Parish Council Meeting** that will be held at Scaleby Village Hall on **Tuesday 17 March 2026** at 7.30 PM. The Public and Press are invited to attend.

Ian Blythe  
Clerk

## AGENDA

**77. APOLOGIES FOR ABSENCE** – To receive and accept apologies for absence.

**78. MINUTES OF THE COUNCIL MEETINGS held on 20 January 2026** – to authorise the chair to sign, as a correct record, the minutes of the meetings held on 20 January 2026.

### **79. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION**

a. Register of Interests: Councillors are reminded of the need to update their register of interests

b. To declare any personal interests in items on the agenda and their nature.

c. To declare any prejudicial interests in items on the agenda and their nature. (Councillors with prejudicial interests must leave the meeting for the relevant items)

d. To make any requests for dispensation

**80. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)** To decide whether there are any items of business which require exclusion of the press and public

**81. Co-opting of Councillor** – to resolve the application received for co-option to the Parish Council as detailed in the Meeting Pack.

**82. PUBLIC PARTICIPATION (20 MINUTES ALLOWED)** - this agenda item enables Parish Councillors to hear the views, comments and/or complaints from the public. The Parish Councillors can respond. However (unless the items are already on the agenda) no council decisions can be taken at this meeting but, if appropriate, the matters can be put onto a future agenda for decision. Comments limited to 5 minutes per person.

**83. CUMBERLAND COUNCILLOR REPORTS**– to receive items for information (items raised for decision will appear on the agenda for the next meeting subject to agreement by the council.)

**84. POLICE MATTERS** - to resolve whether to submit any matters to the Local Focus Hub

**85 PLANNING APPLICATIONS** - to consider applications received and published by Cumberland Council and any other applications submitted and published between circulation of this Agenda & the meeting. You may view the details on the Planning Authority website (Cumberland.gov.uk) where parishioners can submit their own observations directly

- a) **Planning Application 25/0678: Erection of New Crematorium on land adjacent to Halfway House, Scaleby** – verbal update



## 86. FINANCE

### a) Payments – to authorise schedule of payments totalling £ 766.97

VN	Date	Payee	Ref	Purpose	Net £	VAT inc	Total £
71	2/2	Starboard		Scribe	15.00	3.00	18.00
74	27/2	HMRC		PAYE	63.20	0.00	63.20
73	27/2	I. Blythe		Salary	279.20	0.00	279.20
72	28/2	Unity Bank		Bank charges	6.00	0.00	6.00
75	13/1	I. Blythe		Postage – Jan	11.97	0.00	11.97
76	27/3	I. Blythe		Salary	279.00	0.00	279.00
77	27/3	HMRC		PAYE	63.40	0.00	63.40
78	17/3	I. Blythe		Mileage	16.20	0.00	16.20
79	18/1	Scaleby V/Hall		Room rental	30.00	0.00	30.00

b) Monthly reconciliation for February 2026 – to note and agree reconciled bank balances.

c) To note a transfer of £500.00 was made from Instant Access account to Current account on 9 March 2026.

## 86. Compliance with Practitioner’s Guide/AGAR Assertion 10 - explanatory paper in Meeting Pack

a) **Email Policy** - to resolve the adoption of an Email Policy for **official business** and thereby enable a positive response to Assertion 10 of the Smaller Authorities Practitioner’s Guide which states -

*1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.*

b) **IT Policy** – to resolve the adoption of an IT Policy and enable a positive response to Assertion 10 of the Smaller Authorities Practitioner’s Guide which states -

*1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.*

**87. Cross Border connection** - presentation of an ecology report

Cllr. G. Little.

**88. Rural Play Scheme Summer 26** – to resolve to provide financial support for the scheme in the Village Hall.

**89 Clerk and Councillors’ reports and items for future agenda** Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

**90. Date of next meeting:**

**The Annual Parish Meeting will take place on**

**Tuesday 19 May 2026 in Scaleby Village Hall at 7.30pm.**

**followed by the Annual Meeting of the Parish Council**

Agenda items to be submitted to the Clerk by 12 noon on 4 May 2026.