



Chairman: Cllr Terry Moore

**Minutes of the Scaleby Parish Council meeting held on Tuesday 20 January 2026 at 7.30pm in Scaleby Village Hall.**

**Present:** T Moore (Chair), S Brown, M Grant, C. Hogg, G Little, R Marston, L. Thompson.

**Also Present:** I. Blythe(Clerk/RFO), Cumberland Cllr Mallinson, and 12 members of the public (MOP)

**66. APOLOGIES FOR ABSENCE** – none received

**67. MINUTES OF THE COUNCIL MEETING held on November 2025** - authorised the chair to sign, as a correct record, the minutes of the meeting held on 25 November 2025.

**68. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION** - Cllr. Thompson declared a prejudicial interest in Agenda item 73 regarding planning application 25/0678

**69. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**  
- none

**70. PUBLIC PARTICIPATION (20 MINUTES ALLOWED)** - 3 MOPs made comments and objections in relation to planning application 25/0678 listed at Agenda item 73. These comments, which included a detailed presentation, highlighted the significant and demonstrable harm that they believed the proposed development would bring to highways, drainage, and the environmental and local infrastructure generally.

**71. CUMBERLAND COUNCILLOR REPORTS**– Cumberland Cllr. Mallinson reported on the in-year savings being achieved by Cumberland Council, highlighting the shortfall in government funding going forward and the need to raise Council Tax.

**72. POLICE MATTERS – resolved** not to submit any matters to the Local Focus Hub.

**73. PLANNING APPLICATIONS** - the following applications, received and published by Cumberland Council, were considered.

- |   |
|---|
| <ul style="list-style-type: none"><li>- 25/0687 Proposed Vehicular Access From C1011 To Stoneknowe Villa</li><li>- <a href="https://publicaccess.carlisle.gov.uk/online-applications/applicationDetails.do?keyVal= CARLI DCAPR 89332&amp;activeTab=summary">https://publicaccess.carlisle.gov.uk/online-applications/applicationDetails.do?keyVal= CARLI DCAPR 89332&amp;activeTab=summary</a></li><li>- No comments</li></ul>  |
| <ul style="list-style-type: none"><li>- Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 24/0705 - Barn at West Summerhill Farm, Scaleby Hill,</li><li>- <a href="https://publicaccess.carlisle.gov.uk/online-applications/applicationDetails.do?keyVal= CARLI DCAPR 89379&amp;activeTab=summary">https://publicaccess.carlisle.gov.uk/online-applications/applicationDetails.do?keyVal= CARLI DCAPR 89379&amp;activeTab=summary</a></li><li>- No comments</li></ul> |



- 25/0678: Erection of New Crematorium on land adjacent to Halfway House, Scaleby.
- <https://publicaccess.carlisle.gov.uk/online-applications/applicationDetails.do?keyVal= CARLI DCAPR 89319&activeTab=summary>
- Cllr. Thompson left the meeting for the duration of the discussion and consideration of this item.
- Councillors voted unanimously to object to the proposals. The Clerk was instructed to send a comprehensive letter of objection drawing on the comments and views aired. Copy attached to these minutes.

## 74. FINANCE

### a. Payments- authorised schedule of payments totalling £530.40 (VN 64 - 70)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMT £	VAT INC. £	NET AMT £
65	12/12/25	Equipphase	Inv 17149	Domain renewal	20.00	0.00	20.00
64	21/11/25	DM Payroll	Inv 4846	Payroll services	72.00	12.00	60.00
67	20/01/26	I. Blythe	Salary	Salary	279.20	0.00	279.20
68	20/01/26	HMRC	475PW00174663	PAYE	63.20	0.00	63.20
66	26/12/25	Equipphase	Inv 17211	Website Hosting	72.00	0.00	72.00
69	31/01/26	Unity Bank	DD	Bank charges	6.00	0.00	6.00
70	01/01/25	Starboard	DD	Scribe	18.00	3.00	15.00

b. **Monthly reconciliation (December 2025)** – noted the reconciliation and balances.

c. **Receipt** – noted receipt from Unity Trust Bank – Interest £35.10 R04.

### 75. Clerk and Councillors' reports/items for future agenda

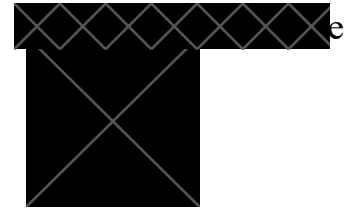
- AGAR Assertion 10 and IT Policy
- Email policy - need to ensure all councillors are using the Scaleby-pc.gov.uk email address
- Highway drainage

### 76. Date of next meeting

The next meeting of the Parish Council will take place on **Tuesday 17 March 2026** in Scaleby Village Hall at **7.30 pm**. *(Please note meeting start time remains unchanged for the present)*

Agenda items to be submitted to the Clerk by 12 noon on 9 March 2026.

Ian Blythe  
Clerk to Scaleby Parish Council  
Carlisle



06.02.2026

REQUEST FOR CONSIDERATION OF CO-OPTION  
TO THE SCALEBY PARISH COUNCIL

I write by way of formal request for consideration of co-option to the existing vacancy on The Council.

I shall be pleased to answer, at the forthcoming meeting, any questions Members may have about my background and/or suitability to take up the post.

They may wish to be advised that I have been resident in Scaleby since 2006 and have no vested interests to declare other than commitment to the community.



Mrs Benet Waterman



# Scaleby Parish Council

06 March 2026 (2025-2026)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1	Salaries	20/04/2025	2024/25 121b	Current - Unity	Salary	Salary	Nick Phillips	Z	249.20		249.20
2	PAYE	20/04/2025	2024/25 121b	Current - Unity	475PW00174663	PAYE	HMRC	Z	62.40		62.40
3	Subscriptions	20/04/2025	2024/25 121b	Current - Unity		Subscription	Starboard Systems Ltd	S	15.00	3.00	18.00
1	Working from Home allowance	20/04/2025	2024/25 121b	Current - Unity	Salary	Salary	Nick Phillips	Z	18.00		18.00
4	Bank Charges	30/04/2025	2024/25 121b	Current - Unity		Bank Charges	Unity Trust Bank	Z	6.00		6.00
13	Office costs	16/05/2025	15a	Current - Unity	Inv 22	Expenses	Hayton Parish Council	Z	11.32		11.32
12	Insurance	16/05/2025	15a	Current - Unity	YLL-2720928103	Insurance	Zurich Municipal	Z	304.00		304.00
5	Salaries	20/05/2025	15a	Current - Unity	Salary	Salary	Nick Phillips	Z	249.20		249.20
6	PAYE	20/05/2025	15a	Current - Unity	475PW00174663	PAYE	HMRC	Z	62.40		62.40
10	Subscriptions	20/05/2025	15a	Current - Unity		Subscription	Starboard Systems Ltd	S	15.00	3.00	18.00
5	Working from Home allowance	20/05/2025	15a	Current - Unity	Salary	Salary	Nick Phillips	Z	18.00		18.00
7	Office costs	28/05/2025	15a	Current - Unity		Expenses	Nick Phillips	Z	5.10		5.10
19	Audit Fees	28/05/2025	15a	Current - Unity	Scaleby PC	Audit	Jean Airey	Z	75.00		75.00
8	Room Rental	28/05/2025	15a	Current - Unity		Room Rental	Scaleby Village Hall	Z	30.00		30.00
9	Subscriptions	28/05/2025	15a	Current - Unity		Subscription	Cumbria Association of Loc	Z	183.70		183.70
14	Summer Scheme	28/05/2025	15a	Current - Unity	CUS-013466	Summer Scheme	GLL	Z	500.00		500.00
11	Bank Charges	31/05/2025	15a	Current - Unity		Bank Charges	Unity Trust Bank	Z	6.00		6.00
15	Salaries	20/06/2025	15a	Current - Unity	Salary	Salary	Nick Phillips	Z	249.20		249.20
16	PAYE	20/06/2025	15a	Current - Unity	475PW00174663	PAYE	HMRC	Z	62.40		62.40
17	Subscriptions	20/06/2025	15a	Current - Unity		Subscription	Starboard Systems Ltd	S	15.00	3.00	18.00
15	Working from Home allowance	20/06/2025	15a	Current - Unity	Salary	Salary	Nick Phillips	Z	18.00		18.00
18	Bank Charges	30/06/2025	15a	Current - Unity		Bank Charges	Unity Trust Bank	Z	6.00		6.00
25	Subscriptions	14/07/2025	31a	Current - Unity		Subscription	Starboard Systems Ltd	S	15.00	3.00	18.00
21	Salaries	20/07/2025	31a	Current - Unity	Salary	Salary	Nick Phillips	Z	249.20		249.20
22	PAYE	20/07/2025	31a	Current - Unity	475PW00174663	PAYE	HMRC	Z	62.40		62.40
21	Working from Home allowance	20/07/2025	31a	Current - Unity	Salary	Salary	Nick Phillips	Z	18.00		18.00
31	Payroll	21/07/2025	31a	Current - Unity	INV-4557	Payroll	DM Payroll Services Ltd	S	60.00	12.00	72.00
23	Office costs	23/07/2025	31a	Current - Unity		Expenses	Nick Phillips	Z	3.40		3.40
24	Room Rental	23/07/2025	31a	Current - Unity		Room Rental	Scaleby Village Hall	Z	30.00		30.00
20	Speed Indicator Device	23/07/2025	31a	Current - Unity	Reimbursement	Speed Indicator Device	Toolstation	S	13.31	2.66	15.97
32	Subscriptions	30/07/2025	31a	Current - Unity	IN25-1163	Subscription	WJP Software Limited	S	104.00	20.80	124.80
26	Bank Charges	31/07/2025	31a	Current - Unity		Bank Charges	Unity Trust Bank	Z	6.00		6.00
34	Salaries	13/08/2025	45a	Current - Unity	Salary	Salary	Nick Phillips	Z	40.00		40.00

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
35	PAYE	13/08/2025	45a	Current - Unity	475PW00174663	PAYE	HMRC	Z	10.00		10.00
33	Defibrillator expenses	13/08/2025	45a	Current - Unity	reimburse NP	Defibrillator supplies	Defib4Life Ltd	S	134.00	26.80	160.80
27	Salaries	20/08/2025	31a	Current - Unity	Salary	Salary	Nick Phillips	Z	249.20		249.20
28	PAYE	20/08/2025	31a	Current - Unity	475PW00174663	PAYE	HMRC	Z	62.40		62.40
29	Subscriptions	20/08/2025	31a	Current - Unity		Subscription	Starboard Systems Ltd	S	15.00	3.00	18.00
27	Working from Home allowance	20/08/2025	31a	Current - Unity	Salary	Salary	Nick Phillips	Z	18.00		18.00
30	Bank Charges	31/08/2025	31a	Current - Unity		Bank Charges	Unity Trust Bank	Z	6.00		6.00
36	Salaries	15/09/2025	45a	Current - Unity	Salary	Salary	Nick Phillips	Z	257.40		257.40
37	PAYE	15/09/2025	45a	Current - Unity	475PW00174663	PAYE	HMRC	Z	64.20		64.20
36	Working from Home allowance	15/09/2025	45a	Current - Unity	Salary	Salary	Nick Phillips	Z	18.00		18.00
38	Office costs	24/09/2025	45a	Current - Unity		Expenses	Nick Phillips	Z	6.80		6.80
39	Room Rental	24/09/2025	45a	Current - Unity		Room Rental	Scaleby Village Hall	Z	30.00		30.00
40	Bank Charges	24/09/2025	45a	Current - Unity		Bank Charges	Unity Trust Bank	Z	6.00		6.00
41	Subscriptions	24/09/2025	45a	Current - Unity		Subscription	Starboard Systems Ltd	S	15.00	3.00	18.00
46	Summer Scheme	24/09/2025	45a	Current - Unity	INV 0472	Summer Scheme	Scaleby Village Hall	Z	195.00		195.00
47	Summer Scheme	24/09/2025	45a	Current - Unity	CUS-013466	Summer Scheme	GLL	Z	759.00		759.00
48	Grants	24/09/2025	45a	Current - Unity	Scaleby Fireworks	Fireworks grant	Scaleby Village Hall	Z	500.00		500.00
49	Grants	30/09/2025	45a	Current - Unity	Insurance grant	Grant for Village Hall	Scaleby Village Hall	Z	1,200.00		1,200.00
42	Salaries	20/10/2025	45a	Current - Unity	Salary	Salary	Nick Phillips	Z	257.40		257.40
43	PAYE	20/10/2025	45a	Current - Unity	475PW00174663	PAYE	HMRC	Z	64.20		64.20
44	Subscriptions	20/10/2025	45a	Current - Unity		Subscription	Starboard Systems Ltd	S	15.00	3.00	18.00
45	Bank Charges	20/10/2025	45a	Current - Unity		Bank Charges	Unity Trust Bank	Z	6.00		6.00
42	Working from Home allowance	20/10/2025	45a	Current - Unity	Salary	Salary	Nick Phillips	Z	18.00		18.00
54	Subscriptions	03/11/2025		Current - Unity		Subscription	Starboard Systems Ltd	S	15.00	3.00	18.00
58	Website	17/11/2025		Current - Unity	IN25-1235	Website renewal	WJP Software Limited	S	82.00	16.40	98.40
57	Misc	17/11/2025		Current - Unity	INV-GB-36	Replacement flag	Union Flag Company	S	18.70	3.74	22.44
59	Misc	17/11/2025		Current - Unity	Reimburse T Moon	New HI VIs Vests	Screwfix	S	16.21	3.24	19.45
50	Salaries	20/11/2025		Current - Unity	Salary	Salary	Nick Phillips	Z	257.40		257.40
51	PAYE	20/11/2025		Current - Unity	475PW00174663	PAYE	HMRC	Z	64.20		64.20
50	Working from Home allowance	20/11/2025		Current - Unity	Salary	Salary	Nick Phillips	Z	18.00		18.00
64	Payroll	21/11/2025		Current - Unity	INV-4846	Payroll	DM Payroll Services Ltd	S	60.00	12.00	72.00
56	Speed Indicator Device	25/11/2025		Current - Unity		Speed Indicator Device	AutoSpeedWatch	S	198.00	39.60	237.60
52	Office costs	26/11/2025		Current - Unity		Expenses	Nick Phillips	Z	6.80		6.80
53	Room Rental	26/11/2025		Current - Unity		Room Rental	Scaleby Village Hall	Z	30.00		30.00

## PAYMENTS LIST

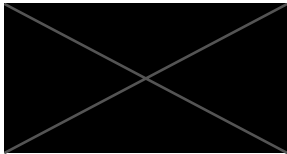
Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
55	Bank Charges	30/11/2025		Current - Unity		Bank Charges	Unity Trust Bank	Z	6.00		6.00
62	Subscriptions	01/12/2025		Current - Unity		Subscription	Starboard Systems Ltd	S	15.00	3.00	18.00
65	Website	11/12/2025		Current - Unity	Invoice #17149	Website renewal	Equiphase Limited	Z	20.00		20.00
60	Salaries	16/12/2025		Current - Unity	Salary	Salary	Nick Phillips	Z	257.40		257.40
61	PAYE	16/12/2025		Current - Unity	475PW00174663	PAYE	HMRC	Z	64.20		64.20
60	Working from Home allowance	16/12/2025		Current - Unity	Salary	Salary	Nick Phillips	Z	18.00		18.00
63	Bank Charges	31/12/2025		Current - Unity		Bank Charges	Unity Trust Bank	Z	6.00		6.00
70	Subscriptions	01/01/2026		Current - Unity		Subscription	Starboard Systems Ltd	S	15.00	3.00	18.00
66	Website	10/01/2026		Current - Unity	Inv 17211	Website Hosting	Equiphase Limited	Z	72.00		72.00
67	Salaries	20/01/2026		Current - Unity		Salary	Ian Blythe	Z	253.20		253.20
68	PAYE	20/01/2026		Current - Unity	475PW00174663	PAYE	HMRC	Z	63.20		63.20
67	Working from Home allowance	20/01/2026		Current - Unity		Salary	Ian Blythe	Z	26.00		26.00
69	Bank Charges	31/01/2026		Current - Unity		Bank Charges	Unity Trust Bank	Z	6.00		6.00
71	Subscriptions	02/02/2026		Current - Unity		Subscription	Starboard Systems Ltd	S	15.00	3.00	18.00
73	Salaries	27/02/2026		Current - Unity		Salary	Ian Blythe	Z	253.20		253.20
74	PAYE	27/02/2026		Current - Unity	475PW00174663	PAYE	HMRC	Z	63.20		63.20
73	Working from Home allowance	27/02/2026		Current - Unity		Salary	Ian Blythe	Z	26.00		26.00
72	Bank Charges	28/02/2026		Current - Unity		Bank Charges	Unity Trust Bank	Z	6.00		6.00
<b>Total</b>									<b>8,620.54</b>	<b>170.24</b>	<b>8,790.78</b>

# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG



**Date:** 28/02/2026

**Account Name:** Scaleby Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:**  3289

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

## Contact Us



Call us: **0345 140 1000**



Email us: [us@unity.co.uk](mailto:us@unity.co.uk)



Visit us: [unity.co.uk](https://www.unity.co.uk)

## Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/01/2026		Balance brought forward	£0.00	£0.00	£1,241.80
02/02/2026	Direct Debit	Direct Debit (GOCARDLESS)	£18.00	£0.00	£1,223.80
27/02/2026	Faster Payment Debit	B/P to: HMRC	£63.20	£0.00	£1,160.60
27/02/2026	Faster Payment Debit	B/P to: Ian Blythe Clerk	£279.20	£0.00	£881.40

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Statement number 020

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Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.



Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
28/02/2026	Fee	Service Charge	£6.00	£0.00	£875.40

# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG



**Date:** 28/02/2026

**Account Name:** Scaleby Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** [REDACTED] 292

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

The credit interest rate is 2.10% AER as of your statement date.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

## Contact Us



Call us: **0345 140 1000**



Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**

## Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/01/2026		Balance brought forward	£0.00	£0.00	£4,790.80

Page number 1 of 2

Statement number 019

**For Businesses.  
For Communities.  
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.



# Ian Blythe

Payslip for Month Ending 28 Feb 2026

EMPLOYEE DETAILS	ADDITIONS	DEDUCTIONS
<p>Works number 3</p> <p>Tax code [REDACTED]</p> <p>National Insurance number [REDACTED]</p> <p>National Insurance table C</p>	<p>Monthly pay £316.40</p> <p>Office Allowance £26.00</p>          <p><i>Total</i> £342.40</p>	<p>Tax £63.20</p> <p>National Insurance £0.00</p>          <p><i>Total</i> £63.20</p>
THIS PAY PERIOD	YEAR TO DATE	PAYMENT
<p>Taxable gross pay £316.40</p> <p>Net pay £253.20</p>	<p>Taxable gross pay £632.80</p> <p>Tax £126.40</p> <p>Employee National Insurance £0.00</p> <p>Employer National Insurance £0.00</p>	<p><b>£279.20</b></p> <p>Paid on 28/02/2026</p>

# Ian Blythe

Payslip for Month Ending 31 Mar 2026

EMPLOYEE DETAILS	ADDITIONS	DEDUCTIONS
<p>Works number 3</p> <p>Tax code [REDACTED]</p> <p>National Insurance number [REDACTED]</p> <p>National Insurance table C</p>	<p>Monthly pay £316.40</p> <p>Office Allowance £26.00</p>          <p><i>Total</i> £342.40</p>	<p>Tax £63.40</p> <p>National Insurance £0.00</p>          <p><i>Total</i> £63.40</p>
THIS PAY PERIOD	YEAR TO DATE	PAYMENT
<p>Taxable gross pay £316.40</p> <p>Net pay £253.00</p>	<p>Taxable gross pay £949.20</p> <p>Tax £189.80</p> <p>Employee National Insurance £0.00</p> <p>Employer National Insurance £0.00</p>	<p><b>£279.00</b></p> <p>Paid on 31/03/2026</p>

**P30**

# Scaleby Parish Council

## Month 11 (Ending 05/03/2026)

### Employer

PAYE reference	██████████ 316
Accounts Office reference	██████████ 3

### Income Tax

Gross tax	£63.20
Received from HMRC to refund tax	£0.00
Gross Student + Postgraduate Loan deductions	£0.00
Gross CIS deductions	£0.00
CIS deductions suffered	£0.00
<b>NET INCOME TAX (1)</b>	<b>£63.20</b>

### National Insurance Contributions

Employee National Insurance contributions	£0.00
Employer National Insurance contributions	£0.00
Statutory Maternity Pay recovered + NIC compensation	£0.00
Statutory Paternity Pay recovered + NIC compensation	£0.00
Statutory Adoption Pay recovered + NIC compensation	£0.00
Statutory Shared Parental Pay recovered + NIC compensation	£0.00
Statutory Parental Bereavement Pay recovered + NIC compensation	£0.00
Statutory Neonatal Care Pay recovered + NIC compensation	£0.00
Received from HMRC to pay Statutory Pay	£0.00
Employment Allowance claim	£0.00
Apprenticeship levy	£0.00
<b>NET NATIONAL INSURANCE CONTRIBUTIONS (2)</b>	<b>£0.00</b>

### Year to Date

Amount due in previous periods	£642.00
Amount paid in previous periods	£0.00
Adjustment	£0.00
<b>SHORTFALL (3)</b>	<b>£0.00</b>

**Total amount due (1 + 2 + 3)** **£63.20**

Payment should reach HMRC by 22/03/2026. Pay account name HMRC Cumbernauld, account number 12██████████ sort code 08-32-10, with reference ██████████32611. For more payment methods, see [www.gov.uk/pay-payee-tax](http://www.gov.uk/pay-payee-tax).

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# Scaleby Parish Council

## Month 12 (Ending 05/04/2026)

### Employer

PAYE reference	██████████ 316
Accounts Office reference	██████████ 3

### Income Tax

Gross tax	£63.40
Received from HMRC to refund tax	£0.00
Gross Student + Postgraduate Loan deductions	£0.00
Gross CIS deductions	£0.00
CIS deductions suffered	£0.00
<b>NET INCOME TAX (1)</b>	<b>£63.40</b>

### National Insurance Contributions

Employee National Insurance contributions	£0.00
Employer National Insurance contributions	£0.00
Statutory Maternity Pay recovered + NIC compensation	£0.00
Statutory Paternity Pay recovered + NIC compensation	£0.00
Statutory Adoption Pay recovered + NIC compensation	£0.00
Statutory Shared Parental Pay recovered + NIC compensation	£0.00
Statutory Parental Bereavement Pay recovered + NIC compensation	£0.00
Statutory Neonatal Care Pay recovered + NIC compensation	£0.00
Received from HMRC to pay Statutory Pay	£0.00
Employment Allowance claim	£0.00
Apprenticeship levy	£0.00
<b>NET NATIONAL INSURANCE CONTRIBUTIONS (2)</b>	<b>£0.00</b>

### Year to Date

Amount due in previous periods	£705.20
Amount paid in previous periods	£0.00
Adjustment	£0.00
<b>SHORTFALL (3)</b>	<b>£0.00</b>

**Total amount due (1 + 2 + 3)** **£63.40**

Payment should reach HMRC by 22/04/2026. Pay account name HMRC Cumbernauld, account number ██████████039, sort code 08-32-10, with reference ██████████2612. For more payment methods, see [www.gov.uk/pay-payee-tax](http://www.gov.uk/pay-payee-tax).

Post Office Ltd.  
CERTIFICATE OF POSTING

Wetheral  
Tavistock House  
Wetheral  
Carlisle  
Cumbria  
CA4 8ES

Posting date: 13/01/2026 09:42  
Session ID: 1-877254  
After last acceptance time? N

Destination Country UK (EU)  
Address Validated? N  
2nd Class £3.99  
Small Parcel  
Weight 0.133 kg

Reference number  
0213-6C9A-01D6-0600  
Building Name or Number Postcode  
EAST VIEW CA64LY

Delivery aim: within 3 working days.  
Delivery confirmation at royalmail.com.

Destination Country UK (EU)  
Address Validated? N  
2 X 2nd Class @ £3.99  
Small Parcel  
Weight 0.135 kg

Reference number  
0213-6C9A-01D6-063A  
Building Name or Number Postcode  
GREENACRES CA64LY

Reference number  
0213-6C9A-01D6-065B  
Building Name or Number Postcode  
WOOD HEAD CA64LF

Delivery aim: within 3 working days.  
Delivery confirmation at royalmail.com.

PLEASE REFER TO SEPARATE TERMS AND  
CONDITIONS

For information about Royal Mail services  
please visit [www.royalmail.com](http://www.royalmail.com).  
For Parcelforce Worldwide services please  
visit [www.parcelforce.com](http://www.parcelforce.com).

PLEASE RETAIN AS YOUR PROOF OF POSTING  
This is not a financial receipt  
Thank You

Post Office Ltd.  
Your Receipt

FAD: 224410

Wetheral  
Tavistock House  
Wetheral  
Carlisle  
Cumbria  
CA4 8ES

VAT REG No. GB 172 6705 02  
Date of Issue: 13/01/2026 09:42  
SESSION: 1-877254

	Item Price ex VAT	inc VAT	Total (£)
(E)2nd Class 1 @	3.99	3.99	3.99
(E)2nd Class 2 @	3.99	3.99	7.98

(S)=Standard Rate (Z)=Zero Rate (E)=Exempt

DG Screen Dom 1 @	0.00		0.00
DG Screen Dom 1 @	0.00		0.00

-----  
TOTAL DUE TO POST OFFICE 11.97  
-----

-----  
Visa Credit FROM CUSTOMER 11.97  
BALANCE 0.00

-----  
CARD PAYMENT  
Visa DEBIT  
Card Number: 481898XXXXXX3460  
CONTACTLESS  
Auth Code: 013193  
Merchant ID: \*\*\*\*5231  
Terminal ID: \*\*\*\*9193  
Application ID: A0000000031010  
PAN Seq No: 00  
HTxn ID: 6R4QA1876648  
TRX ID: 486013349214906  
Amount: £11.97

VERIFIED BY DEVICE  
PAYMENT APPROVED  
CARDHOLDER RECEIPT

Please retain for future reference

Thank You

# Scaleby Parish Council



Chairman: Cllr Terry Moore

Clerk: Ian Blythe  
4 The Dell  
Talkin  
Brampton. CA8 1AQ  
Tel: 07545086857  
clerk@scaleby-pc.gov.uk  
www.scaleby.org.uk

## Clerk's mileage claim

Attending Parish Council meetings

20 January 2026  
17 March 2026

Total 36 miles @.45p = £16.20

*Ian Blythe*  
Clerk



## **AGENDA ITEM 86 - EXPLANATORY PAPER on Requirements for compliance with Assertion 10 of Practitioner's Guide**

Assertion 10 is a new requirement added to the 2025/26 Annual Governance and Accountability Return (AGAR) for local councils, focusing on 'Digital and Data Compliance'. It mandates that councils ensure **all official business** is conducted via secure, council owned domains and email addresses, ensuring compliance with GDPR, Data Protection Act 2018, and WCAG 2.2AA website accessibility standards.

### **Key Aspects of Assertion 10 (Digital and Data Compliance):**

- **Official Emails:** Councils must use dedicated, domain-based email addresses (ideally .gov.uk, .co.uk) for all council business rather than personal accounts (e.g., Gmail, Yahoo).
- **Data Security & Privacy:** The assertion requires evidence of compliance with UK GDPR and the Data Protection Act 2018, specifically regarding the handling of personal data.
- **Website Accessibility:** Websites must meet Web Content Accessibility Guidelines (WCAG 2.2 AA) to be accessible to all users.
- **IT Policies:** Authorities must have appropriate IT and data policies in place to govern digital security and information management.
- **Accountability:** It ensures an audit trail for Freedom of Information (FOI) and Subject Access Requests (SARs).

*Ian Blythe*  
Clerk



## IT Policy

*This IT Policy was approved by Scaleby Parish Council at their meeting on 17 March 2026*

### **1. Introduction**

Scaleby Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

### **2. Scope**

This policy applies to all individuals who use Scaleby Parish Council IT resources, including computers, networks, software, devices, data, and email accounts either available now or in the future.

### **3. Acceptable use of IT resources and email**

Scaleby Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

### **4. Device and software usage**

Where possible, authorised devices, software, and applications will be provided by Scaleby Parish Council for work-related tasks where necessary and cost effective.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

### **5. Data management and security**

All sensitive and confidential Scaleby Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

### **6. Network and internet usage**

Scaleby Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

### **7. Email communication**

Email accounts provided by Scaleby Parish Council are for official communication only.

Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

### **8. Password and account security**



Scaleby Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

#### **9. Mobile devices and remote Work**

Where applicable mobile devices provided by Scaleby Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in an office.

#### **10. Email monitoring**

Scaleby Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

#### **11. Retention and archiving**

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

#### **12. Reporting security incidents**

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

#### **13 Training and awareness**

Scaleby Parish Council will make regular training and resources available to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

#### **14. Compliance and consequences**

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

#### **15. Policy review**

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

#### **16. Contacts**

For IT-related enquiries or assistance, users can contact the clerk.

All staff and councillors are responsible for the safety and security of Scaleby Parish Council IT and email systems. By adhering to this IT and Email Policy, Scaleby Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

# Scaleby Village Hall

## INVOICE

Scaleby Parish Council

**Invoice Date**  
4 Jan 2026

**Invoice Number**  
INV-0490

Louise Utting (Treasurer)  
Scaleby Mill  
Scaleby  
CARLISLE  
Cumbria  
CA6 4LF

Description	Quantity	Unit Price	Amount GBP
Hire of hall on 10th December 2025;	1.00	30.00	30.00
		Subtotal	30.00
		TOTAL NO VAT	0.00
		<b>TOTAL GBP</b>	<b>30.00</b>

**Due Date: 18 Jan 2026**

Please make cheques payable to "Scaleby Village Hall"

For direct credit payments please use the following bank details: Scaleby Village Hall, Cumberland Building Society 16-52-21 53453889.

PLEASE NOTE NEW BANK ACCOUNT

Alternatively, payments can be left in the black postbox in the hall marked "Post for Village Hall Committee".

For any queries please telephone 01228 675121.

Scaleby Village Hall Registered Charity Number: 229364