

Scaleby Parish Council



Clerk: Sarah Kyle
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Brampton
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Chairman: Cllr. Linda Thompson

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14 March 2018

Dear Councillor

There will be a meeting of Scaleby Parish Council on Wednesday 21st March 2018 in the Village Hall, Scaleby at 7.30pm. This is a public meeting and all are welcome to attend.

Yours sincerely

Sarah Kyle, Clerk to the Council

Agenda

1. **Apologies for Absence**
To receive and accept apologies for absence
2. **Minutes of the meeting of the Parish Council held on 17th January 2018**
To receive and agree the minutes of the last meeting of the Parish Council
3. **Request for Dispensations**
The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
4. **Declarations of Interest**
To receive declarations by members of interests in respect of items on this agenda.
5. **Public Participation**
 - 5.1 To receive comments and representations from members of the public in relation to any item on the Agenda.
 - 5.2 To receive representations from City/County Councillors.
6. **Financial Matters**
 - 6.1 **Statement of Accounts to end February 2017**
To note the accounts to date
 - 6.2 **Payments**
To consider authorising two councillors to sign the payment schedule dated 21st March 2018
 - 6.3 **Receipts**
To note income received from the Transparency Fund (TBC)
 - 6.4 **Donation Requests**
To consider a donation request from:
 - the Great North Air Ambulance
 - Scaleby PCC (churchyard maintenance)
7. **Highways Matters**
 - 7.1 To give an opportunity for Councillors to bring to the attention of the Clerk any new issues to be reported.
8. **Administrative Matters**
 - 8.1 **Website**
To note update with the creating of the new website (www.scaleby.org.uk)

8.2 Standing Orders and Financial Regulations

To consider a review of the above documents, with no changes proposed to either

8.3 Internal Audit Documents

To consider adopting the updated documents and to review the effectiveness of the internal audit:

- internal audit checklist
- internal audit plan
- internal auditor terms of reference
- asset register
- risk assessment

8.4 Internal Auditor – to consider the continuing appointment of Mrs P Cronin as internal auditor for the financial year 2017/18 and until further notice.

8.5 Play Scheme 2018

To consider the arrangements for hosting of up to three play days during summer 2018

8.6 Fidelity Insurance Guarantee

To consider the adequacy of the above

8.7 General Data Protection Regulations

To:

- receive a verbal report regarding the requirements of the new legislation;
- authorise delegation to the Clerk for reasonable expenditure and measures necessary to ensure compliance;
- note Cllr's signatures to confirm receipt of the "Preparing for GDPR" 12 step summary; and
- consider the appointment of a suitable DPO and authorise expenditure.

8.8 Electoral Review of Carlisle: Warding Arrangements

To consider the Parish Council response

9. Planning Matters

17/1076 Chapel Hill Farm, Chapel Lane, Scaleby Hill, Carlisle, CA6 4LY - Change Of Use Of 2no. Redundant Barns Into 2no. Dwellings; Change Of Use Of Agricultural Land To Residential Garden For Use By Dwellings

To note permission has been granted.

10. Councillor matters

An opportunity for Councillors to raise issues on behalf of residents. *Note: no decisions can be made on these matters but they may be placed on a future agenda of the Council.*

11. Correspondence

To receive a schedule of correspondence, notices and publications received since the last meeting:

- Wetheral Neighbourhood Plan Consultation
- ACT Gazette
- CALC February Newsletter

12. Date of next meeting

To resolve that the Annual Meeting of the Parish Council will take place on 16th May 2018 in Scaleby Parish Hall. The meeting will directly follow the closure of the Annual Parish Meeting which will commence at 7.30pm.