



Chairman: Cllr. Linda Thompson

13th November 2019

**A Meeting of Scaleby Parish Council will be held on Wednesday 20th November 2019
in the Village Hall, Scaleby at 7.30pm.**

This is a public meeting and all are welcome to attend

Sarah Kyle
Clerk to the Council

Agenda

1. **Apologies for Absence**
To receive and accept apologies for absence
2. **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
3. **Declarations of Interest**
To receive declarations by members of interests in respect of items on this agenda
4. **Minutes of a Meeting of the Parish Council held on 18 September 2019**
To receive and agree the minutes of the last meeting of the Parish Council
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. **Administrative Matters**
 - 6.1 **VE Day 75 – 8 May 2020**
To consider a verbal report regarding the plans for commemoration
 - 6.2 **Printer**
To consider authorisation of expenditure for a replacement printer for the Clerk
7. **Highways Matters**
 - 7.1 **Matters to Report**
To update on previously reported matters and bring new issues to the attention of the Clerk
 - 7.2 **Speed Limit**
To note any update

- 8. Financial Matters**
- 8.1 Statement of Accounts to 31st October 2019**
To receive and note the statement of accounts to date and the reconciled bank balance
- 8.2 Payments**
To resolve to approve payments detailed in the schedule
- 8.3 Donation Requests**
To consider a request from the Village Hall committee for £200 towards VE day commemorations (as per item 6.1)
- 8.4 Budget and Precept 2020/21**
To consider the proposed draft budget for 2020/21 and set the precept accordingly
- 9. 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. Agenda items for September should be submitted to the Clerk by 13th January 2020*
- 10. Correspondence**
To receive a schedule of correspondence, notices and publications received since the last meeting:
- CALC Annual Report 2019 and AGM Papers
 - CPCA AGM 11th September 2019 Draft minutes
 - Non-native Invasive Species - Water Primrose
 - CALC Climate Change Event
- 11. Date of Next Meeting**
To resolve that the next meeting of the Parish Council will take place on 22 January 2020 in Scaleby Village Hall at 7.30pm

Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests on a 'Notification by Member of Pecuniary and Other Registrable Interests' form. The Code places a duty on all Parish Councillors to ensure that the information given in their Notice of Interest is current and it is a breach of the Code should Parish Councillors fail to give further notice in order to ensure that their Personal Interests form is up to date. Members are therefore politely reminded of the need to complete a new form in respect of any change to their interests, including changes of employment, ownership or renting of property within 28 days of any change taking place.

SCALEBY PARISH COUNCIL

Minutes of a Meeting held on Wednesday 18 September 2019 in Scaleby Village Hall at 7.30pm

Present: Councillors L Thompson (Chair), M Grant, C Hogg, G Little, G McGarr, T Moore and R Marston.

In Attendance: City/County Cllr J Mallinson and one resident. The Clerk, S Kyle.

309/19 Apologies for Absence

Apologies were received and accepted from City Cllrs D Shepherd and V Tarbitt.

310/19 Co-option of New Councillor

Resolved unanimously to co-opt Mr C Hogg to the Parish Council with immediate effect. Cllr Hogg signed his declaration of acceptance of office form and took his seat immediately.

311/19 Requests for Dispensations

No requests for dispensations were received.

312/19 Declarations of Interest

No declarations were made.

313/19 Minutes of Meeting Held Wednesday 15 May 2019

Resolved that the minutes of the last meeting of the Parish Council be agreed and signed by the Chairman as a true and accurate record.

314/19 Public Participation

One resident was in attendance to query the lack of name signage at Burnhill and query the lack of speed limit signage. It was confirmed that name plates have been requested – the Clerk to resend the request to County Cllr Mallinson. It was also confirmed that Burnhill (and Scaleby Hill) are 60mph limit areas therefore speed signage is not required, however a request for a review of the area, with a view to reduction of the limits, can be actioned.

City/County Cllr Mallinson entered the meeting at 7.35pm.

One resident left the meeting at 7.41pm.

315/19 Planning Matters

19/0128 Scaleby Castle, Scaleby, Carlisle, CA6 4LN - Internal Alterations to Dining Room and Kitchen to Reconfigure the Layouts (LBC)

Noted that permission had been granted.

316/19 Administrative Matters

316.1 Financial Regulations

Resolved to adopt updated financial regulations with immediate effect.

316.2 Summer Play Days

It was noted that the two days had been very successful, with 34 children attending on day one and 35 on the second day. It was agreed to budget to host three days in 2020 and consider accordingly in due course.

316.3 VE Day 75 – 8 May 2020

Cllr McGarr informed members that there is no evidence to suggest that any WWII names were intended to be added to the war memorial and noted the existence of a separate plaque in the Church with two names listed. Discussion was held regarding the possible commemoration of VE day in 2020, noting the Village Hall Committee are also formulating plans. It was also noted that commemoration of VJ day may be necessary also in August 2020.

317/19 Highways Matters

317.1 Matters to Report

It was noted that the kerbstone at Longpark remains in place with no action suggested by Cumbria County Council.

It was also noted that two potholes have been reported at Longpark.

317.2 Speed Limit Review, Burnhill

This matter was discussed under public participation. It was agreed to request a review of the speed limits in the remaining 60mph zones in the parish.

318/19 Financial Matters

318.1 Statement of Accounts to 31st August 2019

Resolved to receive and note the statement of accounts to date. The reconciled balance at 31 August 2019 was £10,141.70. Cllrs are to give some thought to potential projects.

318.2 Payments

Resolved to authorise two Cllrs to sign the schedule to authorise the following payments:

- Sarah Kyle, August salary, £145.56
- HMRC, August PAYE, £31.80
- Sarah Kyle, September salary, £145.56
- HMRC, September/October PAYE, £63.60
- Sarah Kyle, October salary, £145.56
- Scaleby Village Hall, rental, £125.00
- GLL, summer play days, £386.00
- DM Payroll Services, half-year payroll, £40.50

318.3 Receipts

Resolved to note the following income received:

- £20 Refund of Legal Fees, Burnetts
- £42.04 VAT Refund, HMRC
- £300 Grant, Cumbria County Council

319/19 Council Matters and Agenda Items for Future Meetings

Two additional highways problems were brought to the attention of the Council; the Clerk to (re)report:

- Lack of fence on the east side of the road between Fairmile and Brookfield
- Damage to the culvert near to the speed sign at the west end of Scaleby

Cllr Thompson noted that a query had been raised regarding building works taking place on the listed Church Hall building, without notification to the Parish Council regarding planning permission. The Clerk to confirm with the planning authority if consents are in place.

Cllr McGarr noted the sign opposite Pump Cottage on the A6071 has been damaged and needs reported to Connect Roads for repair – the Clerk to action.

It was noted that the flooding issues mentioned in previous meetings remain ongoing – County Cllr Mallinson noted that Cumbria Highways are working with Connect Roads on the issue.

320/19 Schedule of Correspondence, Notices and Publications

A schedule of notices and publications received since the last meeting and not otherwise on the agenda were received and noted.

321/19 Date of Next Meeting

Resolved that the next meeting of the Parish Council will take place on 20th November 2019 in Scaleby Village Hall at 7.30pm.

There being no further business the Chairman closed the meeting at 8.06pm.

Scaleby Parish Council Budget 2019 2020												
Income												
Item	Budget 2019 2020	April	May	July	September	November	January	March	TOTAL	%	2018/19 Actual	
Brought Forward	£ 6,797.10								£ 6,797.10		£ 5,965.94	
Precept	£ 5,400.00	£ 5,400.00							£ 5,400.00	100%	£ 5,366.16	
CTRS	£ -								£ -		£ 33.84	
Play Days	£ 300.00				£ 300.00				£ 300.00	100%	£ 336.00	
Grants	£ -								£ -		£ 1,458.00	
Advertising	£ -								£ -		£ -	
VAT repayment					£ 42.04				£ 42.04		£ -	
Other	£ -				£ 20.00				£ 20.00		£ -	
TOTALS	£ 5,700.00	£ 5,400.00	£ -	£ -	£ 362.04	£ -	£ -	£ -	£ 5,762.04	101%	£ 7,194.00	
Expenditure												
Projects	(CLP Led)	£ 500.00							£ -	0%	£ 104.00	
	SPAAF Days	£ 1,000.00				£ 486.00			£ 486.00	49%	£ 900.00	
	Legal Costs	£ -							£ -		£ -	
Defibrillator	Running Costs	£ 12.00							£ -	0%	£ -	
Clerk	Gross Salary	£ 2,131.00	£ 177.36	£ 353.62	£ 354.72	£ 354.72			£ 1,240.42	58%	£ 2,079.36	
	Other	£ 15.00		£ 7.00					£ 7.00	47%	£ 10.00	
Admin & Stationery		£ 160.00		£ 3.32	£ 6.88	£ 40.50			£ 50.70	32%	£ 152.44	
Maintenance		£ 100.00							£ -	0%	£ 30.59	
Subs		£ 123.50		£ 132.26					£ 132.26	107%	£ 137.00	
Audit		£ -							£ -		£ -	
Insurance	PC & VH	£ 730.70		£ 723.74					£ 723.74	99%	£ 695.90	
Newsletter	Stamps & printing	£ 380.00		£ 181.50					£ 181.50	48%	£ 213.88	
Website	Includes carry forward	£ 76.00			£ 15.00				£ 15.00	20%	£ 60.00	
Info Commissioner		£ 35.00			£ 35.00				£ 35.00	100%	£ 35.00	
Village Hall Rental		£ 175.00		£ 50.00	£ 25.00	£ 25.00			£ 100.00	57%	£ 150.00	
Donations/Grants	Church	£ 350.00		£ 350.00					£ 350.00	100%	£ -	
	Village Hall	£ 250.00							£ -	0%	£ 200.00	
	Welfare Committee	£ 100.00							£ -	0%	£ -	
	Others	£ 100.00							£ -	0%	£ 1,558.00	
Training		£ 65.00							£ -	0%	£ 30.00	
Contingency fund		£ 300.00							£ -	0%	£ -	
VAT		£ -		£ 0.66	£ 1.38				£ 2.04		£ 6.67	
TOTALS	£ 6,603.20	£ 177.36	£ 1,802.10	£ 437.98	£ 906.22	£ -	£ -	£ -	£ 3,323.66	50%	£ 6,362.84	

Bank reconciliation 31 October 2019		
Balance b/forward	£	6,797.10
add receipts	£	5,762.04
Less expenditure	£	3,323.66
Cash book Balance at 31 October 2019	£	9,235.48
Balance at bank 31st October 2019	£	9,235.48

SCALEBY PARISH COUNCIL SCHEDULE OF PAYMENTS

20 November 2019

Payee	Invoice No:	Description	Amount	Payment Method
Sarah Kyle	n/a	November Salary	£145.56	BACS
HMRC	n/a	November PAYE	£31.80	BACS
Sarah Kyle	n/a	December Salary	£145.56	BACS
HMRC	n/a	December PAYE	£31.80	BACS
DM Payroll Services	732	Half-year payroll	£40.50	BACS
Sarah Kyle	n/a	Reimbursements	£45.84	BACS
YPO	602179954	Stationery	£13.08	BACS

Authorised by:

Signatory 1:.....

Signatory 2:.....

SCALEBY PARISH COUNCIL

BUDGET AND PRECEPT FOR 2020/21

Introduction

Members will see from the financial statement to 31st October 2019 that a very healthy reserve remains in the Council's bank account. This report will discuss the remainder of this financial year and forecasts likely income and expenditure during 2020/21.

Expected end of year outcome to 31st March 2020

The bank balance at 31st October is £9,235. No income is anticipated.

There is approx. £1,994 committed to the year-end which includes:

- Hall hire for the remaining council meetings (£75 approx);
- Salaries and expenses as well as other general administration/training costs;
- One more edition of the Scaleby News, expected to be circulated December 2019; and
- A donation is requested from the Great North Air Ambulance. The Village Hall have also requested a donation of £200 for new planters.

Should there be no unexpected further expenditure the year-end balance will be approx £7,242 This is a higher amount than that brought forward at 1st April 2019 and is significantly above the amount recommended to hold in reserve by the external auditor.

Budget for 2020/21

Members have considered re-increasing the anticipated play days to three days, following a very successful scheme in 2019. This has been budgeted for accordingly for provision by GLL. The days remain loss making exercise but do provide substantial community benefit. A further increased project budget has been set at £500 for any project in line with the Community Led Plan. Members are requested to give consideration to such a suitable project (for example, support of any VE/VJ day celebrations).

A small maintenance budget has been set aside for any needs, such as notice board varnishing which remains overdue at the time of writing, so could take place during the current financial year. Any additional costs incurred on routine maintenance would need to be taken from the contingency or project budget.

Salary costs are likely to be increased in line with national pay increases. A small increase has been budgeted in line with estimated salary scales. Costs are also budgeted for a contribution towards the Clerk's Society of Local Council Clerk's membership.

Regarding administration, costs include the CALC subscription which is likely to increase by a small percentage to £136 in line with new fee structures. It is anticipated that the data protection fee will remain static at £35 due to the payment of it by direct debit. The audit cost should remain at nil as expenditure remains under the threshold levels. A small budget exists for training needs as well as an adequate amount for village hall rental and office supplies. Website fees are greatly reduced due to the new providers and are estimated at a maximum of £66.

A budget of £250 has been made for two editions of the newsletter as recent years have seen the publication only circulated twice per year. This amount takes into account the continued use of a new printing company and a small increase in postage costs. In line with the previous Council decision, only the April/May edition would be posted and the November/December newsheet available for collection in the Hall and display on the website.

Insurance costs are expected to rise only with standard annual increase. The Council has previously been signed up for a three-year long-term agreement and has, by tradition, covered the cost of the Hall

Management Committee insurances. This agreement ceases on 31st May 2020 and it is suggested that the Hall take over responsibility for the own insurance. This has been discussed and suggested by the Hall Management Committee so will not be contentious. The Council can continue to support the Hall financially by reimbursing the cost of the insurance to them by means of donation payable retrospectively (budgeted at £450 for 2020/21).

Finally, the grants budget has been maintained, with anticipated provision for the Hall and Church. A small budget has also been set aside for other groups if required – this has traditionally been paid to the Great North Air Ambulance but could be for any group that shows potential benefit in the parish. Any expenditure over and above this would be required to be made from the contingency of £250.

Income expected for 2020/21

The expected income is:-

Carry forward:	£7,242
Precept/CTRS Grant	£5,400
Newsletter Adverts	£0
Play Area Days	£0
Total	£12,642

A small amount of VAT reclaim money will also be received but is not shown in expenditure either.

Budget Proposal for 2020/21

The following reflects comments above:-

Clerk's salary and expenses	£2,180
Administration	£653
Newsletter	£250
Insurance	£760
Maintenance	£100
Projects	£1,550
Grants Fund	£700
Contingency	£250
Total	£6,443

Income will exceed expenditure by £6,199 if the above is realised. The external auditor suggests a reserve of anything between 3 to 12 months expenditure should be held in reserve, this would equate to a reserve of just £1,591 to £6,363 based upon 2018/19 expenditure so the amount forecast is more than adequate.

Precept for 2020/21

There appears no need to increase the Precept for 2020/21 if the budget is agreed and it is therefore recommended that the precept remains at £5,400.

Recommendations

The Council is asked to consider the following recommendations: -

The budget for 2020/21 be £6,443 in line with the above suggestions.

The Precept for 2020/21 be £5,400.

Sarah Kyle, Clerk and Responsible Financial Officer, 13.11.19

Scalesby Parish Council Budget 2019 2020

Income	Budget 2019 2020	April	May	July	September	November	January	March	TOTAL	%	Budget 2020 21	2018/19 Actual
Brought Forward	£ 6,797.10								£ 6,797.10			£ 5,995.94
Precept	£ 5,400.00	£ 5,400.00							£ 5,400.00	100%	£ 5,400	£ 5,386.16
CTRS	£ -								£ -			£ 33.84
Play Days	£ 300.00				£ 300.00				£ 300.00	100%	£ -	£ 336.00
Grants	£ -								£ -			£ 1,458.00
Advertising	£ -								£ -			£ -
VAT repayment	£ -				£ 42.04				£ 42.04			£ -
Other	£ 20.00				£ 20.00				£ 20.00			£ -
TOTALS	£ 5,700.00	£ 5,400.00	£ -	£ -	£ 362.04	£ -	£ -	£ -	£ 5,762.04	101%	£ 5,400	£ 7,194.00
Expenditure												
Projects	(CLP Led)											
	SPAFE Days				£ 486.00				£ 486.00	49%	£ 1,050	£ 900.00
	Legal Costs								£ -			£ -
	Running Costs								£ -			£ -
Clerk	Gross Salary	£ 2,131.00	£ 177.36	£ 353.62	£ 354.72	£ 354.72	£ 354.72	£ 177.36	£ 2,127.22	100%	£ 2,180	£ 2,079.36
	Other	£ 15.00		£ 7.00					£ 7.00	47%	£ 10	£ 10.00
Admin & Stationery		£ 160.00		£ 3.32	£ 6.88	£ 40.50	£ 189.59	£ 40.50	£ 300.79	189%	£ 150	£ 152.44
Maintenance		£ 100.00							£ -	0%	£ 100	£ 30.59
Subs		£ 123.50		£ 132.26					£ 132.26	107%	£ 136	£ 137.00
Audit		£ -							£ -			£ -
Insurance	PC & VH	£ 730.70		£ 723.74					£ 723.74	99%	£ 309	£ 695.90
	Stamps & printing	£ 380.00		£ 181.50					£ 241.50	64%	£ 250	£ 213.88
Website	Includes early forward	£ 76.00							£ 97.00	128%	£ 66	£ 60.00
Info Commissioner		£ 35.00			£ 15.00				£ 35.00	100%	£ 35	£ 35.00
Village Hall Rental	Church	£ 175.00		£ 50.00	£ 25.00	£ 25.00	£ 50.00	£ 25.00	£ 175.00	100%	£ 175	£ 150.00
Donations/Grants	Village Hall	£ 250.00							£ 250.00	100%	£ 250	£ -
	Welfare Committee	£ 100.00							£ 100.00	0%	£ 100	£ 200.00
	Others	£ 100.00							£ -			£ -
Training		£ 65.00							£ 100.00	100%	£ 100	£ 1,558.00
Contingency fund		£ 300.00							£ 80.00	123%	£ 80	£ 30.00
VAT		£ -		£ 0.66	£ 1.38	£ 9.83			£ 11.87	0%	£ 250	£ -
TOTALS	£ 6,603.20	£ 177.36	£ 1,802.10	£ 437.98	£ 906.22	£ 754.14	£ 484.72	£ 754.86	£ 5,317.36	81%	£ 6,443	£ 6,362.84

Bank reconciliation estimate 31.03.20

Balance b/forward	£ 6,797.10
add receipts	£ 5,762.04
Less expenditure	£ 5,317.38
Cash book Balance at 31 March 2020 estimate	£ 7,241.76

Bank reconciliation 31.03.21 estimate

Balance b/forward	£ 7,242
add receipts	£ 5,400
Less expenditure	£ 6,443
Cash book Balance at 31.03.22 estimate	£ 6,199