

Scaleby Parish Council



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Chairman: Cllr. Linda Thompson

10th July 2019

A Meeting of Scaleby Parish Council will be held on Wednesday 17th July 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. **Co-option of New Councillor**
To consider the co-option of Mr C Hogg with immediate effect and to receive his signed Declaration of Acceptance of Office
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. **Minutes of the Annual Meeting of the Parish Council held on 15 May 2019**
To receive and agree the minutes of the last meeting of the Parish Council
6. **Public Participation**
 - 6.1 To receive comments and representations from members of the public in relation to any item on the Agenda
 - 6.2 To receive representations from City/County Councillors
7. **Planning Matters**
 - 19/0255 Summerhill Cottage, Chapel Lane, Scaleby Hill, Carlisle, CA6 4LY - Replacement of Existing Stable and Store**
To note permission has been granted
 - 19/0254 Corriefield Farm, Scaleby, Carlisle, CA6 4JY - Erection of Single Storey Side Extension to Provide Annexe for Family Members**
To note that permission has been granted
 - 19/0128 Scaleby Castle, Scaleby, Carlisle, CA6 4LN - Internal Alterations To Dining Room And Kitchen To Reconfigure The Layouts (LBC)**

To note the Clerk responded under delegated powers with “no representations”

8. Administrative Matters

8.1 The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018

To consider compliance with the above

8.2 Summer Play Days

To confirm arrangements for the above

9. Highways Matters

9.1 Matters to Report

To update on previously reported matters, including a kerbstone at Longpark; and to give an opportunity for Councillors to bring to the attention of the Clerk any new issues to be reported including a request for road sweeping on the Bar Lane, Barclose

9.2 Road Signage, Burnhill

To consider a request for road signage at Burnhill

10. Financial Matters

10.1 Statement of Accounts to 30th June 2019

To receive and note the statement of accounts to date and the reconciled bank balance

10.2 Payments

To resolve to approve payments detailed in the schedule and to note the reconciled balances at bank

11. 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 9th September 2019*

12. Correspondence

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

- May/June CALC Newsletter
- Cumbria Master Composter Volunteer Project
- CPCA Exec Agenda 11 July 2019
- ACT Gazette Summer 2019
- Carlisle City Council Community Group Funding Opportunities
- Town & Parish Councils - VE Day 75 - 8th May 2020
- CSFP Independent Chair Recruitment Campaign

13. Date of Next Meeting

To resolve that the next meeting of the Parish Council will take place on 18 September 2019 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 the Annual Meeting held on Wednesday 15 May 2019 in Scaleby Village Hall at 7.35pm

Present: Councillors L Thompson (Chair), M Grant, G Little, G McGarr and R Marston

In Attendance: City Cllr V Tarbitt

282/19 Election of Chairman for the Council Year 2019/20

Resolved that Cllr Thompson be elected as Chairman for the Council Year 2019/20. Cllr Thompson signed the Declaration of Acceptance of Office.

283/19 Appointment of Vice-Chairman

Resolved that Cllr McGarr be appointed as Vice-Chairman for the Council Year 2019/20.

284/19 Declaration of Acceptance of Office Forms

Noted that all Cllrs present had signed the above in the presence of the Clerk. Arrangements had been made for Cllr Moore to meet with the Clerk to sign the required paperwork within the statutory timescales.

285/19 Apologies for Absence

Apologies were received and accepted from Cllr Moore.

286/19 Minutes of Meeting Held Wednesday 20 March 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.

287/19 Requests for Dispensations

No requests for dispensations were received.

288/19 Declarations of Interest

No declarations were made.

289/19 Public Participation

City Cllr Tarbitt introduced herself to members, outlining her background and providing contact details.

290/19 Planning Matters

19/0240 Snowdale, Scaleby, Carlisle, CA6 4LW - Erection Of Two Storey Rear Extension To Provide Living Room, Sunroom, Hall, Store And Boot Room On Ground Floor With 3no. En-Suite Bedrooms Above (One With A Balcony); Erection Of Single Storey Entrance Porch From New Hall Without Compliance With Condition 2 Imposed On Planning Permission 18/0607 To Rotate The Extension To Align With Site Boundary

Noted that the Clerk responded under delegated powers with "no representation" and permission has been subsequently granted.

19/0255 Summerhill Cottage, Chapel Lane, Scaleby Hill, Carlisle, CA6 4LY - Replacement of Existing Stable and Store

Noted that the Clerk responded under delegated powers with "no representation".

19/0254 Corriefield Farm, Scaleby, Carlisle, CA6 4JY - Erection of Single Storey Side Extension to Provide Annexe for Family Members

Noted that the Clerk responded under delegated powers with “no representation”.

291/19 Administrative Matters

291.1 Programme of Meetings

Resolved to agree the calendar of meeting dates for the council year 2019/20 as:

- Wednesday 17 July 2019
- Wednesday 18 September 2019
- Wednesday 20 November 2019
- Wednesday 22 January 2020
- Wednesday 18 March 2020
- *Wednesday 20 May 2020 - TBC (New Council Year)*

291.2 Review of Policies and Procedures

Resolved that the following policies and procedures have been reviewed with no changes required:

- Standing Orders
- Financial Regulations
- General Data Protection Regulations (numerous policies)
- Freedom of Information (numerous policies including the Publication Schedule)

Also **resolved** to adopt:

- Complaints Procedure
- Press and Media Policy

291.3 General Power of Competence

Resolved from 15th May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

291.4 Summer Play Days

Resolved to hold two summer play days on 12th and 19th August with arrangements for pricing the same as last year. City Cllr Tarbitt noted that some support from her small-scale grants pot may be possible.

291.5 War Memorial

It was noted that the above has now been listed formally with Grade II status. Concerns were expressed about the implications of having a listed building within the curtilage of the Hall in case of future planning considerations.

291.6 Vacancies

Resolved to proceed with the required procedure to advertise the two vacancies following the election and to consider any potential candidates at the July meeting.

292/19 Highways Matters

The following items were raised:

- Query regarding the need for provision of additional “sharp bend” signage – no action
- Potholes in Chapel Lane – **Clerk to re-report**
- One pothole on the turning left from Chapel Lane – **Clerk to report**
- Verges deteriorating again throughout the parish – no action
- Protruding kerbstone at Longpark – **Clerk to re-report**

- Overhanging branch at Longpark – *Clerk to report*
- Missing manhole cover in between The Knells and Houghton road end – **Clerk to report**

It was also noted that Cllr Thompson had met with County Cllr Mallinson regarding the dangerous water at the Horsegills road end.

City Cllr Tarbitt left the meeting at 8.22pm.

293/19 Financial Matters

293.1 Insurance 2019/20

Resolved to accept a quotation from Came and Company for the Council insurance for the Council year 2019/20 for £723.74, this being the third and final year of the long-term agreement.

293.2 SLCC Membership

Resolved to donate £7 towards the Clerk's membership of the Society of Local Council Clerks.

293.3 Internal Audit Report

Resolved to receive and accept the end of year internal auditors report for the financial year 2019/20 with no matters brought to the attention of the Council.

293.4 Annual Governance and Accountability Return (AGAR) Certificate of Exemption

Resolved that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to submit a Certificate of Exemption to the External Auditor following confirmation that gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2019 and that all criteria had been met.

293.5 Annual Governance Statement for the Year Ended 31st March 2019

Resolved to approve the Annual Governance Statement and authorise the Chairman to sign the Annual return.

293.6 Statement of Accounts to Year Ended 31st March 2019

Resolved to approve the Statement of Accounts and authorise the Chairman to sign the annual return.

293.7 CALC Subscription

Resolved to authorise the 2019/20 subscription payment to CALC of £132.26 however it is requested that examples of the benefits provided for the subscription are given before approval will be considered in future years.

293.8 Payments

Resolved to approve authorise two councillors to sign to approve payments as follows:

- Sarah Kyle, April salary, £145.56
- HMRC, April PAYE, £31.80
- Sarah Kyle, May salary plus reimbursements, £237.06
- HMRC, May PAYE, £31.80
- CALC, Subscriptions, £132.26
- Came & Company, Insurance, £723.74
- YPO, Stationery, £3.98
- Bluezon, Newsletters, £89.00
- Stanwix Rural Parish Council, SLCC contribution, £7.00
- Scaleby Village Hall, Rental, £50.00

Salary and PAYE payments for the Clerk for June were approved and the amounts will be confirmed at the next meeting.

293.9 Receipts

Resolved to note the receipt of £5,400 from Carlisle City Council (Precept).

293.10 Internet Banking

Resolved to reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO payments to continue.

293.11 Donation Requests

Resolved to donate £350 to Scaleby PCC towards the grass cutting at the churchyard in respect of both the 2018/19 and 2019/20 financial years.

294/19 Council Matters and Agenda Items for Future Meetings

Cllr Little reported ongoing problems with the water pressure.

Cllr McGarr reported that notification had been received for commemorations of VE day on 8th May 2020. He will ask the Hall Committee for consideration to be given to suitable events.

Cllr McGarr also noted that his research into commemorations for the WWII fallen had uncovered that it is likely that the war memorial is meant only for those remembered from WWI and an alternative option for remembrance may need to be considered.

295/19 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.

Cllr Thompson also read out a Thank You card received from City Cllrs Bainbridge and Bowman.

296/19 Date of Next Meeting

Resolved that the next meeting of the Parish Council will take place on 17th July 2019 in Scaleby Village Hall at 7.30pm.

There being no further business the Chairman closed the meeting at 8.52pm.

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								£ -	0%	£ 336.00
Grants	£ -								£ -		£ 1,458.00
Advertising	£ -								£ -		£ -
VAT repayment	£ -								£ -		£ -
Other	£ -								£ -		£ -
TOTALS	£ 5,700.00	£ 5,400.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 5,400.00	95%	£ 7,194.00
Expenditure											
Projects	(CLP Led)	£ 500.00							£ -	0%	£ 104.00
	SPAAF Days	£ 1,000.00							£ -	0%	£ 900.00
	Legal Costs	£ -							£ -		£ -
Defibrillator	Running Costs	£ 12.00							£ -	0%	£ -
Clerk	Gross Salary	£ 2,131.00	£ 177.36	£ 353.62					£ 530.98	25%	£ 2,079.36
	Other	£ 15.00		£ 7.00					£ 7.00	47%	£ 10.00
Admin & Stationery		£ 160.00		£ 3.32					£ 3.32	2%	£ 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							£ -	0%	£ 60.00
Info Commissioner		£ 35.00							£ -	0%	£ 35.00
Village Hall Rental		£ 175.00		£ 50.00					£ 50.00	29%	£ 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					£ 0.66		£ 6.67
TOTALS		£ 6,603.20	£ 177.36	£ 1,802.10	£ -	£ -	£ -	£ -	£ 1,979.46	30%	£ 6,362.84

Bank reconciliation 30 June 2019		
Balance b/forward	£	6,797.10
add receipts	£	5,400.00
Less expenditure	£	1,979.46
Cash book Balance at 30 June 2019	£	10,217.64
less outstanding payments	£	121.00
Balance 30 June 2019	£	10,217.64

SCALEBY PARISH COUNCIL SCHEDULE OF PAYMENTS 17 JULY 2019

Payee	Invoice No:	Description	Amount	Payment Method
Sarah Kyle	n/a	July Salary	TBC	BACS
HMRC	n/a	July PAYE	TBC	BACS
Sarah Kyle	n/a	August Salary	TBC	BACS
HMRC	n/a	August PAYE	TBC	BACS
YPO	601960954	Stationery	£8.26	BACS
Scaleby Village Hall	INV-0169	Rental	£25.00	BACS
Kierweb	INV-1688	Accessibility updates	£15.00	BACS
ICO	n/a	Data Protection	£35.00	DD

Authorised by:

Signatory 1:.....

Signatory 2:.....