



Chairman: Cllr. Linda Thompson

10th September 2019

A Meeting of Scaleby Parish Council will be held on Wednesday 18th September 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 a Meeting of the Parish Council held on 17 July 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**

19/0128 Scaleby Castle, Scaleby, Carlisle, CA6 4LN - Internal Alterations To Dining Room And Kitchen To Reconfigure The Layouts (LBC)
To note that permission has been granted
8. **Administrative Matters**
 - 8.1 **Financial Regulations**
To consider adoption of updated financial regulations
 - 8.2 **Summer Play Days**
To confirm attendance figures and to review the events
 - 8.3 **VE Day 75 – 8 May 2020**
To consider methods of commemoration

9. Highways Matters

9.1 Matters to Report

To update on previously reported matters, including a protruding kerbstone at Longpark

9.2 Speed Limit

To consider a request from a resident to review the current speed limit in Burnhill

10. Financial Matters

10.1 Statement of Accounts to 31st August 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

10.3 Receipts

To note income received:

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

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 11th November 2019

12. Correspondence

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

- CALC Newsletter July/August/September
- CPCA Executive Minutes 11 July 2019
- Working Together, Cumbria County Council
- CCTV, Cumbria Police
- Funding Fair Notification
- CPCA AGM Notification
- Census Rehearsal, Carlisle District
- St Cuthbert's Garden Village Consultation
- Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage in Rural Areas

13. Date of Next Meeting

To resolve that the next meeting of the Parish Council will take place on 20 November 2019 in Scaley 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 17 July 2019 in Scaleby Village Hall at 7.30pm

Present: Councillors L Thompson (Chair), G Little, T Moore and R Marston

In Attendance: City Cllrs D Shepherd, V Tarbitt and City/County Cllr J Mallinson

296/19 Apologies for Absence

Apologies were received and accepted from Cllrs Grant and McGarr.

297/19 Co-option of New Councillor

This item was deferred until the September meeting.

298/19 Requests for Dispensations

No requests for dispensations were received.

299/19 Declarations of Interest

No declarations were made.

300/19 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, noting that the manhole cover reported under item 292/19 was sunken, not missing as stated.

301/19 Public Participation

No members of the public were in attendance.

City Cllrs Mallinson, Shepherd and Tarbitt all very kindly offered to donate £100 each towards the summer play days. Thanks were offered to each of them for their generosity.

City Cllr Tarbitt noted that verges in some areas were being hardened. It was noted that the only suitable verge in the parish would be that between Scaleby and Barclose, housing the bench and daffodils. The Clerk to confirm with City Cllr Tarbitt.

302/19 Planning Matters

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

Resolved to note that permission has been granted.

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

Resolved 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)

Resolved to note that the Clerk responded under delegated powers with "no representations".

303/19 Administrative Matters

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

It was reported that the above regulations require compliance. Some measures had already been implemented and the Clerk was investigating a necessary statement to comply.

303.2 Summer Play Days

It was noted that two days will take place, on 12th and 19th August. Thanks were once again offered to each of the City Cllrs for their financial support. Flyers have been distributed to local schools.

304/19 Highways Matters

304.1 Matters to Report

It was noted that the kerbstone at Longpark remains problematic; the Clerk to re-report.

It was also noted that a request for road sweeping on the Bar Lane, Barclose was now unnecessary as the problems being experienced had been resolved successfully.

A discussion followed regarding the responsibility of Highways and the extent of their duties and powers.

304.2 Road Signage, Burnhill

A request for a name plate at the above had been requested; the Clerk to formally ask Cumbria County Council via County Cllr Mallinson for provision. It was noted that the area does not fall within the 40mph zone therefore speed signage is unavailable.

305/19 Financial Matters

305.1 Statement of Accounts to 30th June 2019

Resolved to receive and note the statement of accounts to date.

The reconciled balance at 30 June 2019 was £10,217.64.

305.2 Payments

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

- Sarah Kyle, July salary, £145.56
- HMRC, July PAYE, £31.80
- Kierweb, website modification, £15.00
- Scaleby Village Hall, rental, £25.00
- YPO, stationery, £8.26
- ICO, Data protection registration, £35.00

Payments for the Clerk for the August salary and PAYE to HMRC were also authorised, the amount to be confirmed.

306/19 Council Matters and Agenda Items for Future Meetings

Cllr Thompson requested an update from County Cllr Mallinson regarding the dangerous water at the Horsegills road end. Cllr Thompson to contact Cllr Mallinson next time there is heavy rainfall and the problem is evident.

307/19 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.

A discussion regarding VE day celebrations will feature on the September agenda.

308/19 Date of Next Meeting

Resolved that the next meeting of the Parish Council will take place on 18th September 2019 in Scaleby Village Hall at 7.30pm.

There being no further business the Chairman closed the meeting at 8.10pm.

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							£ -	0%	£ 900.00
	Legal Costs	£ -							£ -	-	£ -
Defibrillator	Running Costs	£ 12.00							£ -	0%	£ -
Clerk	Gross Salary	£ 2,131.00	£ 177.36	£ 353.62	£ 354.72				£ 885.70	42%	£ 2,079.36
	Other	£ 15.00		£ 7.00					£ 7.00	47%	£ 10.00
Admin & Stationery		£ 160.00		£ 3.32	£ 6.88				£ 10.20	6%	£ 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				£ 75.00	43%	£ 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	£ -	£ -	£ -	£ 2,417.44	37%	£ 6,362.84

Bank reconciliation 31 August 2019

Balance b/forward	£	6,797.10
add receipts	£	5,762.04
Less expenditure	£	2,417.44
Cash book Balance at 31 August 2019	£	10,141.70
Balance at bank 31st August 2019	£	10,141.70

SCALEBY PARISH COUNCIL SCHEDULE OF PAYMENTS

18 September 2019

Payee	Invoice No:	Description	Amount	Payment Method
Sarah Kyle	n/a	August Salary	£145.56	BACS Already paid
HMRC	n/a	August PAYE	£31.80	BACS Already paid
Sarah Kyle	n/a	September Salary	£145.56	BACS
HMRC	n/a	September/October PAYE	£63.60	BACS
Sarah Kyle	n/a	October Salary	£145.56	BACS
Scaleby Village Hall	INV-0187	Rental	£125.00	BACS
GLL	SI-124435	Summer Play Days	£386.00	BACS
DM Payroll Services	594	Half-year payroll	£40.50	BACS

Authorised by:

Signatory 1:.....

Signatory 2:.....