

Scaleby Parish Council



Chairman: Cllr. George McGarr OBE

Clerk: Sarah Kyle
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14th July 2021

A meeting of Scaleby Parish Council will be held on **Wednesday 21st July 2021** in the **Village Hall, Scaleby** at **7.30pm**.

This is a public meeting and all are welcome. Please let me know if you are unable to attend. Please do not attend if you have any COVID-19 symptoms or have been asked to self-isolate.

Yours faithfully

Sarah Kyle
Clerk and Responsible Financial Officer

Agenda

- 1. Apologies for Absence**
To receive apologies and approve reasons for absence
- 2. Declarations of Interest and Request for Dispensations**
 - 2.1** 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
 - 2.2** To receive declarations by members of interests in respect of items on this agenda
- 3. Minutes of the meeting of the Parish Council held on 4th May 2021**
To receive and approve the accuracy of the last minutes of the Parish Council and to authorise the Chairman to sign – **attached**.
- 4. Co-option of New Councillor**
To consider the co-option of Alexander Brown to the Parish Council with immediate effect
- 5. Public Participation**
In accordance with Standing Order 3e the Chairman will, at his discretion:
 - 5.1** Invite members of the public to address the meeting in relation to the business to be transacted at this meeting
 - 5.2** Receive reports from City and County Councillors
- 6. Administrative Matters**
 - 6.1 Bench(es)**
To consider authorisation on expenditure on two benches (£368 each plus delivery, fixings and installation) and on a highways permit; to also consider siting locations with grass cutting implications

6.2 Co-option Policy

To consider adoption of the previously circulated policy

6.3 Queen's Platinum Jubilee Celebrations 2nd July 2022

To consider the above

6.4 Code of Conduct

To consider adoption of the new code as previously circulated

6.5 Border Rambler Bus

To note the recommencement of the service

6.6 Community Led Plan

To consider appointment of a working group to review the existing parish plan and consider the formation of a new Community Led Plan

6.7 Carlisle City Council's new Carlisle Plan for 2021-2023

To consider the above

6.8 Allotments

To note the request for an allotment site by one parishioner

6.9 Summer Play Days

To note an update with bookings for the three days to be held during the summer holidays

6.10 Book Swap

To receive an update regarding the requested community book swap scheme

7. Finance Matters

7.1 To authorise the payments below:

- Sarah Kyle, June Salary, £149.04
- HMRC, June PAYE, £32.80
- Sarah Kyle, July Salary, £149.04
- HMRC, July PAYE, £32.80
- CALC, training course, £20.00
- BHIB Insurance, £354.91

7.2 Receipts

To note the receipt of the precept from Carlisle City Council, totalling, £5,400

7.3 Bank Reconciliation and Budget Update

To note the [attached](#) budgetary update and agree the bank reconciliation

8. Highways Matters

8.1 Updates

To verbally update on previously reported matters and bring new issues to the attention of the Clerk

8.2 Speeding Petition

To note the compilation of the above and consider support

8.2 Highways Information Management System

To note the implementation of the new reporting system from Cumbria County Council

8.2 Burnhill

To consider an update, if any, regarding speed limits and signage queries raised with Highways

9. Planning Matters

21/0454 White Hill Farm, Scaleby, Carlisle, CA6 4JY - Erection Of Two Storey Side Extension To Provide Utility, Entrance Hall, Kitchen, Dining Room & Living Room On Ground Floor With 3no. Bedrooms And Bathroom Above Together With Formation Of New Access

To note that the Clerk responded under delegated powers with 'no representation'

21/0275 Five Oaks, Scaleby Hill, Scaleby, Carlisle, CA6 4LY - Erection Of Single Storey Side Extension To Provide Living/Dining Room

To note that permission has been granted

10. Councillor Matters

To bring to the attention of the Clerk any new issues on behalf of residents

Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council.

Future agenda items should be submitted to the Clerk by 13th September 2021

11. Date of Next Meeting

To resolve that the next of the Parish Council will be held in Scaleby Village Hall on Wednesday 22nd September at 7.30pm. The meeting will take place subject to business to transact, COVID regulations, hall accessibility and member availability at that time.

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 Virtual Annual Meeting held on Tuesday 4th May 2021 at 6.32pm

Present: Cllr G McGarr (Chairman), Cllrs G Little, R Marston, T Moore & L Thompson.

In Attendance: One member of the public. The Clerk, S Kyle.

403/21 Election of Chairman

Resolved that Cllr McGarr be elected as Chairman for the Council year 2021/22 and accepted the Declaration of Acceptance of Office; the official form to be signed in-person following the virtual meeting. Cllr McGarr gave thanks for the many years she has served to outgoing Chair, Cllr Thompson.

404/21 Appointment of Vice-Chairman

Resolved that Cllr Moore be appointed Vice-Chairman for the Council year 2021/22.

405/21 Apologies for Absence

Apologies were received and accepted from Cllr Grant.

406/21 Declarations of Interest and Requests for Dispensations

No declarations were made and no requests for dispensations were received.

407/21 Minutes of Meeting Held Wednesday 17th March 2021

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

408/21 Public Participation

One member of the public was present and requested consideration be given to the installation of a suitable cabinet for a community book-swap. Cllr Moore will meet with the member of the public to discuss suitable locations and the management of such a scheme.

Action: TM

One member of the public left at 6.38pm.

409/21 Administrative Matters

409.1 Programme of Meetings

Resolved to agree the calendar of meeting dates for the council year 2020/21 as follows:

- Wednesday 21 July 2021
- Wednesday 22 September 2021
- Wednesday 17 November 2021
- Wednesday 19 January 2022
- Wednesday 16 March 2022
- Wednesday 18 May 2022 (TBC - New Council Year)

Each meeting will be reviewed at the time and a decision as to whether to proceed will be made in line with current COVID prevalence rates and member availability.

409.2 Review of Policies and Procedures

Resolved to agree the review undertaken by the clerk of the Council's Standing Orders, Financial Regulations, complaints procedure; procedures and practices in respect of Freedom of Information

and data protection legislation; and policy for dealing with the press/media and to agree no changes are recommended at this time.

409.3 Summer Play Scheme

Resolved to proceed with the provision of three summer play days, at a cost of £400 per day, during the summer holidays. Days will be delivered at a cost of £8-10 per child (in line with other areas as suggested by the providers, GLL) and will run from 9.30am – 3.30pm. The capacity will be limited to 35 children per day.

Action: SK

409.4 Bench

Discussion was held regarding the repair of the existing parish bench and the potential provision for a new bench in an alternative area of the parish.

Resolved to authorise expenditure on a new recycled bench subject to the establishment of a suitable location and permission to site, if necessary.

Action: GM^c/TM

409.5 Government Call for Evidence on Remote Meetings

The consultation regarding the above had been previously circulated to all members via email. Comments to be provided to the Clerk before 1st June to enable a collated response to be submitted. The provision of broadband availability in the Village Hall would be greatly beneficial going forward and is to be investigated.

Action: ALL/TM

409.6 DCMS Rural Broadband Consultation

The consultation regarding the above had been previously circulated to all members via email. Comments to be provided to the Clerk before 17th May to enable a collated response to be submitted.

Action: ALL

409.7 Clerk's Additional Employment

Resolved to note that the Clerk's locum appointment for Kirkbampton Parish Council has been made permanent.

410/21 Financial Matters

410.1 Payments

Resolved to approve payments, including retrospective payments, as follows:

- Sarah Kyle, May Salary £149.04
- HMRC, May PAYE, £32.80
- Stanwix Rural Parish Council, Contribution to SLCC Subscription, £8.00
- CALC, Subscription, £139.13
- Came & Company, Insurance, £TBC
- Bluezon Ltd, newsletters, £95.00

410.2 Internet Banking

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

411/21 Annual Governance and Accountability Return 2021/21

411.1 Internal Auditors Report

Resolved to accept the end of year internal auditors report for the financial year 2020/21 with no matters to bring to the attention of the Council.

411.2 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 authorise the Chairman to sign and the RFO 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 2021.

411.3 Annual Governance Statement

Resolved to approve the Annual Governance Statement 2020/21 and authorise the Chairman to sign the Annual return.

411.4 Accounting Statements

Resolved to approve Accounting Statements 2020/21 and authorise the Chairman to sign the annual Return.

412/21 Highways Matters

412.1 Highways Meeting

It was reported that the outstanding issues, primarily ditches and verges, are scheduled for works, hopefully during the summer.

412.2 Updates

It was requested that if Cllrs have highways issues to report that they be submitted to the Clerk when discovered, rather than waiting for the meeting, to ensure timely reporting.

412.3 Burnhill

No update regarding either the speed limit check or signage was available.

Resolved that the matters be considered as part of a newly created traffic working group.

Action: GM^c

413/21 Planning Matters

21/0275 Five Oaks, Scaleby Hill, Scaleby, Carlisle, CA6 4LY - Erection of Single Storey Side Extension to Provide Living/Dining Room

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

414/21 Councillor Matters

It was noted that the attendance of three members of the public at the previously held Annual Parish Meeting had been very welcome. No additional matters were raised.

415/21 Date of Next Meeting

Resolved that the Parish Council will be held in Scaleby Village Hall on Wednesday 21st July at 7.30pm. The meeting will only take place subject to a review of the business to transact, COVID regulations, hall accessibility and member availability at that time.

There being no further business the Chairman closed the meeting at 7.16pm.

Scaleby Parish Council Budget 2021 22										
Income										
Item	Budget 2021/22	May	July	September	November	January	March	TOTAL	%	2020 21 Actual
Brought Forward	£ 9,769							£ 7,778.26		£ 7,778.26
Precept	£ 5,400	£ 5,400.00						£ 5,400.00	100%	£ 5,400.00
CTRS								£ -	0%	£ -
Play Days								£ -	0%	£ -
Grants								£ -	0%	£ 600.00
Advertising								£ -	0%	£ -
VAT repayment								£ -	0%	£ -
Other								£ -	0%	£ -
TOTALS	£ 5,400	£ 5,400.00	£ -	£ -	£ -	£ -	£ -	£ 5,400.00	100%	£ 6,000.00
Expenditure										
Projects	(CLP Led)	£ 500						£ -	0%	£ -
	SPAAF Days	£ 1,050						£ -	0%	£ -
	Legal Costs							£ -	0%	£ -
Defibrillator	Running Costs							£ -	0%	£ -
Clerk	Gross Salary	£ 2,221	£ 363.68	£ 181.84				£ 545.52	25%	£ 2,184.47
	Other	£ 12	£ 8.00					£ 8.00	67%	£ 11.00
Admin & Stationery		£ 150						£ -	0%	£ 150
Maintenance		£ 100	£ 139.13					£ 139.13	139%	£ 157.74
Subs		£ 140						£ -	0%	£ 136.31
Audit								£ -	0%	£ -
Insurance	PC & VH	£ 369	£ 354.91					£ 354.91	96%	£ 351.00
Newsletter	Stamps & printing	£ 250	£ 95.00					£ 95.00	38%	£ 97.68
Website		£ 82						£ -	0%	£ 86.00
Info Commissioner		£ 35						£ -	0%	£ 35.00
Village Hall Rental		£ 175						£ -	0%	£ -
Donations/Grants	Church	£ -						£ -	0%	£ 0
	Village Hall	£ 700						£ -	0%	£ 600.00
	Welfare Committee	£ 100						£ -	0%	£ -
	Others	£ 200						£ -	0%	£ 200.00
Training		£ 80		£ 20.00				£ 20.00	25%	£ -
Contingency fund		£ 250						£ -	0%	£ -
VAT								£ -	0%	£ -
TOTALS		£ 6,414	£ 960.72	£ 201.84	£ -	£ -	£ -	£ 1,162.56	18%	£ 4,009.20

Bank Reconciliation 30 June 2021		
Balance b/forward	£	9,769.06
add receipts	£	5,400.00
Less expenditure	£	1,162.56
Cash Book Balance	£	14,006.50
Balance at bank 30.06.21	£	14,039.30
less outstanding payments	£	32.80
	£	14,006.50