

# Scaleby Parish Council



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Chairman: Cllr. Linda Thompson

12 November 2020

An online meeting of Scaleby Parish Council will be held on:

**Wednesday 18<sup>th</sup> November 2020 at 7.30pm**

The meeting is accessible by clicking the link [here](#) or by logging into [www.zoom.us](http://www.zoom.us) and using Meeting ID **827 4700 9299** with the password **490278**.

The meeting can also be accessed using a telephone by dialling one of the following numbers (0131 460 1196 or 0203 051 2874 or 0203 481 5237 or 0203 481 5240).

Please aim to arrive at the meeting by 7.20pm in case of connectivity problems. The meeting will be recorded in accordance with our policy on filming.

This is a public meeting and all are welcome.

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 16 September 2020**

To approve the accuracy of the minutes. Minutes to be signed following the meeting - [attached](#)
4. **Public Participation**

In accordance with Standing Order 3e the Chairwoman will, at her discretion:

  - 4.1 Invite members of the public to address the meeting in relation to the business to be transacted at this meeting
  - 4.2 Receive reports from City and County Councillors
5. **Administrative Matters**
  - 5.1 **Kingmoor Incinerator**

To note any update and consider the public consultation

## 5.2 Dark Skies

To consider the above initiative and whether any measures can be taken in the parish

## 6. Finance Matters

6.1 To ratify payments (below) and to note the bank reconciliation/budget update as **attached**

- Sarah Kyle, October Salary £170.72
- HMRC, October PAYE, £38.00
- Sarah Kyle, November Salary £149.04
- HMRC, November PAYE, £32.80
- Diane Malley, Payroll, £60.00

## 6.2 Donation Request

To consider a donation towards the Great North Air Ambulance

## 6.3 Precept and Budget 2021/22

To consider the proposed draft budget for 2021/22 and set the precept accordingly – **report attached**

## 7. Highways Matters

### 7.1 Updates

To verbally update on previously reported matters, including flooding on the Horsegills Road, and bring new issues to the attention of the Clerk

### 7.2 Footpaths

To note a complaint received regarding PRow's in the parish

8. **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 8 January 2021*

9. **Date of Next Meeting:** To resolve that the next online meeting will take place on Wednesday 20 January 2021 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 Virtual Meeting held on Wednesday 16<sup>th</sup> September 2020 at 7.30pm

**Present:** Cllr L Thompson (Chair), Cllrs M Grant, G Little and G McGarr.

**In Attendance:** City/County Cllr J Mallinson. The Clerk, S Kyle.

#### **365/20 Apologies for Absence**

Apologies were received and accepted from Cllrs R Marson and T Moore. They were also received and noted from City Cllrs D Shepherd and V Tarbitt.

#### **366/20 Declarations of Interest and Requests for Dispensations**

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

#### **367/20 Minutes of Meeting Held Wednesday 15 July 2020**

**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.

#### **368/20 Public Participation**

City/County Cllr Mallinson updated Cllrs with the latest news regarding the potential for local government reorganisation in Cumbria. He outlined the possible options for geographical boundaries and a likely timescale, should matters progress. He confirmed that any restructuring will not negatively impact upon parish councils.

#### **369/20 Administrative Matters**

##### **369.1 Kingmoor Incinerator**

The above matter was discussed at length, with it being noted that planning for the building has indeed been granted, however, no license for operating has yet been issued from the Environment Agency. An investigation into the planning process is concurrently taking place. Queries were raised with the quantity and nature of the waste to be incinerated and its location was agreed by those present to be unsatisfactory. City/County Cllr Mallinson will keep members updated and it was noted that the City Council officially oppose the development.

##### **369.2 Local Government Reorganisation in Cumbria**

This matter was discussed during public participation.

##### **369.3 Climate Change: consultation on Carlisle strategy**

Cllrs were asked to respond individually to the above consultation if desired.

#### **370/20 Planning Matters**

**20/0428 Scaleby Hill Farm, Chapel Lane, Scaleby Hill, Carlisle, CA6 4LY** - Extension to Agricultural Building for Storage Of Animal Feed & Farm Machinery

**Resolved** to note that permission has been granted.

## **371/20 Financial Matters**

### **371.1 Payments**

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

- Sarah Kyle, August Salary £145.56
- HMRC, August PAYE, £31.80
- Sarah Kyle, September Salary £145.36
- HMRC, September PAYE, £32.00
- Scaleby Village Hall, £600 donation from City Cllrs
- ICO, data protection registration, £35.00
- Diane Malley, 6 months payroll services, £60.00

### **371.2 Receipts**

**Resolved** to note the receipt of £600 donation from City Cllrs towards Scaleby Village Hall. Gracious thanks were offered to City Cllrs Mallinson, Shepherd and Tarbitt for their generous contribution.

### **371.3 NJC Local Government Services Pay Scales**

**Resolved** to agree implementation of updated pay scales for the Proper Officer, backdated from 1 April 2020, at an additional monthly cost of £4.48.

## **372/20 Highways Matters**

It was noted that all highways matters raised at the July meeting had been taken by City Cllr V Tarbitt following an offer made after the meeting. An update will therefore be requested from Cllr Tarbitt as to the progress of the various issues raised. Concerns were additionally made regarding safety and potential white line painting on other corners in the parish, including at the double bend at Croft Cottage, Hunley Lonning, Barclose to Stoneknowe, Scaleby Hill to Smithfield and on the road towards the A6071 in an attempt to keep drivers focused on remaining on the correct side of the road. Additional concerns were raised regarding the speed of passing commuting traffic. City/County Cllr Mallinson clarified that regulations were prescribed by the Department of Transport, but he will take forward concerns to Highways in case any traffic calming measures are available.

Concerns were also raised regarding drainage works undertaken, querying whether this will exacerbate flooding problems on the Bar Lonning or whether levels are incorrect.

## **373/20 Councillor Matters**

No additional matters were brought to the attention of the Council.

## **374/20 Date of Next Meeting**

**Resolved** that the next virtual meeting of the Parish Council will take place on 18th November 2020 at 7.30pm.

There being no further business the Chairman closed the meeting at 8.23pm.

Scaleby Parish Council Budget 2020 2021											
Income											
Item	Budget 2020 21	May	July	September	November	January	March	TOTAL	%	2019/20 Actual	
Brought Forward	6797.1							£ 7,778.26		£ 6,797.10	
Precept	£ 5,400	£ 5,400.00						£ 5,400.00	100%	£ 5,400.00	
CTRS								£ -		£ -	
Play Days	£ -							£ -		£ 300.00	
Grants			£ 600.00					£ 600.00		£ -	
Advertising								£ -		£ -	
VAT repayment								£ -		£ 42.04	
Other								£ -		£ 20.00	
<b>TOTALS</b>	<b>£ 5,400</b>	<b>£ 5,400.00</b>	<b>£ 600.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 6,000.00</b>	<b>111%</b>	<b>£ 5,762.04</b>	
Expenditure											
Projects	(CLP Led)	£ 500						£ -	0%	£ -	
	SPAAF Days	£ 1,050						£ -	0%	£ 486.00	
	Legal Costs							£ -		£ -	
Defibrillator	Running Costs							£ -		£ -	
Clerk	Gross Salary	£ 2,180	£ 354.72	£ 177.36	£ 354.72	£ 386.08		£ 1,272.88	58%	£ 2,127.22	
	Other	£ 10	£ 11.00					£ 11.00	110%	£ 7.00	
Admin & Stationery		£ 150		£ 60.00	£ 2.39			£ 62.39	42%	£ 235.29	
Maintenance		£ 100						£ -	0%	£ -	
Subs		£ 136	£ 136.31					£ 136.31	100%	£ 132.26	
Audit								£ -		£ -	
Insurance	PC & VH	£ 309	£ 351.00					£ 351.00	113%	£ 723.74	
Newsletter	Stamps & printing	£ 250						£ -	0%	£ 181.50	
Website	Includes carry forward	£ 66	£ 20.00					£ 20.00	30%	£ 97.00	
Info Commissioner		£ 35			£ 35.00			£ 35.00	100%	£ 35.00	
Village Hall Rental		£ 175						£ -	0%	£ 175.00	
Donations/Grants	Church	£ 250						£ -	0%	£ 350.00	
	Village Hall	£ 700						£ -	0%	£ 200.00	
	Welfare Committee	£ 100						£ -	0%	£ -	
	Others	£ 200	£ 100.00	£ 600.00				£ 700.00	350%	£ -	
Training		£ 80						£ -	0%	£ -	
Contingency fund		£ 250						£ -	0%	£ -	
VAT								£ -		£ 30.87	
<b>TOTALS</b>	<b>£ 6,443</b>	<b>£ 973.03</b>	<b>£ 837.36</b>	<b>£ 392.11</b>	<b>£ 386.08</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 2,588.58</b>	<b>40%</b>	<b>£ 4,780.88</b>	

Bank reconciliation 31 October 2020		
Balance b/forward	£	7,778.26
add receipts	£	6,000.00
Less expenditure	£	2,588.58
<b>Cash book Balance at 31 October 2020</b>	<b>£</b>	<b>11,189.68</b>
<b>Balance at bank 31st October 2020</b>	<b>£</b>	<b>11,189.68</b>

# SCALEBY PARISH COUNCIL

## BUDGET AND PRECEPT FOR 2021/22

### Introduction

This year has been unprecedented with the COVID pandemic effectively wiping out the majority of the Council's plans, including the summer play scheme. The strain on the economy, both at national and a personal level cannot be overlooked and it is felt that it is essential that the Council does not look to add to the burden of households already struggling with lower income or unemployment. The budget will therefore focus on ensuring that the amount precepted will remain static to ensure that no increases in financial demands are placed upon residents from a parish viewpoint, obviously whilst ensuring that essential Council services can be maintained. Members will see from the financial statement to 31<sup>st</sup> October 2020 that a large reserve remains in the Council's bank account and thanks to this strong reserve position this freeze on the precept should be comfortably achievable.

This report will discuss the remainder of this financial year and forecasts likely income and expenditure during 2021/22.

### Expected end of year outcome to 31<sup>st</sup> March 2021

The bank balance at 31<sup>st</sup> October is £11,190. No further income is anticipated.

There is approx. £1,799 committed to the year-end which includes:

- A contribution to zoom expenses, in place of hall hire
- Salaries and expenses as well as other general administration/website costs;
- One edition of the Scaleby News, expected to be circulated February 2020; and
- A donation for the Great North Air Ambulance.

Should there be no unexpected further expenditure the year-end balance will be approx. £9,776 This is a higher amount than that brought forward at 1<sup>st</sup> April 2019 and is significantly above the amount recommended to hold in reserve by the external auditor however it does leave the Council in a strong position to ensure that no increase in precept will be necessary.

### Budget for 2021/22

Three summer play days have been budgeted for again, with an expectation that social distancing will allow the scheme to progress in summer next year. A 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.

A small maintenance budget has been set aside for any needs; 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 £140. 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 will 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 (assuming meetings begin in-person again) and office supplies. Website fees are estimated at a maximum of £82 including domain name purchase for two-years.

Although no newsletter has been circulated this year due to COVID, a budget of £250 has been made for two editions of the newsletter going forward.

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. 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 £700).

Finally, the grants budget has been maintained. Any expenditure to community groups over and above this budget would be required to be made from the contingency of £250.

### **Income expected for 2021/22**

The expected income is:-

Carry forward:	£9,776
Precept	£5,400
Newsletter Adverts	£0
Play Area Days	£0
<b>Total</b>	<b>£15,176</b>

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	£2,233
Administration	£662
Newsletter	£250
Insurance	£369
Maintenance	£100
Projects	£1,550
Grants Fund	£1,000
Contingency	£250
<b>Total</b>	<b>£6,414</b>

**Income will exceed expenditure by £8,762 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 £1,195 to £4,781 based upon 2019/20 expenditure so the amount forecast is more than adequate.

### **Precept for 2021/22**

There appears no need to increase the Precept for 2021/22 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 2021/22 be £6,414 in line with the above suggestions.**

**The Precept for 2021/22 be £5,400.**

Sarah Kyle, Clerk and Responsible Financial Officer, 12.11.20

Scaleby Parish Council Budget 2020 2021												
Income												
Item	Budget 2021/22	Budget 2020 21	May	July	September	November	January	March	TOTAL	%	2019/20 Actual	
Brought Forward	£ 9,776	£ 6797.1							£ 7,778.26		£ 6,797.10	
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CTRS									£ -		£ -	
Play Days		£ -							£ -		£ 300.00	
Grants				£ 600.00					£ 600.00		£ -	
Advertising									£ -		£ -	
VAT repayment									£ -		£ 42.04	
Other									£ -		£ 20.00	
<b>TOTALS</b>	<b>£ 5,400</b>	<b>£ 5,400</b>	<b>£ 5,400.00</b>	<b>£ 600.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 6,000.00</b>	<b>111%</b>	<b>£ 5,762.04</b>	
Expenditure												
Projects	(CLP Led)	£ 500	£ 500						£ -	0%	£ -	
	SPAAF Days	£ 1,050	£ 1,050						£ -	0%	£ 486.00	
	Legal Costs								£ -		£ -	
Defibrillator	Running Costs								£ -		£ -	
Clerk	Gross Salary	£ 2,221	£ 2,180	£ 354.72	£ 177.36	£ 354.72	£ 386.08	£ 545.52	£ 363.68	£ 2,182.08	100%	£ 2,127.22
	Other	£ 12	£ 10	£ 11.00						£ 11.00	110%	£ 7.00
Admin & Stationery		£ 150	£ 150		£ 60.00	£ 2.39		£ 43.00	£ 45.00	£ 150.39	100%	£ 235.29
Maintenance		£ 100	£ 100							£ -	0%	£ -
Subs		£ 140	£ 136	£ 136.31						£ 136.31	100%	£ 132.26
Audit										£ -		£ -
Insurance	PC	£ 369	£ 309	£ 351.00						£ 351.00	113%	£ 723.74
Newsletter	Stamps & printing	£ 250	£ 250						£ 250.00	£ 250.00	100%	£ 181.50
Website		£ 82	£ 66	£ 20.00					£ 66.00	£ 86.00	130%	£ 97.00
Info Commissioner		£ 35	£ 35			£ 35.00				£ 35.00	100%	£ 35.00
Village Hall Rental		£ 175	£ 175							£ -	0%	£ 175.00
Donations/Grants	Church	£ -	£ 250							£ -	0%	£ 350.00
	Village Hall	£ 700	£ 700							£ -	0%	£ 200.00
	Welfare Committee	£ 100	£ 100							£ -	0%	£ -
	Others	£ 200	£ 200	£ 100.00	£ 600.00		£ 100.00			£ 800.00	400%	£ -
Training		£ 80	£ 80							£ -	0%	£ -
Contingency fund		£ 250	£ 250							£ -	0%	£ -
VAT										£ -		£ 30.87
<b>TOTALS</b>		<b>£ 6,414</b>	<b>£ 6,443</b>	<b>£ 973.03</b>	<b>£ 837.36</b>	<b>£ 392.11</b>	<b>£ 486.08</b>	<b>£ 588.52</b>	<b>£ 724.68</b>	<b>£ 4,001.78</b>	<b>62%</b>	<b>£ 4,780.88</b>

Bank estimate 31 March 2021		Ending 31.03.2022	
Balance b/forward	£ 7,778.26	£ 9,776.48	
add receipts	£ 6,000.00	£ 5,400.00	
Less expenditure	£ 4,001.78	£ 6,414.35	
<b>Balance at bank 31st August 2020</b>	<b>£ 9,776.48</b>	<b>£ 8,762.13</b>	