

Scaleby Parish Council



Clerk: Sarah Kyle
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Chairman: Cllr. Linda Thompson

9 September 2020

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

Wednesday 16th September 2020 at 7.30pm

The meeting is accessible by clicking the link [here](#) or by logging into www.zoom.us and using Meeting ID **852 1902 1760** with the password **843281**.

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).

This is a public meeting and all are welcome.

The meeting will be recorded in accordance with our policy on filming.

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 15 July 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 Local Government Reorganisation in Cumbria

To consider the Parish Council view – [CALC interim statement circulated previously via email](#)

5.3 Climate Change: consultation on Carlisle strategy

To consider the Parish Council response – [circulated previously via email](#)

6. 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

To note that permission has been granted

7. Finance Matters

7.1 To ratify payments (below) and to note the bank reconciliation/budget update as [attached](#)

- 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

7.2 Receipts

To note the receipt of £600 donation from City Cllrs towards Scaleby Village Hall

7.3 NJC Local Government Services Pay Scales

To consider implementation of updated pay scales for the Proper Officer, backdated from 1 April 2020, at an additional monthly cost of £4.48

8. Highways Matters

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

9. 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 6 November 2020

10. Date of Next Meeting: To resolve that the next meeting will take place on Wednesday 18 November 2020 at 7.30pm. The format/venue will be confirmed by summons.

SCALEBY PARISH COUNCIL

Minutes of a Virtual Meeting held on Wednesday 15th July 2020 at 7.30pm

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

In Attendance: City Cllr D Shepherd. The Clerk, S Kyle.

355/20 Apologies for Absence

Apologies were received and accepted from Cllr T Moore. They were also received and noted from City/County Cllr J Mallinson and City Cllr V Tarbitt.

356/20 Declarations of Interest and Requests for Dispensations

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

357/20 Minutes of Meeting Held Wednesday 20 May 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.

358/20 Public Participation

No members of the public were presents.

City Cllr D Shepherd reported on the cost savings and environmental benefits achieved by the reduction in grass verge cutting. Cllrs acknowledged the positive benefits but requested the visibility on road junctions be prioritised. The removal of invasive species, such as Himalayan Balsam, was also requested; Cllr McGarr to email details to City Cllr Shepherd.

359/20 Administrative Matters

359.1 Kingmoor Incinerator

It was noted that a request to include a representative from the Parish Council onto the Taskforce had been refused. An update was requested as to the current state of the application. City Cllr Shepherd committed to sending a report to the Clerk as soon as possible.

360/20 Planning Matters

20/0332 Wesley Cottage, Chapel Lane, Scaleby Hill, Carlisle, CA6 4LY - Installation of General Heating Including Installation Of 2100 Litre Below Ground LPG Storage Tank in Garden and 20/0338 (LBC)

Resolved to note that the Clerk responded under delegated powers and that permission has been subsequently granted.

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

Resolved that no representations be made on the application.

361/20 Financial Matters

361.1 Payments

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

Sarah Kyle	June Salary	£145.56
HMRC	June PAYE	£32.00
Sarah Kyle	July Salary	£147.95
HMRC	July PAYE	£31.80

361.2 Donation Request

Resolved to make a donation to Scaleby Village Hall to cover the cost of their insurance (maximum £546.92). The Clerk to firstly make a contribution request to City Cllr Shepherd towards the donation.

361.3 Annual Governance and Accountability Return 2019/20

Resolved to confirm that the external auditors have logged the exempt status for the year ended 31.03.20.

362/20 Highways Matters

Highways matters reported were:

- Potholes on Chapel Lane, Scaleby Hill, have been filled in successfully
- Questions were raised as to why the Scaleby road required resurfacing again and why a section in the middle had not been completed? It was unclear as to whether the parts that had not been resurfaced would be attended to later.
- Concerns over the verge erosion were raised with a query as to what can be done to prevent any further erosion.
- The protruding kerbstone at Longpark was reported again as a large piece of concrete is now protruding opposite it.
- A request to investigate the feasibility of white line painting on the corner adjacent to the church was made.
- Potholes outside the parish (Greenacres) were noted.
- The Clerk reported that no progress had been made with either the signage or speed review in Burnhill or street lighting information requests. No progress had been made with the on-site meeting for the ditch in between Fordsyke and Scaleby Mill either.

363/20 Councillor Matters

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

364/20 Date of Next Meeting

Resolved that the next virtual meeting of the Parish Council will take place on 16th September 2020 at 7.30pm.

There being no further business the Chairman closed the meeting at 8.13pm.

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
TOTALS	£ 5,400	£ 5,400.00	£ 600.00	£ -	£ -	£ -	£ -	£ 6,000.00	111%	£ 5,762.04
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			£ 886.80	41%	£ 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
TOTALS		£ 6,443	£ 973.03	£ 837.36	£ 392.11	£ -	£ -	£ -	34%	£ 4,780.88

Bank reconciliation 31 August 2020		
Balance b/forward	£	7,778.26
add receipts	£	6,000.00
Less expenditure	£	2,202.50
Cash book Balance at 31 August 2020	£	11,575.76
Balance at bank 31st August 2020	£	11,575.76