

# Scaleby Parish Council



Chairman: Cllr. Linda Thompson

Clerk: Sarah Kyle  
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8 July 2020

A virtual meeting of Scaleby Parish Council will be held on:

**Wednesday 15<sup>th</sup> July 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 [872 4039 3763](#) with the password [085194](#).

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.

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 20 May 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 Chairman 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

## 6. 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)

**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

**To consider the Parish Council response**

## 7. Finance Matters

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

- Sarah Kyle, June Salary £145.36
- HMRC, June Salary, £32.00
- Sarah Kyle, July Salary & reimbursements, £147.95
- HMRC, July PAYE, £31.80

7.2 To consider a donation request from Scaleby Village Hall towards insurance costs.

7.3 Annual Return

To confirm that the external auditors have logged the exempt status for the year ended 31.03.20

## 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 7 September 2020*

**11. Date of Next Meeting:** To resolve that the next meeting will take place on Wednesday 16 September 2020 at 7.30pm. The format/venue will be confirmed by summons.

## SCALEBY PARISH COUNCIL

### Minutes of a Virtual Meeting held on Wednesday 20<sup>th</sup> May 2020 at 7.30pm

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

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

#### **344/20 Welcome from the Chair and Apologies for Absence**

The Chair welcomed everyone to the first virtual meeting of the Parish Council. Apologies were received and accepted Cllr C Hogg and City Cllr V Tarbitt.

#### **345/20 Declarations of Interest and Requests for Dispensations**

No requests for dispensations were received and Cllr Moore declared an interest in item 348.5.

#### **346/20 Minutes of Meeting Held Wednesday 22 January 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.

#### **347/20 Public Participation**

County Cllr J Mallinson had no reports to note.

#### **348/20 Administrative Matters**

##### **348.1 Virtual Meeting Standing Orders**

An addendum to the Standing Orders had been circulated alongside the agenda to enable the Council to meet virtually during the pandemic.

**Resolved** to adopt the standing orders with immediate effect.

##### **348.2 Pandemic Working Arrangements**

Documentation outlining arrangements for working practices since the last meeting and during the COVID-19 pandemic had been circulated alongside the agenda.

**Resolved** to ratify the working arrangements.

##### **348.3 Internal Audit Documentation 2019/20**

**Resolved** that due to the cancellation of the previous meeting because of the COVID-19 pandemic, to retrospectively approve audit documentation from 2019/20 (as previously circulated alongside the March 2020 agenda) and to retrospectively approve the appointment of Mrs. P Cronin as internal auditor for 2019/20

##### **348.4 Summer Play Days**

Consideration was given to the hosting of up to three summer play days, given the coronavirus necessary social distancing restrictions.

**Resolved** not to host any play days in 2020.

##### **348.5 Fingerposts**

Cllr Moore left the room for the discussion of this item.

**Resolved** to pay for materials for the restoration of the three cast iron fingerposts in the parish. The restorations works to be completed free of labour charge by Cllr Moore.

#### **349/20 Planning Matters**

**20/0197 High Hill Cottage, Scaleby, Carlisle, CA6 4LW - Change of Use of Land to Garden and Installation of Sewage Package Treatment Plant**

**Resolved** to note that the Clerk responded under delegated powers with 'no representation' and permission has been subsequently granted

## **350/20 Financial Matters**

### **350.1 Payments**

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

#### **Financial Year 2019/20**

Sarah Kyle	March Salary	£145.56
HMRC	March PAYE	£31.80
Scaleby Village Hall	Rental	£75.00

#### **Financial Year 2020/21**

Sarah Kyle	April Salary	£145.56
HMRC	April PAYE	£31.80
CALC	Subs	£136.31
Sarah Kyle	May Salary	£145.56
HMRC	May PAYE	£31.80
Came & Company	Insurance	£351.00
Stanwix Rural Parish Council	SLCC Contribution	£11.00
Kierweb	Website Upgrade	£20.00

It was noted that the Village Hall Management Committee had paid for the own insurance policy, guided by ACT advice. It was agreed that they could consider submitting a donation request towards funds at a future meeting.

### **350.2 Receipts**

**Resolved** to note the receipt of £5,400 in respect of the precept from Carlisle City Council.

### **350.3 Donation Request**

**Resolved** to donate £100 towards the Great North Air Ambulance, the donation in respect of the previous financial year which was unable to be discussed due to the cancellation of the March meeting.

## **351.3 Annual Governance and Accountability Return 2019/20**

### **351.1 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.

### **351.2 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 2020 and that all criteria had been met.

### **351.3 Annual Governance Statement for the Year Ended 31st March 2020**

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

### **351.4 Statement of Accounts to Year Ended 31st March 2020**

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

### **352/20 Clerk's Report**

#### *Highways Matters*

Several highways issues have been reported since the January meeting. These have all been reported to Highways. A site visit is required to progress many of them and will be arranged when appropriate, given any social distancing requirements during the pandemic.

#### *339.2 Speed Limit Review, Burnhill*

The request for the above remains ongoing.

#### *339.3 Street Lighting*

No response has been received to the request, taken forward by City Cllr Tarbitt, to have all streetlights in the parish have their bulbs upgraded to LED's.

### **353/20 Councillor Matters**

**Cllr Little** requested information regarding the proposed Kingmoor waste incinerator. After discussion, the Clerk offered to request a place for Cllr Little, as representative for the Council, on the established opposition taskforce.

**Cllr Marston** noted that previously repaired potholes on Chapel Lane needed repair again after only a few weeks. The Clerk to re-report.

### **343/20 Date of Next Meeting**

**Resolved** that the next virtual meeting of the Parish Council will take place on 15<sup>th</sup> July 2020 at 7.30pm.

There being no further business the Chairman closed the meeting at 8.15pm.

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								£ -		£ -
Advertising								£ -		£ -
VAT repayment								£ -		£ 42.04
Other								£ -		£ 20.00
<b>TOTALS</b>	<b>£ 5,400</b>	<b>£ 5,400.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 5,400.00</b>	<b>100%</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				£ 532.08	24%	£ 2,127.22
	Other	£ 10	£ 11.00					£ 11.00	110%	£ 7.00
Admin & Stationery		£ 150						£ -	0%	£ 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						£ -	0%	£ 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					£ 100.00	50%	£ -
Training		£ 80						£ -	0%	£ -
Contingency fund		£ 250						£ -	0%	£ -
VAT								£ -		£ 30.87
<b>TOTALS</b>		<b>£ 6,443</b>	<b>£ 973.03</b>	<b>£ 177.36</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 1,150.39</b>	<b>18%</b>	<b>£ 4,780.88</b>

Bank reconciliation 30 June 2020		
Balance b/forward	£	7,778.26
add receipts	£	5,400.00
Less expenditure	£	1,150.39
<b>Cash book Balance at 30 June 2020</b>	<b>£</b>	<b>12,027.87</b>
<b>Balance at bank 30th June 2020</b>	<b>£</b>	<b>12,027.87</b>