

Scaleby Parish Council



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Chairman: Cllr. Linda Thompson

15th January 2020

A Meeting of Scaleby Parish Council will be held on Wednesday 22nd January 2020 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. **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
3. **Declarations of Interest**
To receive declarations by members of interests in respect of items on this agenda
4. **Minutes of a Meeting of the Parish Council held on 5th December 2019**
To receive and agree the minutes of the last meeting of the Parish Council
5. **Public Participation**
 - 5.1 To receive comments and representations from members of the public in relation to any item on the Agenda
 - 5.2 To receive representations from City/County Councillors
6. **Planning Matters**

19/0939 West Summerhill Farm, Scaleby, Carlisle, CA6 4LY - Demolition Of Existing Farmhouse And Erection Of Replacement Dwelling

To consider the Parish Council Response
7. **Highways Matters**
 - 7.1 **Matters to Report**
To update on previously reported matters and bring new issues to the attention of the Clerk
 - 7.2 **Speed Limit**
To note an update

7.3 Street Lighting

To consider a request to update street lights to LED bulbs

8. Financial Matters

8.1 Statement of Accounts to 31st December 2019

To receive and note the statement of accounts to date and the reconciled bank balance

8.2 Payments

To resolve to approve payments detailed in the schedule

9. 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 9th March 2020

10. Correspondence

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

- CALC CPCA AGM Draft Minutes
- CALC November/ December 2018 Newsletter, including new pay scales Newsletter
- Cumbria Coastal Strategy - Public Engagement
- Cumbria Action for Health Network Bulletin
- Police November Newsletter/December
- CPCA Executive Meeting Agenda 23 January 2019
- CALC Section 137 Update Notification
- Police and Crime Commissioner Council Tax Consultation

11. Date of Next Meeting

To resolve that the next meeting of the Parish Council will take place on 18th March 2020 in Scaleby 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 Thursday 5th December 2019 in Scaleby Village Hall at 7.30pm

Present: Councillors G McGarr (Vice-Chair), M Grant, G Little, T Moore and R Marston.

In Attendance: The Clerk, S Kyle.

322/19 Apologies for Absence

Apologies were received and accepted from Cllrs L Thompson and C Hogg. Approval was given for extended absence from Cllr L Thompson if required.

323/19 Requests for Dispensations

Dispensation requests, in respect of precept setting, were granted to Cllrs McGarr, Grant, Little, Moore and Marston. The dispensations will remain valid until the end of the Council four-year term.

324/19 Declarations of Interest

No declarations were made.

325/19 Minutes of Meeting Held Wednesday 18 September 2019

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

326/19 Public Participation

No members of the public were in attendance.

327/19 Administrative Matters

327.1 VE Day 75 – 8 May 2020

It was reported that plans are underway to mark the above with a celebration in the Village Hall, alongside the provision of two ammunition boxes converted into planters as a permanent memorial to the two fallen from the parish. Further information will be presented to the Council when plans are finalised.

It was also noted that one of the fallen may need some commemoration on VJ day in August 2020.

327.2 Printer

Resolved to authorise expenditure of up to £100 on a replacement printer for the Clerk.

328/19 Highways Matters

328.1 Matters to Report

Three issues were given to the Clerk to report:

1. A pothole in between Barclose and the Church, opposite the bench; additionally two or three large potholes in between Barclose and Stoneknowe;
2. A pothole on the road leading to Hunley, near the main road;
3. Potholes forming in the newly laid concrete entrance by Longpark, near to the fingerpost.

It was also noted that a yellow indicator has been painted onto the previously mentioned kerbstone at Longpark (min 317.1/19 refers).

328.2 Speed Limit Review, Burnhill

It was noted that the request has been re-submitted to Cumbria County Council but there is no update to report yet.

329/19 Financial Matters

329.1 Statement of Accounts to 31st October 2019

Resolved to receive and note the statement of accounts to date. The reconciled balance at 31 October 2019 was £9,235.48. Cllr Moore signed the reconciled bank statement prior to the meeting.

329.2 Payments

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

- Sarah Kyle, November salary, £145.56
- HMRC, November PAYE, £31.80
- Sarah Kyle, December salary, £145.56
- HMRC, December PAYE, £31.80
- DM Payroll Services, half-year payroll, £40.50
- Sarah Kyle, reimbursements, £45.84
- YPO, stationery, £13.08

Additionally, a payment of £16.00 has been made for website domain name fees, to be shown on the January schedule. A query was subsequently raised as to how many hits the website gathers. The Clerk will endeavour to investigate.

329.3 Donation Request

Resolved to donate £200 to the Village Hall Management Committee for planned VE day celebrations. Cllrs McGarr and Moore did not take part in the decision due to being involved in the planning group for the celebrations.

329.4 Budget and Precept 2020/21

A report had been circulated alongside the agenda containing forecasted income and expenditure levels for the remainder of 2019/20; the proposed budget for 2020/21 and the estimated levels of reserves to be held on 1st April 2021.

Resolved: To accept the proposed budget and maintain the precept at £5,400 for the Council year 2020/21.

It was also agreed to discuss upgrading street lighting to LED bulbs to reduce emissions and potential future maintenance costs. The item will be considered fully at a future meeting.

330/19 Council Matters and Agenda Items for Future Meetings

It was noted that confirmation had been obtained that the building works taking place on the listed Church Hall building had planning consent.

331/19 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. Cllr McGarr noted concerns over the increase in the prevalence of Himalayan Balsam in the parish.

332/19 Date of Next Meeting

Resolved that the next meeting of the Parish Council will take place on 22nd January 2020 in Scaleby Village Hall at 7.30pm. There being no further business the Chairman closed the meeting at 8.01pm.

Scaleby Parish Council Budget 2019 2020												
Income		Budget 2019 2020	April	May	July	September	November	January	March	TOTAL	%	2018/19 Actual
Item		£ 6,797.10								£ 6,797.10		£ 5,965.94
Brought Forward		£ 5,400.00	£ 5,400.00							£ 5,400.00	100%	£ 5,366.16
Precept		£ -								£ -	-	£ 33.84
CTRS		£ 300.00				£ 300.00				£ 300.00	100%	£ 336.00
Play Days		£ -								£ -	-	£ 1,458.00
Grants		£ -								£ -	-	£ -
Advertising		£ -				£ 42.04				£ 42.04	-	£ -
VAT repayment		£ -				£ 20.00				£ 20.00	-	£ -
Other		£ -								£ -	-	£ -
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				£ 486.00				£ 486.00	49%	£ 900.00
	Legal Costs	£ -								£ -	-	£ -
Defibrillator	Running Costs	£ 12.00								£ -	0%	£ -
Clerk	Gross Salary	£ 2,131.00	£ 177.36	£ 353.62	£ 354.72	£ 354.72	£ 354.72			£ 1,595.14	75%	£ 2,079.36
	Other	£ 15.00		£ 7.00						£ 7.00	47%	£ 10.00
Admin & Stationery		£ 160.00		£ 3.32	£ 6.88	£ 40.50	£ 200.59			£ 251.29	157%	£ 162.44
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		£ 16.00			£ 31.00	41%	£ 60.00
Info Commissioner		£ 35.00			£ 35.00					£ 35.00	100%	£ 35.00
Village Hall Rental		£ 175.00		£ 50.00	£ 25.00	£ 25.00				£ 100.00	57%	£ 150.00
Donations/Grants	Church	£ 350.00		£ 350.00						£ 350.00	100%	£ -
	Village Hall	£ 250.00					£ 184.00			£ 184.00	74%	£ 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		£ 28.83			£ 30.87	-	£ 6.67
TOTALS		£ 6,603.20	£ 177.36	£ 1,802.10	£ 437.98	£ 906.22	£ 784.14	£ -	£ -	£ 4,107.80	62%	£ 6,362.84

Bank reconciliation 31 December 2019		
Balance b/forward	£	6,797.10
add receipts	£	5,762.04
Less expenditure	£	4,107.80
Cash book Balance at 31 December 2019	£	8,451.34
Balance at bank 31st December 2019	£	8,451.34

SCALEBY PARISH COUNCIL SCHEDULE OF PAYMENTS

22 January 2020

Payee	Invoice No:	Description	Amount	Payment Method
Sarah Kyle	n/a	January Salary	£145.56	BACS
HMRC	n/a	January PAYE	£31.80	BACS
Sarah Kyle	n/a	February Salary	£145.56	BACS
HMRC	n/a	February PAYE	£31.80	BACS
Sarah Kyle	n/a	Reimbursements	£130.00	BACS Already paid
Equipphase	10968	Website hosting	£66.00	BACS Already paid

Authorised by:

Signatory 1:.....

Signatory 2:.....