

Scaleby Parish Council



Clerk: Sarah Kyle
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Chairman: Cllr. Linda Thompson

13 May 2020

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

Wednesday 20th May 2020 at 7.30pm

The meeting is accessible by clicking the link [here](#) or by logging into www.zoom.us and using Meeting ID **849 0897 0641** with the password **879517**.

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. Welcome from the Chair**
- 2. Apologies for absence:** to receive apologies and approve reasons for absence
- 3. Declarations of Interest and Request for Dispensations**
 - 3.1 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
 - 3.2 To receive declarations by members of interests in respect of items on this agenda
- 4. Minutes of the meeting of the Parish Council held on 22 January 2020**

To approve the accuracy of the minutes. Minutes to be signed at the next in-person meeting - [attached](#)
- 5. Public Participation**

In accordance with Standing Order 3e the Chairman will, at her 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 To adopt an addendum to the Standing Orders to enable virtual meetings as **attached**

6.2 To approve the policy on pandemic working arrangements as **attached**

6.3 Due to the cancellation of the previous meeting due to COVID-19, 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

6.4 To consider the viability of hosting up to three summer play days

6.5 To approve expenditure on the restoration of the parish fingerposts

7. 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

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

8. Finance Matters

8.1 To ratify payment of invoices and to note the bank reconciliation as listed in the schedule – **attached**

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

8.3 To consider a donation request from the Great North Air Ambulance (previous financial year)

9. Annual Governance and Accountability Return 2019/20

9.1 To consider accepting the end of year internal auditors report for the financial year 2019/20 – **attached**

9.2 To resolve 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 2020 - **attached**

9.3 To approve the Annual Governance Statement 2019/20 and authorise the Chairman to sign the Annual return – **attached**

9.4 To approve Accounting Statements 2019/20 and authorise the Chairman to sign the annual return – **attached**

10. Clerk's Report: to note the update from the Clerk as detailed in the written report – **attached**

11. Councillor Matters: To bring to the attention of the Clerk any new issues on behalf of residents

12. Date of Next Meeting: to confirm that the date will be confirmed by electronic summons