



Chairman: Cllr. Linda Thompson

11th March 2020

A Meeting of Scaleby Parish Council will be held on Wednesday 18th March 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 22nd January 2020**
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 note that permission has been granted
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 **Burnhill Signage**
To note an update
 - 7.3 **Street Lighting**
To note an update
 - 7.4 **Standing Orders**
To note that the Clerk has reviewed the Standing Orders, with no amendments suggested

7.5 Internal Audit Documents

To consider adopting the updated documents and to review the effectiveness of the internal audit

- internal audit checklist
- internal audit plan
- internal auditor terms of reference
- asset register
- risk assessment

7.6 Internal Auditor

To consider the continuing appointment of Mrs P Cronin as internal auditor for the financial year 2019/20 and until further notice

7.7 Fidelity Insurance Guarantee

To consider the adequacy of the above

7.8 Summer Play Days

To consider authorisation of three summer play dates at an approximate cost of £400 per day

8. Financial Matters

8.1 Statement of Accounts to 29th February 2020

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

8.2 Payments

To resolve to approve payments of:

- Sarah Kyle, March salary, £145.56
- HMRC, March PAYE, £31.80

8.3 Great North Air Ambulance

To consider a donation request

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 11th May 2020

10. Correspondence

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

- Government Support for Flood Hit Areas
- CALC February Newsletter
- Climate Change Event, 13 March 2020
- Cumbria in Bloom Pride in Your Community Competition and IYN Awards 2020
- The Great Cumbrian Litter Pick CALC
- Battle of Britain 80th Birthday Celebrations
- Carlisle City Council/CPCA Village Hall Grant Scheme 2020/21
- Working Together Service, Cumbria County Council
- Houghton and Irthington Community Grants
- ACT Gazette Spring 2020 Edition

11. Date of Next Meeting

To resolve that the Annual Meeting of the Parish Council will take place on 20th May 2020 in Scaleby Village Hall. The meeting will directly follow the closure of the Annual Parish Meeting, which will begin at 7.30pm

SCALEBY PARISH COUNCIL

Minutes of a Meeting held on Wednesday 22nd January 2020 in Scaleby Village Hall at 7.30pm

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

In Attendance: City Cllr V Tarbitt. One member of the public. The Clerk, S Kyle.

333/20 Apologies for Absence

Apologies were received and accepted from Cllrs L Thompson and C Hogg. Apologies were also noted from County Cllr J Mallinson.

334/20 Requests for Dispensations

No requests for dispensations were received.

335/20 Declarations of Interest

No declarations were made.

336/20 Minutes of Meeting Held Thursday 5 December 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.

337/20 Public Participation

One member of the public was in attendance to comment upon planning application 19/0939. He outlined the history of the property and requested that the Parish Council offer support for the application.

City Cllr Tarbitt noted that the City Council budget was open soon for consultation.

338/20 Planning Matters

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

Resolved that the Parish Council is of the opinion that the proposed demolition and re-building in sympathetic materials on the same footprint would be preferable to the existing building becoming a derelict and dangerous eyesore. The Council is therefore broadly supportive of the proposal and recommends approval with appropriate conditions to:

- safeguard wildlife interests; and
- to ensure appropriate finishes to the new dwelling and that any outbuildings and boundary treatments reflect those of neighbouring dwellings.

339/20 Highways Matters

339.1 Matters to Report

Potholes were noted adjacent to Greenacres and also on Chapel Lane, Scaleby Hill. The Clerk to report.

It was noted that there has been no change to the protruding kerb stone at Longpark and that kerbstones adjacent to the church have previously been reported by a member of the public.

339.2 Speed Limit Review, Burnhill

It was noted that Cumbria Highways have agreed to add the speed limit review onto their list, which will begin to be investigated from April. It was agreed that the Clerk will chase the matter prior to the May meeting. The request for name signs for Burnhill remains ongoing.

339.3 Street Lighting

Consideration was given to requesting that all streetlights in the parish have their bulbs upgraded to LED's. City Cllr Tarbitt kindly offered to take this matter forward and report back to the Clerk.

340/20 Financial Matters

340.1 Statement of Accounts to 31st December 2019

Resolved to receive and note the statement of accounts to date. The reconciled balance at 31 December 2019 was £8,451.34. Cllr Moore signed the reconciled bank statement prior to the meeting.

340.2 Payments

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

- Sarah Kyle, January salary, £145.56
- HMRC, January PAYE, £31.80
- Sarah Kyle, February salary, £145.56
- HRMC, February PAYE, £31.80
- Sarah Kyle, reimbursements, £130.00
- Equiphase, website hosting, £66.00

341/20 Council Matters and Agenda Items for Future Meetings

No matters were brought to the attention of the Council.

342/20 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.

343/20 Date of Next Meeting

Resolved that the next meeting of the Parish Council will take place on 18th March 2020 in Scaleby Village Hall at 7.30pm.

There being no further business the Vice-Chairman closed the meeting at 8.07pm.

Scaleby Parish Council Budget 2019 2020												
Income												
Item	Budget 2019 2020	April	May	July	September	November	January	March	TOTAL	%	2018/19 Actual	
Brought Forward	£ 6,797.10								£ 6,797.10		£ 5,965.94	
Precept	£ 5,400.00	£ 5,400.00							£ 5,400.00	100%	£ 5,366.16	
CTRS	£ -								£ -	-	£ 33.84	
Play Days	£ 300.00				£ 300.00				£ 300.00	100%	£ 336.00	
Grants	£ -								£ -	-	£ 1,458.00	
Advertising	£ -								£ -	-	£ -	
VAT repayment					£ 42.04				£ 42.04	-	£ -	
Other	£ -				£ 20.00				£ 20.00	-	£ -	
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	£ 354.72		£ 1,949.86	91%	£ 2,079.36	
	Other £ 15.00		£ 7.00						£ 7.00	47%	£ 10.00	
Admin & Stationery	£ 160.00		£ 3.32	£ 6.88	£ 40.50	£ 184.59			£ 235.29	147%	£ 152.44	
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	£ 66.00		£ 97.00	128%	£ 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					£ 200.00			£ 200.00	80%	£ 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	£ 420.72	£ -	£ 4,528.52	69%	£ 6,362.84	

Bank reconciliation 29 February 2020		
Balance b/forward	£	6,797.10
add receipts	£	5,762.04
Less expenditure	£	4,528.52
Cash book Balance at 29 February 2020	£	8,030.62
Balance at bank 29th February 2020	£	8,030.62