

Scaleby Parish Council



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Chairman: Cllr. George McGarr OBE

12th January 2022

A meeting of Scaleby Parish Council is to be held on **Wednesday 19th January 2022** in the **Village Hall, Scaleby** at **7.30pm**. This is a public meeting and all are welcome. Do not attend if you show any COVID-19 symptoms. In line with our updated risk assessment, please endeavour to undertake a lateral flow test prior to attending. Please also be aware that it is legally required that a face covering be worn by all attendees throughout the meeting.

Yours faithfully

Sarah Kyle, Clerk and Responsible Financial Officer

Agenda

1. **Apologies for Absence**
To receive written 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 17th November 2021**
To receive and approve the accuracy of the last minutes of the Parish Council and to authorise the Chairman to sign – [attached](#)
4. **Public Participation**
In accordance with Standing Order 3e the Chairman will, at their 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 **Bench(es)**
To receive an update with the siting of the two benches
 - 5.2 **Book Swap**
To receive an update regarding the requested community book swap scheme
 - 5.3 **Village Greens and Common Land**
To receive an update regarding the Parish Council owned green spaces, including tree management

5.4 Queen's Green Canopy

To consider involvement with the above, including authorising expenditure and requesting consents

6. Finance Matters

6.1 To authorise the payments below:

- Sarah Kyle, December Salary, £149.04
- HMRC, December PAYE, £32.80
- Sarah Kyle, January Salary, £149.04
- HMRC, January PAYE, £32.80
- Equiphase, domain renewal, £17.00
- Equiphase, website hosting, £66.00
- Scaleby Village Hall, rental, £25.00
- TG Moore, reimbursements, £22.67

6.2 Bank Reconciliation and Budget Update

To note the **attached** budgetary update and agree the bank reconciliation

7. Highways Matters

7.1 Updates

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

7.2 Speeding

To consider any update

7.3 Wild Flower Planting

To receive an update

7.4 Verges

To consider the above

8. Planning Matters

21/1002 West Brightenflatt Caravan Park, Scaleby, Carlisle, CA6 4JY - Change Of Use Of Field To Facilitate An Extension To The Existing Camping And Caravan Site, Comprising The Provision Of 9no. Additional Caravan/Tent Pitches And Associated Infrastructure

To resolve to note that the Clerk responded under delegated powers with no representations and that permission has been subsequently granted

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 7th March 2022

10. Date of Next Meeting

To resolve that the next of the Parish Council will be held in Scaleby Village Hall on Wednesday 16th March at 7.30pm. The meeting will take place subject to business to transact, COVID regulations, hall accessibility and member availability at that time.

SCALEBY PARISH COUNCIL

Minutes of a Meeting held on Wednesday 17th November 2021 at 7.30pm in the Village Hall, Scaleby

Present: Cllr G McGarr (Chairman), Cllrs A Brown, M Grant, R Marston, T Moore, and L Thompson

In Attendance: The Clerk, S Kyle.

436/21 Apologies for Absence

Apologies were received and City Cllr V Tarbitt and City/County Cllr J Mallinson.

437/21 Declarations of Interest and Requests for Dispensations

No declarations of interest were made. Dispensations regarding precept setting were granted to all Councillors.

438/21 Minutes of Meeting Held Wednesday 22nd September 2021

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

439/21 Public Participation

No members of the public were present.

440/21 Administrative Matters

440.1 Benches

It was noted that the bench at Scaleby Hill was still to install, using concrete rather than the provided brackets, due to concerns regarding the possibility of underground utilities. Cllr Moore was thanked by the Chairman for his assistance with this ongoing project.

Resolved that the bench at Scaleby Hill be installed without the purchased bracket. Also **resolved** to note that permission from Highways to install the bench at Stoneknowe had been requested by the Clerk, however prior to permission being granted, members informed the meeting that they had already installed it.

Action: TM/MG

440.2 Book Swap Cabinet

It was noted that the requested cabinet had now been installed and was working successfully.

Resolved that an appropriate header sign for the cabinet be purchased and installed.

Action: TM

440.3 Village Greens and Common Lane

A discussion was held, clarifying the role and responsibilities of the Council regarding Village Green and Common Land ownership, noting that the peppercorn rents previously obtained for rights on the land had ceased to be collected many years previously.

Resolved to write to three residents currently undertaking maintenance works on the Council owned Village Greens in the parish to thank them for their assistance. Also **resolved** that a tree inspection will be carried out on trees upon Council owned Village Greens and Common Land. Further, an offer is to be made to spray weedkiller on the rushes on Stoneknowe Village Green.

Action: GL/SK

440.4 Borderlands and Carlisle City Update

Resolved to note the above Teams event on 18th November at 7pm is to be attended by the Chairman.

Action: GMc

440.5 Local Cycling and Walking Infrastructure Plans Follow-up Public Consultation (LCWIP)

The above consultation had been previously circulated via email and was noted.

Resolved that the Parish Council did not need to submit a collective response.

441/21 Financial Matters

441.1 Payments

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

- Sarah Kyle, October Salary, £149.04
- HMRC, October PAYE, £32.80
- Sarah Kyle, November Salary, £149.04
- HMRC, November PAYE, £32.80
- M Barry, book cabinet fixings, £30.00
- T Moore, reimbursements, £47.61
- Ram Workshop, book cabinet, £301.00
- Scaleby Village Hall, hire, £200.00
- Bluezon Ltd, newsletters, £90.00
- D Malley Payroll, £120
- T Moore, reimbursements, £17.99

441.2 Bank Reconciliation and Budget Update

Resolved to receive and note a budget summary, with expenditure to date against budget, that had been circulated alongside the agenda. The balance at bank on 31 October 2021 was £11,613.60.

441.3 Precept and Budget 2022/23

A report had been circulated alongside the agenda containing forecasted remaining income and expenditure levels for 2021/22; the proposed budget for 2022/23 and the estimated levels of financial reserves to be held on the 1st April 2023.

Resolved: To accept the proposed budget for 2022/23 and to set the precept at £5,400.

442/21 Highways Matters

442.1 Updates

It was noted that the Bar Lane had flooded recently in heavy rainfall. A discussion was also held regarding whether the laying of kerb stones on additional corners in the Parish may help prevent further verge erosion. The issue of the protruding kerbstone at Longpark was also mentioned, noting it had been repeatedly assessed by Highways.

Resolved that the flooding be re-reported via HIAMS, and a request be made for further kerbing on parish corners to Highways.

Action: GMc

442.2 Speeding Petition

Members were informed that the petition had been completed and submitted. They were also informed that correspondence had been exchanged with the Police and Crime Commissioner and Chief Constable, with the issue of traffic calming to be considered by the CRASH multi-disciplinary working group.

442.3 Wildflower Planting

Cumbria Wildlife Trust have been written to, to request assistance/advice with the above. The matter therefore remains ongoing.

443/21 Councillor Matters

Cllr McGarr noted that he had exchanged correspondence with B4RN broadband providers. The scheme, part of the Governments Gigabit initiative, is still undergoing the bidding process so is not yet available within the Parish. MP Dr N Hudson has been also contacted by Cllr McGarr regarding the lack of broadband provision in the area.

Cllr Thompson queried the absence of planning matters on the agenda with the Clerk noting that no applications had been received; this is to be verified with the City Council and any outstanding applications responded to appropriately.

Action: SK

Cllr McGarr noted the Queen's Green Canopy project, to be plant trees in commemoration of the forthcoming Jubilee. The matter will be placed on the January agenda, although preliminary investigations into consent, land ownership and costs will be made prior to the meeting.

444/21 Date of Next Meeting

Resolved that the Parish Council will be held in Scaleby Village Hall on Wednesday 19th January at 7.30pm. The meeting will take place subject to a review of the business to transact, COVID regulations, hall accessibility and member availability at that time.

There being no further business the Chairman closed the meeting at 8.34pm.

Scaleby Parish Council Budget 2021 22										
Income										2020 21 Actual
Item	Budget 2021/22	May	July	September	November	January	March	TOTAL	%	TOTAL
Brought Forward	£ 9,769							£ 7,778.26		£ 7,778.26
Precept	£ 5,400	£ 5,400.00						£ 5,400.00	100%	£ 5,400.00
CTRS								£ -	0%	£ -
Play Days								£ -	0%	£ -
Grants								£ -	0%	£ 600.00
Advertising								£ -	0%	£ -
VAT repayment								£ -	0%	£ -
Other								£ -	0%	£ -
TOTALS	£ 5,400	£ 5,400.00	£ -	£ -	£ -	£ -	£ -	£ 5,400.00	100%	£ 6,000.00
Expenditure										
Projects	(CLP Led)	£ 500			£ 826.00	£ 371.66		£ 1,197.66	240%	£ -
	SPAAF Days	£ 1,050			£ 432.00	£ 150.00		£ 582.00	55%	£ -
	Legal Costs							£ -	0%	£ -
Defibrillator	Running Costs							£ -	0%	£ -
Clerk	Gross Salary	£ 2,221	£ 363.68	£ 545.52	£ 363.68	£ 363.68		£ 1,636.56	74%	£ 2,184.47
	Other	£ 12	£ 8.00					£ 8.00	67%	£ 11.00
Admin & Stationery		£ 150			£ 24.94	£ 120.00		£ 144.94	97%	£ 150
Maintenance		£ 100	£ 139.13					£ 139.13	139%	£ 157.74
Subs		£ 140						£ -	0%	£ 136.31
Audit								£ -	0%	£ -
Insurance	PC & VH	£ 369	£ 354.91					£ 354.91	96%	£ 351.00
Newsletter	Stamps & printing	£ 250	£ 95.00		£ 182.40			£ 277.40	111%	£ 97.68
Website		£ 82				£ 17.00		£ 17.00	21%	£ 86.00
Info Commissioner		£ 35		£ 35.00				£ 35.00	100%	£ 35.00
Village Hall Rental		£ 175				£ 75.00		£ 75.00	43%	£ -
Donations/Grants	Church	£ -						£ -	0%	£ 0
	Village Hall	£ 700						£ -	0%	£ 600.00
	Welfare Committee	£ 100						£ -	0%	£ -
	Others	£ 200						£ -	0%	£ 200.00
Training		£ 80		£ 20.00				£ 20.00	25%	£ -
Contingency fund		£ 250						£ -	0%	£ -
VAT					£ 165.20			£ 165.20	0%	£ -
TOTALS		£ 6,414	£ 960.72	£ 600.52	£ 1,994.22	£ 1,097.34	£ -	£ 4,652.80	73%	£ 4,009.20

Bank Reconciliation 31 December 2021		
Balance b/forward	£	9,769.06
add receipts	£	5,400.00
Less expenditure	£	4,652.80
Cash Book Balance	£	10,516.26
Balance at Bank 31 December 2021	£	10,516.26