

Scaleby Parish Council



Clerk: Sarah Kyle
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Walton, Brampton
Cumbria, CA8 2DY
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clerk@scaleby.org.uk
www.scaleby.org.uk

Chairman: Cllr. Linda Thompson

28th April 2021

The Annual Meeting of Scaleby Parish Council will be held on:

Tuesday 4th May 2021

The meeting is accessible by logging into www.zoom.us and using Meeting ID **884 9258 7113** with the password **747857**.

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).

The meeting will commence directly after the closure of the Annual Parish Meeting, which will begin at **6pm**. The meeting will be recorded in accordance with our policy on filming.

This is a public meeting and all are welcome to attend.

Yours faithfully



Sarah Kyle
Clerk and Responsible Financial Officer

Agenda

- 1. Election of Chairman for the Council Year 2021/22**
The successful nominee will sign the Declaration of Acceptance of Office
- 2. Appointment of Vice-Chairman**
- 3. Apologies for absence**
To receive apologies and approve reasons for absence
- 4. Declarations of Interest and Request for Dispensations**
 - 4.1** 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
 - 4.2** To receive declarations by members of interests in respect of items on this agenda
- 5. Minutes of the meeting of the Parish Council held on 17th March 2021**
To approve the accuracy of the **attached minutes**. Minutes to be signed following the meeting
- 6. Public Participation**
In accordance with Standing Order 3e the Chairman will, at her discretion:
 - 6.1** Invite members of the public to address the meeting in relation to the business to be transacted at this meeting
 - 6.2** Receive reports from City and County Councillors

7. Administrative Matters

7.1 Programme of Meetings

To agree the calendar of meeting dates for the council year 2020/21

- Wednesday 21 July 2021
- Wednesday 22 September 2021
- Wednesday 17 November 2021
- Wednesday 19 January 2022
- Wednesday 16 March 2022
- Wednesday 18 May 2022 (*TBC - New Council Year*)

7.2 Review of Policies and Procedures

To consider the review undertaken by the clerk of the Council's Standing Orders, Financial Regulations, Complaints procedure; procedures and practices in respect of Freedom of Information and data protection legislation; and policy for dealing with the press/media and to agree no changes are recommended at this time

7.3 Summer Play Scheme

To consider whether to host up to three summer play days in the Village Hall

7.4 Bench

To consider authorisation on expenditure on a replacement bench (£368 plus delivery, fixings and installation) and/or refurbishment of the existing bench

7.5 Government Call for Evidence on Remote Meetings

To consider the Parish Council response to the above consultation – [previously circulated](#)

7.6 DCMS Rural Broadband Consultation

To consider the Parish Council response to the above consultation – [previously circulated](#)

7.7 Clerk's Additional Employment

To note that the Clerk's locum appointment for Kirkbampton Parish Council has been made permanent

8. Finance Matters

8.1 To authorise the payments below:

- Sarah Kyle, May Salary £149.04
- HMRC, May PAYE, £32.80
- Stanwix Rural Parish Council, Contribution to SLCC Subscription, £8.00
- CALC, Subscription, £139.13
- Came & Company, Insurance, £TBC
- Bluezon Ltd, newsletters, £95.00

8.2 Internet Banking

To reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO payments to continue

9. Annual Governance and Accountability Return 2019/20

9.1 Internal Auditors Report

To consider accepting the end of year internal auditors report for the financial year 2020/21 – [attached](#)

9.2 Certificate of Exemption

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 2021 - [attached](#)

9.3 Annual Governance Statement

To approve the Annual Governance Statement 2020/21 and authorise the Chairman to sign the Annual return – [attached](#)

9.4 Accounting Statements

To approve Accounting Statements 2020/21 and authorise the Chairman to sign the annual return – [attached](#)

10. Highways Matters

10.1 Highways Meeting

To verbally update on the issues raised in the meeting held with a Highways representative

10.2 Updates

To bring to the attention of the Clerk, any new issues to report

10.3 Burnhill

To consider an update, if any, regarding speed limits and signage queries raised with Highways

11. Planning Matters

21/0275 Five Oaks, Scaleby Hill, Scaleby, Carlisle, CA6 4LY - Erection of Single Storey Side Extension To Provide Living/Dining Room

To note the Clerk responded under delegated powers with no representation

12. 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 12th July 2021

13. Date of Next Meeting

To resolve that the next of the Parish Council will be held in Scaleby Village Hall on Wednesday 21st July at 7.30pm.

The meeting will take place subject to business to transact, COVID regulations, hall accessibility and member availability at that time.

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 Virtual Meeting held on Wednesday 17th March 2021 at 7.30pm

Present: Cllr G McGarr (Vice-Chair), Cllrs C Hogg (arrived 8.01pm), G Little, M Grant, R Marston, T Moore & L Thompson (arrived 7.38pm).

In Attendance: City Cllr V Tarbitt. The Clerk, S Kyle.

394/21 Apologies for Absence

No apologies were received.

395/21 Declarations of Interest and Requests for Dispensations

No declarations were made and no requests for dispensations were received.

396/21 Minutes of Meeting Held Wednesday 20th November 2021

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.

397/21 Public Participation

No members of the public were in attendance. City Cllr Tarbitt reported concerns regarding a large planning application in Harker. Concerns were noted regarding the necessary utilities required to furnish such large developments.

Cllr Thompson arrived at 7.38pm due to connectivity problems. Considering this, Cllr McGarr continued in the position of Chair for this meeting.

398/21 Administrative Matters

398.1 Delegation and Pandemic Working Arrangements

A proposed delegation scheme had been circulated alongside the agenda and arrangements for moving the May meeting to ensure that it could be held virtually were considered. It was noted that should the law be amended to allow hybrid meetings, these would be impossible due to the lack of internet facilities in Scaleby Village Hall.

Resolved to adopt an updated delegation scheme, documenting procedures generally but particularly during the COVID pandemic. Also **resolved** to hold the Annual Parish Meeting and Annual Meeting of the Parish Council on Tuesday 4th May 2021 at the earlier time of 6pm.

398.2 Standing Orders and Financial Regulations

Resolved to note that the Clerk has reviewed the Standing Orders and Financial Regulations, with no amendments suggested to either document for the current Council year.

398.3 Internal Audit Documents

Resolved that the following updated documents be adopted and that the review of the effectiveness of the internal audit be declared adequate:

- internal audit checklist

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

398.4 Internal Auditor

Resolved to continue the appointment of Mrs P Cronin as internal auditor for the financial year 2020/21 and until further notice.

398.5 Fidelity Insurance Guarantee

Resolved to agree the adequacy of the above prior to receipt of the precept for 2021/22.

398.6 Local Government Reform

The proposals were briefly considered, and Cllrs were reminded that an information session would be provided virtually by CALC to enable them to listen to all parties. Cllrs were also reminded that they can respond to the consultation individually.

Resolved that a draft response will be compiled and circulated prior to submission; Cllrs should submit their preferred option to the Clerk prior to 6 April.

399/21 Financial Matters

399.1 Payments

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

- Sarah Kyle, February Salary £149.04
- HMRC, February PAYE, £32.80
- Sarah Kyle, March Salary £149.04
- HMRC, March PAYE, £32.80
- Sarah Kyle, Stamp Reimbursements for forthcoming newsletter, £97.68
- Stanwix Rural Parish Council, Zoom contribution, £30.00

A budget summary, with expenditure to date against budget, was circulated alongside the agenda. The balance at bank on 28 February 2021 was £10,078.58.

400/21 Highways Matters

400.1 Highways Meeting

An update was provided regarding the Highways meeting attended late in 2020. Work remains ongoing and works have now been programmed.

Cllr Hogg entered the meeting at 8.01pm.

400.2 Updates

The increasing number of cyclists on the roads was discussed and it was noted that highways signs have recently been cleaned.

401/21 Councillor Matters

Cllr McGarr reported that the bench in between Barclose and Scaleby needed repair/renewal. This matter to be considered in due course.

Cllr Little questioned whether any progress had been made with the speed limit or signage in Burnhill; information will be sent to Cllr Tarbitt to be followed up.

Cllr Grant reported continuing instances of poaching in the area.

402/21 Date of Next Meeting

Resolved that the Annual Meeting of the Parish Council will take place on Tuesday 4th May. The meeting will directly follow the closure of the Annual Parish Meeting, which will begin at 6pm. Please note the earlier date and earlier time. Both meetings will take place via Zoom.

There being no further business the Vice-Chairman closed the meeting at 8.17pm.

Annual Internal Audit Report 2020/21

EN Scaleby Parish Council

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During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>	✓		
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

24/04/2021 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

EIPAMELAE CRONIN INTERNAL AUDITOR

Signature of person who carried out the internal audit

Eipamelae Cronin REQUIRED

Date

24/04/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Certificate of Exemption – AGAR 2020/21 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2021, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

EN Scaleby Parish Council

certifies that during the financial year 2020/21, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2020/21: **£6,000** PER AMOUNT £00,000

Total annual gross expenditure for the authority 2020/21: **£4,009** PER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2021.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

04/05/2021

I confirm that this Certificate of Exemption was approved by this authority on this date:

04/05/2021

Signed by Chairman

Date

SIGNATURE REQUIRED

04/05/2021

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

scalebyparishcouncil@gmail.com **GENERIC EMAIL ADDRESS**

Telephone number

01228231124 **E NUMBER**

*Published web address

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ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2021. Reminder letters incur a charge of £40 +VAT

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

EN Scaleby Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed			'Yes' means that this authority:
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
			✓	

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

04/05/2021

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	✓	

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Section 2 – Accounting Statements 2020/21 for

ENTRUSTED ACTIVITY Scaleby Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	6,797	7,778	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	5,400	5,400	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	362	600	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	2,127	2,184	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	2,654	1,825	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	7,778	9,769	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	7,778	9,769	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	4,390	4,390	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0		<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

06/04/2021

I confirm that these Accounting Statements were approved by this authority on this date:

04/05/2021

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED