

Scaleby Parish Council



Clerk: Sarah Kyle
Hill House
Walton, Brampton
Cumbria, CA8 2DY
Tel: 01228 231124
clerk@scaleby.org.uk
www.scaleby.org.uk

Chairman: Cllr. George McGarr OBE

15th September 2021

Dear Councillor

You are summoned to attend a meeting of Scaleby Parish Council on **Wednesday 22nd September 2021** in the **Village Hall, Scaleby** at **7.30pm**. Please let me know if you are unable to attend. Please do not attend if you have any COVID-19 symptoms.

Yours faithfully



Sarah Kyle, **Clerk and Responsible Financial Officer**

Agenda

- 1. Apologies for Absence**
To receive 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 21st July 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 his 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 resolve to authorise two members of the Parish Council to sign the permit request for Cumbria Highways
 - 5.2 Community Led Plan**
To consider any verbal update available
 - 5.3 Allotments**
To consider any verbal update available
 - 5.4 Summer Play Days**
To note the attendance figures and review the scheme

5.5 Book Swap

To receive an update regarding the requested community book swap scheme

5.6 DEFRA Local Nature Strategies Consultation

To consider the above

5.7 The Queen's Platinum Jubilee Beacons 2nd June 2022

To receive an update regarding the above

5.8 Restarting Communities Fund

To note the awarding of a grant of £956 towards multiple ongoing/considered projects

6. Finance Matters

6.1 To authorise the payments below:

- Sarah Kyle, August Salary, £149.04
- HMRC, August PAYE, £32.80
- Sarah Kyle, September Salary, £149.04
- HMRC, September PAYE, £32.80
- Solway Recycling, benches, £991.20
- ICO, Data protection, £35.00

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 Petition

To consider any update

7.3 Wild Flower Planting

To consider the above on suitable verges

7.4 Litter

To consider the problem

8. 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 5th November 2021

9. Date of Next Meeting

To resolve that the next of the Parish Council will be held in Scaleby Village Hall on Wednesday 17th November 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 Tuesday 21st July 2021 at 7.30pm in the Village Hall, Scaleby

Present: Cllr G McGarr (Chairman), Cllrs A Brown, G Little, M Grant, C Hogg, R Marston, T Moore

In Attendance: The Clerk, S Kyle.

416/21 Apologies for Absence

Apologies were received and accepted from Cllr Thompson.

417/21 Declarations of Interest and Requests for Dispensations

No declarations were made. A dispensation requested was received and granted to Cllr Grant in respect of matters relating to the siting of a bench on Scaleby Hill Village Green.

418/21 Minutes of Meeting Held Wednesday 4th May 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.

419/21 Co-option of New Councillor

Resolved that Alexander (Sandy) Brown be co-opted to the Parish Council with immediate effect. Cllr Brown signed his Declaration of Acceptance of Office. Cllr Brown took his position immediately, having had receipt of his agenda within the allotted timescales.

420/21 Public Participation

No members of the public were present.

421/21 Administrative Matters

421.1 Bench

Discussion was held regarding the siting of two new benches, one to be placed adjacent to the noticeboard on Scaleby Hill Village Green; the other to be placed, pending Highway's consent, at the junction of Longpark to Burnhill.

Resolved to authorise necessary expenditure on the benches (£368 each), fittings and delivery as well as a Highways permit.

Action: SK

421.2 Co-option Policy

Resolved to adopt the above policy which had been previously circulated to all members.

421.3 Queen's Platinum Jubilee Celebrations 2nd July 2022

The above planned celebration was noted; grant funding will be made available to the Village Hall Committee should any event be planned.

421.4 Code of Conduct

Resolved to adopt the new code, as previously circulated.

421.5 Border Rambler Bus

The recommencement of the service, twice per week, was noted.

421.6 Community Led Plan

It was noted that the above is now outdated, with many objectives unfulfilled. It was consequently suggested that consideration be given to reviewing the plan, with a view to either updating it or renewing it.

Resolved that a working group be established to commence a review of the CLP.

Action: TM, CH, GL

421.7 Carlisle City Council's new Carlisle Plan for 2021-2023

The above plan was noted, members were encouraged to read and respond if desired.

421.8 Allotments

One request for allotment provision had been received, with another resident potentially interested. It was noted that land would be required on a lease basis if any progress was to be made due to the Council currently not owing any suitable sites. An article is to be placed in the next newsletter to gauge interest and potential leasing sites.

Action: SK

421.9 Summer Play Days

It was noted that bookings for the above were currently high, with only the last date needing additional participants.

421.10 Book Swap

Further to a request made at the Annual Parish Meeting, support was confirmed for a community book swap on condition that the site is regularly monitored, and no excess books were deposited. A suggestion of a contribution box for charity was also made.

Resolved to ringfence up to a maximum of £300 for a suitable cabinet; to be purchased or made after consent from the Village Hall is sought to site the cabinet on the car park.

Action: TM

422/21 Financial Matters

422.1 Payments

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

- Sarah Kyle, June Salary, £149.04
- HMRC, June PAYE, £32.80
- Sarah Kyle, July Salary, £149.04
- HMRC, July PAYE, £32.80
- CALC, training course, £20.00
- BHIB Insurance, £354.91

It was noted that as part of the insurance package, access to new mapping software had been made available and this showed part of the parish within the World Heritage Site of Hadrian's Wall; further investigations are to be made.

422.2 Receipts

Resolved to note the receipt of the precept from Carlisle City Council, totalling, £5,400.

422.3 Bank Reconciliation and Budget Update

A budget summary, with expenditure to date against budget, was circulated alongside the agenda. The balance at bank on 30 June 2021 was £14,006.50.

423/21 Highways Matters

423.1 Updates

It was noted that issues previously reported continued to be worked on although concerns were raised that the road collapsing into ditches should be flagged as a Highways priority and not the landowner. Previously raised concerns regarding this at Scaleby Hill were to be chased and re-reported if necessary.

Action: SK

423.2 Speeding Petition

It was reported that a resident petition to consider the matter of speeding in the parish, with a view to either speed reduction or alternative calming measures, had been in circulation. Only Barclose residents had been consulted to date, but the intention was to make it cover a wider area.

Resolved that the Parish Council would endorse the petition and to publicise it in the next newsletter.

Action: SK

423.3 Highways Information System

The above new system was noted and now live for anyone to log highways matters directly.

423.4 Burnhill

An email had been received from Highways, confirming that investigations into whether Burnhill satisfies the Department of Transport criteria for a speed limit were included later in this year's programme of work. If it does it will be included in the next financial year's programme for consultation and implementation. If not, as part of the investigation, Highways will look at some signing such as name plates or similar to advise motorists of the presence of houses to hopefully reduce speed, with provision in this year's budget for that to be done towards the end of the financial year.

424/21 Planning Matters

21/0454 White Hill Farm, Scaleby, Carlisle, CA6 4JY - Erection of Two Storey Side Extension to Provide Utility, Entrance Hall, Kitchen, Dining Room & Living Room on Ground Floor With 3no. Bedrooms and Bathroom Above Together with Formation of New Access

Resolved to note that the Clerk responded under delegated powers with 'no representation'.

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

Resolved to note that permission has been granted.

425/21 Councillor Matters

Cllr Moore requested an update on traffic works, where cones had been placed, near to Stoneknowe and Barclose.

Action: SK

Cllr Little re-raised concerns regarding the protruding kerbstone at Longpark.

Cllr Grant noted the presence of stray stock on Scaleby Moss.

Cllr McGarr noted that a newsletter would be produced imminently to deal with the numerous ongoing issues. He also noted that repairs were required to the Scaleby Hill noticeboard; a quote for repairs to be obtained.

Action: SK/TM

Cllr McGarr further noted that updated Neighbourhood Watch signs had been ordered for installation.

Cllr McGarr finally noted that investigations into Council responsibilities surrounding Stoneknowe Village Green were to commence.

426/21 Date of Next Meeting

Resolved that the Parish Council will be held in Scaleby Village Hall on Wednesday 22nd September 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 8.52pm.

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						£ -	0%	£ -	
	SPAAF Days	£ 1,050						£ -	0%	£ -	
	Legal Costs							£ -	0%	£ -	
Defibrillator	Running Costs							£ -	0%	£ -	
Clerk	Gross Salary	£ 2,221	£ 363.68	£ 545.52				£ 909.20	41%	£ 2,184.47	
	Other	£ 12	£ 8.00					£ 8.00	67%	£ 11.00	
Admin & Stationery		£ 150						£ -	0%	£ 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					£ 95.00	38%	£ 97.68	
Website		£ 82						£ -	0%	£ 86.00	
Info Commissioner		£ 35		£ 35.00				£ 35.00	100%	£ 35.00	
Village Hall Rental		£ 175						£ -	0%	£ -	
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								£ -	0%	£ -	
TOTALS		£ 6,414	£ 960.72	£ 600.52	£ -	£ -	£ -	£ 1,561.24	24%	£ 4,009.20	

Bank Reconciliation 31 August 2021		
Balance b/forward	£	9,769.06
add receipts	£	5,400.00
Less expenditure	£	1,561.24
Cash Book Balance	£	13,607.82
Balance at Bank 31 August 2021	£	13,607.82