

Scaleby Parish Council



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Chairman: Cllr. George McGarr OBE

14th July 2022

Dear Councillor

You are summoned to attend a meeting of Scaleby Parish Council on **Wednesday 20th July 2022** in the **Village Hall, Scaleby** at **7.30pm**. Please let me know, in writing, if you are unable to attend. Do not attend if you show any COVID-19 symptoms.

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 18th May 2022**
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. **Appointment of New Clerk**
To approve the recommended appointment of Allan Dawes with immediate effect
6. **Administrative Matters**
 - 6.1 **Queen's Jubilee Celebrations**
To review the event
 - 6.2 **Play Days**
To consider any update (25th July, 1st August, 8th August)

6.3 Hallburn Wind Farm Grant Scheme

To consider the appointment of a representative to the grants panel

7. Finance Matters

7.1 Payments

To authorise the payments in the [attached](#) schedule.

7.2 Bank Reconciliation

To resolve to approve the [attached](#) bank reconciliation

7.3 Donation Requests

To consider donation requests from Scaleby Village Hall of £336 towards the previously hosted jubilee celebrations and £692.60 towards insurance costs

8. Highways Matters

8.1 Updates

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

8.2 Speeding

To consider any update

8.3 Wild Flower Planting

To receive an update with the planting arrangements

8.4 Verges

To consider any update

9. Planning Matters

22/0171 West Highberries Farm, Scaleby, Carlisle, CA6 4LD - Change Of Use Of Barns To 2no. Dwellings

To resolve to note that permission has been granted

10. 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 September 2022

11. Date of Next Meeting

To resolve that the next meeting of the Parish Council will take place in Scaleby Village Hall on Wednesday 21st September 2022 at 7.30pm.

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 the Annual Meeting held on Wednesday 18th May 2022 at 7.55pm in the Village Hall, Scaleby

Present: Cllr G McGarr (Chairman), Cllrs S Brown, M Grant, T Moore, and L Thompson.

In Attendance: The Clerk, S Kyle.

465/22 Election of Chairman for the Council Year 2022/23

Resolved to elect Cllr G McGarr as Chairman for the Council year 2022/23. Cllr McGarr signed the Declaration of Acceptance of Office.

466/22 Appointment of Vice-Chairman

Resolved to appoint Cllr T Moore as Vice-Chairman for the Council year 2022/23.

467/22 Apologies for Absence

Apologies for absence were received and accepted from Cllrs C Hogg, G Little and R Marston.

468/22 Declarations of Interest and Requests for Dispensations

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

469/22 Minutes of Meeting Held Wednesday 16th March 2022

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.

470/22 Public Participation

All matters had been covered in the preceding annual parish meeting.

471/22 Appointment of New Clerk

471.1 Resignation of Clerk

Resolved to accept the resignation of the Clerk with a finishing date of 31st July 2022. Recruitment advertisements had been widely displayed for a replacement.

471.2 Expenditure for New Clerk

Resolved to authorise expenditure for a new laptop (£439 inclusive of VAT) and handover salaries from the planned appointment of a new Clerk from 20th July.

472/22 Administrative Matters

472.1 Queen's Jubilee Celebrations

Arrangements, primarily organised the Scaleby Village Hall committee, were being finalised and a flyer was circulated with the programme of events.

472.2 Play Days

The arrangements for the provision of three summer play days, to be organised and managed by GLL, were noted.

472.3 Programme of Meetings

Resolved that the programme of meetings for the forthcoming Council year be Wednesday 20 July, Wednesday 21 September, Wednesday 16 November, Wednesday 18 January 2023, Wednesday 15 March and Wednesday 17 May 2023 (TBC - New Council Year). Apologies were noted from Cllr McGarr for the July meeting.

472.4 Review of Policies and Procedures

Resolved to accept 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.

472.5 Hallburn Windfarm Fund

The inclusion of the parish of Scaleby in the above grant scheme was noted. An application to purchase a bench, for installation on a suitable piece of land outside the Church, is to be submitted prior to the next deadline. An application for a highways permit will also be required.

473/22 Financial Matters

473.1 Payments

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

- Sarah Kyle, April Salary, £151.52
- HMRC, April PAYE, £33.20
- HSBC, bank charges, £8.00
- CALC, subscription, £146.82
- BHIB Insurance, £354.91
- Scaleby Village Hall, rental, £50.00
- G McGarr, reimbursements, £213.16
- S Kyle, stamps, £142.50
- YPO, stationery, £70.54

473.2 Receipts

Resolved to note the receipt of £5,400 and £946 from Carlisle City Council for the precept and bench installation.

473.3 Internet Banking

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

474/22 Annual Governance and Accountability Return 2021/22

474.1 Internal Auditors Report

Resolved to accept the end of year internal auditors report for the financial year 2021/22, which had been circulated alongside the agenda.

474.2 Certificate of Exemption

Resolved 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 2022.

474.3 Annual Governance Statement

Resolved to approve the Annual Governance Statement 2021/22 and authorise the Chairman to sign the Annual return.

474.4 Accounting Statements

Resolved to approve Accounting Statements 2021/22 and authorise the Chairman to sign the annual return.

475/22 Highways Matters

475.1 Updates

All matters were covered in the annual parish meeting.

475.2 Speeding

All matters were covered in the annual parish meeting

475.3 Wildflower Planting

A list of seeds to be included had been circulated to all members via email prior to the meeting.

475.4 Verges

All matters were covered in the annual parish meeting

475.5 Litter Picking

It was noted that more than twenty bags of litter had been collected throughout the parish. A date for the September pick is to be arranged.

476/22 Planning Matters

22/0258 Hitchens Onsett Barn, Scaleby, Carlisle, CA6 4JX - Erection Of Orangery To Front Elevation & Erection Of Orangery To Front Elevation (LBC) Location: Hitchens Onsett Barn, Scaleby, Carlisle, CA6 4JX (Appn Ref: 22/0281)

Resolved to not make any representations on the application.

477/22 Councillor Matters

No matters were raised.

478/22 Date of Next Meeting

Resolved that the next Parish Council meeting will take place in Scaleby Village Hall on Wednesday 20th July 2022 at 7.30pm.

There being no further business the Chairman closed the meeting at 8.30pm.

July Payment Schedule

Border Offset Printers	Newsletter	£	95.00
Sarah Kyle	May Salary	£	151.32
HMRC	May PAYE	£	33.40
G McGarr	Reimbursements	£	80.55
ICO	Data Protection	£	35.00
Sarah Kyle	June Salary	£	151.32
HMRC	June PAYE	£	33.40
Sarah Kyle	July Salary	£	151.32
HMRC	July PAYE	£	33.40
At Home PC	Laptop	£	488.00
HSBC	May bank charges	£	8.00
HSBC	June bank charges	£	8.00
HSBC	July bank charges	£	8.00
Scaleby Village Hall	Rental	£	25.00
T Moore	Reimbursements	£	48.00

Scaleby Parish Council Budget 2022 23												
Income												2021 22
Item		Budget 2022/23	May	July	September	November	January	March	TOTAL	%	TOTAL	
Brought Forward		£ 9,199							£ 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			£ 946.00						£ 946.00	0%	£ 590.00	
Advertising									£ -	0%	£ -	
VAT repayment									£ -	0%	£ -	
Other									£ -	0%	£ -	
TOTALS		£ 5,400	£ 6,346.00	£ -	£ -	£ -	£ -	£ -	£ 6,346.00	118%	£ 5,990.00	
Expenditure												
Projects	(CLP Led)	£ 1,500	£ 213.16	£ 69.11					£ 282.27	19%	£ 1,754.89	
	SPAAF Days	£ 800							£ -	0%	£ 582.00	
Defibrillator	Running Costs								£ -	0%	£ -	
Clerk	Gross Salary	£ 2,979	£ 184.72	£ 554.16					£ 738.88	25%	£ 2,216.64	
	Other	£ 10							£ -	0%	£ 8.00	
Admin & Stationery		£ 150	£ 66.78	£ 24.00					£ 90.78	61%	£ 186.94	
Maintenance/equipment		£ 100		£ 406.67					£ 406.67	407%	£ 139.13	
Subs		£ 143	£ 293.64						£ 293.64	205%	£ -	
Audit									£ -	0%	£ -	
Insurance	PC & VH	£ 376	£ 354.91						£ 354.91	94%	£ 354.91	
Newsletter	Stamps & printing	£ 460	£ 142.50	£ 95.00					£ 237.50	52%	£ 277.40	
Website		£ 70							£ -	0%	£ 83.00	
Info Commissioner		£ 35		£ 35.00					£ 35.00	100%	£ 35.00	
Village Hall Rental		£ 175	£ 25.00	£ 25.00					£ 50.00	29%	£ 75.00	
Donations/Grants		£ -							£ -	0%	0	
	Village Hall	£ 500							£ -	0%	£ 561.83	
	Welfare Committee	£ 200							£ -	0%	£ -	
	Others	£ 200							£ -	0%	£ 100.00	
Training		£ 100							£ -	0%	£ 20.00	
Contingency fund		£ 250							£ -	0%	£ -	
VAT			£ 11.76	£ 92.77					£ 104.53	0%	£ 165.20	
TOTALS		£ 8,049	£ 1,292.47	£ 1,301.71	£ -	£ -	£ -	£ -	£ 2,594.18	32%	£ 6,559.94	

Bank Reconciliation 30 June 2022		
Balance b/forward	£	9,199.12
add receipts	£	6,346.00
Less expenditure	£	2,594.18
Cash Book Balance	£	12,950.94
Balance at Bank 30 June 2022	£	13,178.66
less outstanding payments	£	227.72
	£	12,950.94