

# Scaleby Parish Council



Clerk: Sarah Kyle  
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Chairman: Cllr. George McGarr OBE

10<sup>th</sup> November 2021

Dear Councillor

A meeting of Scaleby Parish Council will be held on **Wednesday 17<sup>th</sup> November 2021** in the **Village Hall, Scaleby** at **7.30pm**. This is a public meeting and all are welcome. 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 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 22<sup>nd</sup> September 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 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 consider the ongoing management of the Council owned green spaces
  - 5.4 **Borderlands and Carlisle City Update**

To note the above Teams event on 18th November at 7pm

## **5.5 Local Cycling and Walking Infrastructure Plans Follow-up Public Consultation (LCWIP)**

To consider a Parish Council response to the above

## **6. Finance Matters**

**6.1** To authorise the payments below:

- 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

## **6.2 Bank Reconciliation and Budget Update**

To note the [attached](#) budgetary update and agree the bank reconciliation

## **6.3 Precept and Budget 2022/23**

To consider the proposed draft budget for 2022/23 and set the precept accordingly – [report attached](#)

## **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 receive an update

## **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 7<sup>th</sup> January 2022*

## **9. Date of Next Meeting**

To resolve that the next of the Parish Council will be held in Scaleby Village Hall on Wednesday 19<sup>th</sup> January 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 Meeting held on Tuesday 22<sup>nd</sup> September 2021 at 7.30pm in the Village Hall, Scaleby

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

**In Attendance:** The Clerk, S Kyle.

#### **427/21 Apologies for Absence**

Apologies were received and accepted from Cllr G Little and County Cllr J Mallinson.

#### **428/21 Declarations of Interest and Requests for Dispensations**

No declarations or requests for dispensations were made.

#### **429/21 Minutes of Meeting Held Wednesday 21<sup>st</sup> July 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.

#### **430/21 Public Participation**

No members of the public were present.

#### **431/21 Administrative Matters**

##### **431.1 Benches**

The two benches have been delivered and are awaiting installation, pending Highway's approval. Concerns were expressed regarding any possible utilities in the Scaleby Hill Green area; a plan is to be requested if possible.

**Resolved** to authorise the Chair and Vice-Chair to sign documentation requesting a Highways permit for the bench placement.

##### **431.2 Community Led Plan**

The CLP working group had met to review the existing plan and recommend future projects for action, including:

- Broadband: a search to find a relevant governing agency is to be made
- Notice boards: encourage other user groups to display relevant information, including contact details
- Litter picking: to encourage two annual litter picks
- Play area: noted that lack of availability of suitable land is the major issue
- Pavement Barclose to Scaleby: noted that this has been investigated and is unfeasible due to cost

- Coffee Mornings: encourage the Welfare Committee to host
- Website: increase the usage through provision of more local information

It was also reported that residents report wanting increased events to increase community spirit. The Village Hall new entertainment system was shown, increasing the capability to run different event types.

**Resolved** to agree that many action points in the CLP have been achieved or investigated for feasibility and to continue to work on achievable goals going forward.

### **431.3 Allotments**

An article had been placed in the recently published Scaleby News, requesting anyone interested in the provision of allotments to register their interest. Two residents have so far registered their desire to progress the scheme.

**Resolved** to note the details for potential future use, the project being currently placed on hold.

### **431.4 Summer Play Days**

It was reported that the three provided days had been a great success, with 34, 29 and 33 children attending on the days respectively.

### **431.5 Book Swap**

Following the request made at the Annual Parish Meeting, a purpose-built cabinet is currently being made and will be installed outside the Village Hall soon.

### **431.6 DEFRA Local Nature Strategies Consultation**

Cllr McGarr reported that he had taken part in a virtual session regarding the Cumbria Nature Recovery Programme and suggested responses to the above consultation.

**Resolved** that the agreed responses be submitted.

### **431.7 The Queen's Platinum Jubilee Beacons 2nd June 2022**

The Village Hall Management Committee have noted the above and will be formulating plans for commemoration nearer the time. A suggestion was made that the beacon be painted platinum to coincide with the occasion.

### **431.8 Restarting Communities Fund**

It was noted that a grant of £956 has been allocated from the above City Council fund towards ongoing projects. The short turnaround for the application had highlighted the need for a project list; Cllrs were asked to give potential projects some consideration. A Hearing Loop for the Village Hall was suggested alongside new recycled plastic noticeboards. It was reported that the Village Hall gents' lavatories were currently closed due to water ingress.

## **432/21 Financial Matters**

### **432.1 Payments**

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

- 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
- GLL, summer play days, £432
- Sarah Kyle, stamp reimbursement, £92.40

### **432.2 Bank Reconciliation and Budget Update**

A budget summary, with expenditure to date against budget, was circulated alongside the agenda. The balance at bank on 31 August 2021 was £13,607.82.

## **433/21 Highways Matters**

### **433.1 Updates**

The laying of new drainage pipes was noted alongside concerns regarding drainage in the Scaleby Hill area, exacerbated by the compacting of ditches by vehicle use.

### **433.2 Speeding Petition**

Following the publication of an article regarding the above, in the Scaleby News, some residents had come forward with support for the petition, showing that the matter is parish wide and not confined to Barclose. The Cumbria Police Chief Constable is involved and ward member support is being sought for advice on speed reduction measures.

### **433.3 Wildflowers**

A suggestion was made to plant verges, wider than 1.2m, with wildflowers. A map was distributed to show potential suitable areas within the parish. Cumbria Highways have provided written consent. **Resolved** to authorise expenditure on wildflower mix. Methods of planting to be investigated.

### **433.4 Litter**

**Resolved** to advertise future litter picks, to be held on Sunday's at 3pm with a tea provided in the Village Hall, in the next newsletter. Dates and provision of refreshments to be confirmed. Cllr McGarr to approach local businesses for sponsorship.

Also **resolved** that CCTV provision, to deter fly tipping beside the recycling bins, to be considered once Village Hall consent has been granted.

#### **434/21 Councillor Matters**

**Cllr Moore** reported that he had installed new Neighbourhood Watch signs, with one remaining to be installed near to Pump Cottage, with two spares. He also noted that the wooden fingerposts in the parish have been replaced.

**Cllr Grant** expressed concerns that staffing changes at the City Council would lead to a detrimental building control service in the future.

**Cllr McGarr** noted that the Border Rambler continues to operate successfully with its slightly amended route in the parish.

#### **435/21 Date of Next Meeting**

Resolved that the Parish Council will be held in Scaleby Village Hall on Wednesday 17<sup>th</sup> November 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%	£ -
<b>TOTALS</b>	<b>£ 5,400</b>	<b>£ 5,400.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 5,400.00</b>	<b>100%</b>	<b>£ 6,000.00</b>
Expenditure										
Projects	(CLP Led)	£ 500			£ 826.00			£ 826.00	165%	£ -
	SPAAF Days	£ 1,050			£ 432.00			£ 432.00	41%	£ -
	Legal Costs							£ -	0%	£ -
Defibrillator	Running Costs							£ -	0%	£ -
Clerk	Gross Salary	£ 2,221	£ 363.68	£ 545.52	£ 363.68			£ 1,272.88	57%	£ 2,184.47
	Other	£ 12	£ 8.00					£ 8.00	67%	£ 11.00
Admin & Stationery		£ 150			£ 24.94			£ 24.94	17%	£ 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						£ -	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					£ 165.20			£ 165.20	0%	£ -
<b>TOTALS</b>		<b>£ 6,414</b>	<b>£ 960.72</b>	<b>£ 600.52</b>	<b>£ 1,994.22</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 3,555.46</b>	<b>55%</b>	<b>£ 4,009.20</b>

Bank Reconciliation 31 October 2021		
Balance b/forward	£	9,769.06
add receipts	£	5,400.00
Less expenditure	£	3,555.46
<b>Cash Book Balance</b>	<b>£</b>	<b>11,613.60</b>
<b>Balance at Bank 31 October 2021</b>	<b>£</b>	<b>11,613.60</b>

# SCALEBY PARISH COUNCIL

## BUDGET AND PRECEPT FOR 2022/23

### Introduction

Members will see from the financial statement to 31<sup>st</sup> October 2021 that a very healthy reserve remains in the Council's bank account. This report will discuss the remainder of this financial year and forecasts likely income and expenditure during 2022/23.

### Expected end of year outcome to 31<sup>st</sup> March 2022

The bank balance at 31<sup>st</sup> October is £11,614. Income is still expected from a small VAT return and the restarting community's grant.

There is approx. £3,045 committed to the year-end which includes:

- Hall hire for the remaining council meetings;
- Salaries and expenses as well as other general administration/training costs;
- One more edition of the Scaleby News;
- Maintenance costs as well as installation costs for the two new benches;
- The costs for the new book cabinet, and;
- Donations potentially payable to the Great North Air Ambulance, village hall and welfare committee, which may or may not be requested.

Should there be no unexpected further expenditure the year-end balance will be approx £9,690. This is a significantly above the amount recommended to hold in reserve by the external auditor.

### Budget for 2022/23

Three summer play days have been budgeted for again and a project budget has been increased to £1,500 for any project in line with the Community Led Plan. Members are requested to consider such a suitable project.

A small maintenance budget has been set aside for any needs; any additional costs incurred on routine maintenance would need to be taken from the contingency or project budget.

An increase in the Clerk's hours has been budgeted for and will be the subject of a paper to follow later in the financial year. In addition to the increase proposed in hours, salary costs are likely to be increased in line with national pay increases and therefore a small increase has been budgeted in line with estimated salary scales. Costs are also budgeted for a contribution towards the Clerk's Society of Local Council Clerk's membership and the home office allowance.

Regarding administration, costs include the CALC subscription which is likely to increase by a small percentage to £143. It is anticipated that the data protection fee will remain static at £35 due to the payment of it by direct debit. The audit cost will remain at nil as expenditure remains under the threshold levels. A small budget exists for training needs as well as an adequate amount for village hall rental and office supplies. Website fees are estimated at a maximum of £70.

An increased budget has been allocated for two printed and posted editions of the Scaleby News. A donations budget has been set at £900 although this scheme is traditionally not being well used. Any expenditure to community groups over and above this budget would be required to be made from the contingency budget of £250.



## Income expected for 2022/23

The expected income is:-

Carry forward:	£9,690
Precept/CTRS Grant	£5,400
Newsletter Adverts	£0
Play Area Days	£0
<b>Total</b>	<b>£15,090</b>

A small amount of VAT reclaim money may also be received but is not shown in expenditure.

## Budget Proposal for 2022/23

The following reflects comments above:-

Clerk's salary and expenses	£2,989
Administration	£603
Newsletter	£460
Insurance	£376
Maintenance	£150
Projects	£2,300
Grants Fund	£900
Contingency	£250
<b>Total</b>	<b>£8,049</b>

**Income will exceed expenditure by £7,041 if the above is realised.** The external auditor suggests a reserve of anything between 3 to 12 months expenditure should be held in reserve, this would equate to a reserve of £1,002 to £4,009 based upon 2020/21 expenditure so the amount forecast is higher than recommended.

## Precept for 2022/23

There appears no need to increase the Precept for 2022/23 if the budget is agreed and it is therefore recommended that the precept remains at £5,400.

## Recommendations

The Council is asked to consider the following recommendations: -

**The budget for 2022/23 be £8,049 in line with the above suggestions.**

**The Precept for 2022/23 be £5,400.**

Sarah Kyle, Clerk and Responsible Financial Officer, 10.11.21

Scaleby Parish Council Budget 2021 22			Actual					Estimated				2020 21 Actual
Item	Budget 2022/23	Budget 2021/22	May	July	September	November	January	March	TOTAL	%	TOTAL	
<b>Income</b>												
Brought Forward	£ 9,690	£ 9,769.06							£ 7,778.26		£ 7,778.26	
Precept	£ 5,400	£ 5,400.00	£ 5,400.00						£ 5,400.00	100%	£ 5,400.00	
Play Days									£ -	0%	£ -	
Grants								£ 956.00	£ 956.00	0%	£ 600.00	
Advertising									£ -	0%	£ -	
VAT repayment								£ 165.20	£ 165.20	0%	£ -	
Other									£ -	0%	£ -	
<b>TOTALS</b>	<b>£ 5,400</b>	<b>£ 5,400.00</b>	<b>£ 5,400.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 1,121.20</b>	<b>£ 6,521.20</b>	<b>121%</b>	<b>£ 6,000.00</b>	
<b>Expenditure</b>												
<b>Projects</b>	(CLP Led)	£ 1,500	£ 500.00			£ 826.00	£ 331.00		£ 1,157.00	231%	£ -	
	SPAAF Days	£ 800	£ 1,050.00			£ 432.00	£ 150.00		£ 582.00	55%	£ -	
<b>Clerk</b>	Gross Salary	£ 2,979	£ 2,221.40	£ 363.68	£ 545.52	£ 363.68	£ 336.68	£ 336.68	£ 2,399.08	108%	£ 2,184.47	
	Other	£ 10	£ 12.00	£ 8.00					£ 8.00	67%	£ 11.00	
Admin & Stationery		£ 150	£ 150.00			£ 24.94		£ 30.00	£ 74.94	50%	£ 150	
Maintenance		£ 100	£ 100.00				£ 22.67		£ 22.67	23%	£ 157.74	
Subs		£ 143	£ 140.40	£ 139.13					£ 139.13	99%	£ 136.31	
Audit		£ -							£ -	0%	£ -	
Insurance		£ 376	£ 368.55	£ 354.91					£ 354.91	96%	£ 351.00	
Newsletter	Stamps & printing	£ 460	£ 250.00	£ 95.00		£ 182.40		£ 182.40	£ 459.80	184%	£ 97.68	
Website		£ 70	£ 82.00					£ 78.00	£ 78.00	95%	£ 86.00	
Info Commissioner		£ 35	£ 35.00		£ 35.00				£ 35.00	100%	£ 35.00	
Village Hall Rental		£ 175	£ 175.00				£ 50.00	£ 125.00	£ 175.00	100%	£ -	
<b>Donations/Grants</b>	Village Hall	£ 500	£ 700.00					£ 500.00	£ 500.00	71%	£ 600.00	
	Welfare Committee	£ 200	£ 100.00					£ 100.00	£ 100.00	100%	£ -	
	Others	£ 200	£ 200.00					£ 100.00	£ 100.00	50%	£ 200.00	
Training		£ 100	£ 80.00		£ 20.00		£ 30.00		£ 50.00	63%	£ -	
Contingency fund		£ 250	£ 250.00					£ 200.00	£ 200.00	80%	£ -	
VAT		£ -				£ 165.20			£ 165.20	0%	£ -	
<b>TOTALS</b>	<b>£ 8,049</b>	<b>£ 6,414.35</b>	<b>£ 960.72</b>	<b>£ 600.52</b>	<b>£ 1,994.22</b>	<b>£ 920.35</b>	<b>£ 566.68</b>	<b>£ 1,558.24</b>	<b>£ 6,600.73</b>	<b>103%</b>	<b>£ 4,009.20</b>	

Estimate 31 March 2022	
Balance b/forward	£ 9,769.06
add receipts	£ 6,521.20
Less expenditure	£ 6,600.73
<b>Estimate 31 March 2022</b>	<b>£ 9,689.53</b>

Estimate 31 March 2023	
Balance b/forward	£ 9,690
add receipts	£ 5,400
Less expenditure	£ 8,049
<b>Estimate 31 March 2022</b>	<b>£ 7,041</b>