



Minutes of the Scaleby Parish Council meeting held on Tuesday 27 May 2025 at 7.30pm in Scaleby Village Hall.

Present: T Moore-Chair, G Little, R Marston

Also Present: N Phillips (Clerk/RFO) Cumberland Cllr J Mallinson

Annual Parish Meeting

1. Public participation – none present

Annual Meeting of Scaleby Parish Council

1. **APOLOGIES FOR ABSENCE** - received apologies and approved reasons for absence from Cllrs McGarr and Grant, not present Cllrs Brown, Hogg and Thompson
2. **Election of Chair** – Cllr Moore elected as chair for 2025-26
3. **Chair's Declaration of Acceptance of Office** - received the Chair's declaration
4. **Election of Vice Chair** – deferred to next meeting
5. **MINUTES OF THE COUNCIL MEETING held on 25 March 2025** - authorised the chair to sign, as a correct record, the minutes of the meeting held on 25 March 2025.
6. **DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION**
 - a. Register of Interests: Councillors are reminded of the need to update their register of interests
 - b. To declare any personal interests in items on the agenda and their nature
 - c. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items)
 - d. To make any requests for dispensation
7. Year End Accounts –received and noted the attached statements of accounts
8. Internal Auditor 2025-26 –
 - a. received the internal audit report for 24/25
 - b. resolved to re-appoint the existing internal auditor
9. Risk assessment and internal audit policy –resolved to adopt the attached policy
10. Annual AGAR Return 2024-25 (Attached)
 - a. To resolve whether to claim exemption from external audit
 - b. To answer the questions on the Annual Governance Statement and authorise the Clerk and Chair to sign.
 - c. To resolve whether to authorise the Chair to Sign the Accounting Statement

Scaleby Parish Council



Chairman: Cllr. Terry Moore

Clerk: Nick Phillips
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Carlisle
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11. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To decide whether there are any items of business which require exclusion of the press and public - none

12. PUBLIC PARTICIPATION none present

13. CUMBERLAND COUNCILLOR REPORTS—received the following items for information:
Council has been going through further reorganisation internally. Council still making progress on aligning systems but progress still to be made.

14. POLICE MATTERS –resolved not to submit any matters to the Local Focus Hub.

15. FINANCE

a. Payments- authorised schedule of payments totalling £1816.32 (VN 5-18)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
13	16/05/2025	Hayton Parish Council	Inv 22	Expenses	11.32	0.00	11.32
12	16/05/2025	Zurich Municipal	YLL-2720928103	Insurance	304.00	0.00	304.00
5	20/05/2025	Nick Phillips	Salary	Salary	249.20	0.00	249.20
6	20/05/2025	HMRC	475PW00174663	PAYE	62.40	0.00	62.40
10	20/05/2025	Starboard Systems Ltd	0	Subscription	15.00	3.00	18.00
5	20/05/2025	Nick Phillips	WFH	Salary	18.00	0.00	18.00
7	28/05/2025	Nick Phillips	0	Expenses	5.10	0.00	5.10
8	28/05/2025	Scaleby Village Hall	0	Room Rental	30.00	0.00	30.00
9	28/05/2025	Cumbria Association of Local Councils	0	Subscription	183.70	0.00	183.70
19	28/05/2025	Jean Airey	Scaleby PC	Audit	75.00	0.00	75.00
14	28/05/2025	GLL	CUS-013466	Summer Scheme 2024	500.00	0.00	500.00
11	31/05/2025	Unity Trust Bank	0	Bank Charges	6.00	0.00	6.00
15	20/06/2025	Nick Phillips	Salary	Salary	249.20	0.00	249.20
16	20/06/2025	HMRC	475PW00174663	PAYE	62.40	0.00	62.40
17	20/06/2025	Starboard Systems Ltd	0	Subscription	15.00	3.00	18.00
15	20/06/2025	Nick Phillips	WFH	Salary	18.00	0.00	18.00
18	30/06/2025	Unity Trust Bank	0	Bank Charges	6.00	0.00	6.00

b. Monthly reconciliation (March and April 2025) –received and noted the reconciliation and balances checked by Cllr McGarr.

c. Monthly budget update- received and noted



d. **Receipt –noted** receipt from Cumberland Council R01 – Precept, £7500

e. **noted and authorised the following standing orders and direct debits**

Type	Purpose	Payee	Regularity	Amount	VAT	Net Amount
SO	Salary/WFH	N Phillips	Monthly	£267.20	£0	£267.20
SO	PAYE	HMRC	Monthly	£62.40	£0	£62.40
DD	Scribe	Starboard Systems	Monthly	£15.00	£3.00	£18.00
DD	Bank Charges	Unity	Monthly	£6.00	£0.00	£6.00

16. **HIGHWAY MATTERS:** received, for information the following for the Clerk to report:
Junction 44 traffic lights still having lots of queuing traffic and that the issue seems to be that there is an issue with sequencing.

17. Standing Orders- to re-adopt the model standing orders

18. Financial Regulations –resolved to re-adopt the financial regulations.

19. Meeting Dates –noted and agreed the dates for forthcoming meetings.

20. General Power of Competence –resolved to adopt GPoC for 2025-26

21. Clerk and Councillors’ reports/items for future agenda

Clerk Shared the dates for the summer playscheme as 29 July, 13 August, 26 August
8.30 am – 3.30 pm

Litter Picking

22. Date of next meeting

The next meeting of the Parish Council will take place on Tuesday 22 July 2025 in Scaleby Village Hall at 7.30pm.

Agenda items to be submitted to the Clerk by 12 noon on 8 July 2025.

Meeting closed at 20.15