



Sunday, 17 November 2024

Dear Councillor

You are summoned to attend the **Scaleby Parish Council Meeting** that will be held at Scaleby Village Hall on **Tuesday 26 November 2024** at 7.30 PM. The Public and Press are invited to attend.

Clerk

## AGENDA

- 83. APOLOGIES FOR ABSENCE** - To receive apologies and approve reasons for absence
- 84. MINUTES OF THE COUNCIL MEETING held on 24 September 2024** - To authorise the chair to sign, as a correct record, the minutes of the meeting held on 24 September 2024 (attached).
- 85. 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
- 86. 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
- 87. PUBLIC PARTICIPATION (20 MINUTES ALLOWED)** - this agenda item enables Parish Councillors to hear the views, comments and/or complaints from the public. The Parish Councillors can respond. However (unless the items are already on the agenda) no council decisions can be taken at this meeting but, if appropriate, the matters can be put onto a future agenda for decision. Comments limited to 5 minutes per person.
- 88. CUMBERLAND COUNCILLOR REPORTS– to receive** items for information (items raised for decision will appear on the agenda for the next meeting subject to agreement by the council.)
- 89. POLICE MATTERS – to resolve** whether to submit any matters to the Local Focus Hub.



Chairman: Cllr. George McGarr OBE

90. **PLANNING APPLICATIONS** - You may view the details on the Planning Authority website (Cumberland.gov.uk) where parishioners can submit their own observations directly

a. To Note the following applications were granted approval

24/0539	Stoneknowe Villa, Scaleby, Carlisle, CA6 4LS	Erection Of Two Storey Extension To Provide Lift Enclosure; Associated Alterations
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91. Speed Indicator Devices – To authorise the purchase of a Speed Indicator Device following Highway Authority approval.

92. Grant Application- Scaleby Welfare Committee have asked for a grant for £400 towards the Christmas Tree and replacement decorations.

### 93. FINANCE

a. **Payments- to authorise** schedule of payments totalling £2224.77 (VN 36-52)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
36	04/11/2024	DM Payroll Services Ltd	3767	Payroll	60.00	0.00	60.00
42	15/11/2024	Starboard Systems Ltd	DD	Subscription	15.00	3.00	18.00
43	21/11/2024	Nick Phillips	Salary	Salary	257.20	0.00	257.20
44	21/11/2024	HMRC	475PW00174663	PAYE	59.80	0.00	59.80
45	27/11/2024	Nick Phillips	Salary	Salary	64.53	0.00	64.53
46	27/11/2024	HMRC	475PW00174663	PAYE	16.00	0.00	16.00
47	27/11/2024	Nick Phillips	0	Expenses	3.30	0.00	3.30
48	27/11/2024	Scaleby Village Hall	0	Room Rental	30.00	0.00	30.00
37	27/11/2024	DM Payroll Services Ltd	3912	Payroll	60.00	0.00	60.00
51	27/11/2024	AutoSpeedWatch	INV396	Speed Indicator Device	926.34	0.00	926.34
52	27/11/2024	Scaleby Welfare Committee	0	Grant to Welfare Committee	400.00	0.00	400.00
49	22/12/2024	Nick Phillips	Salary	Salary	267.20	0.00	267.20
50	22/12/2024	HMRC	475PW00174663	PAYE	62.40	0.00	62.40

Notes – VN36 paid as overdue, VN45 &46 are back pay from the national pay award, VN49 &50 are the new pay rate and PAYE rate as a result of pay award. VN51 & 52 subject to agreement of earlier agenda items.

- b. **Monthly reconciliation (September and October) – to receive and note** the reconciliation and balances checked by Cllr McGarr.
- c. **Monthly budget update- to receive and note**
- d. **Receipts – To note the payment of bank interest - £4.22 R03**



Chairman: Cllr. George McGarr OBE

94. **HIGHWAY MATTERS:** To receive, for information, any items relating to the highway and **Resolve** which to ask the Clerk to report to the Highways Authority.
95. Budget 2025-26 –
- a. To receive a draft budget and agree the following
    - i. **The budget headings and suggested amounts**
    - ii. **The level of the precept to levy on Cumberland Council for 2025-26**
96. Website training – to receive a report on recent training attended by the Clerk and resolve what action to take. (Attached)
97. **Clerk's verbal report:** to receive feedback on the following items
- a. HSBC account has now been closed.
98. **Councillors' reports and items for future agenda**  
Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
99. **Date of next meeting**  
**The next meeting of the Parish Council** will take place on Tuesday 28 January 2025 in Scaleby Village Hall at 7.30 pm.  
Agenda items to be submitted to the Clerk by 12 noon on Wednesday 15 January 2025.



Chairman: Cllr. George McGarr OBE

## Minutes of the Scaleby Parish Council meeting held on Tuesday 24 September 2024 at 7.30pm in Scaleby Village Hall.

**Present:** G McGarr OBE (Chair), S Brown, M Grant, G Little, R Marston, L Thompson

**Also Present:** N Phillips (Clerk/RFO)

65. **APOLOGIES FOR ABSENCE** - received apologies and approved reasons for absence from Cllr Moore
66. **MINUTES OF THE COUNCIL MEETING held on 23 July 2024** - authorised the chair to sign, as a correct record, the minutes of the meeting held on 23 July 2024.
67. **DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION - none**
- 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
68. **Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960) none**
69. **PUBLIC PARTICIPATION none present**
70. **CUMBERLAND COUNCILLOR REPORTS– none present**
71. **POLICE MATTERS –resolved** not to submit any matters to the Local Focus Hub.
72. **PLANNING APPLICATIONS -**

- a. resolved to submit observations on the following applications

24/0539	Stoneknowe Villa, Scaleby, Carlisle, CA6 4LS	Erection Of Two Storey Extension To Provide Lift Enclosure; Associated Alterations
No observations		

- b. Noted the following applications were granted approval

24/0305	Scaleby Village Hall, Scaleby, Carlisle CA6 4LJ	Proposed Refurbishment Of Village Hall Comprising Demolition Of Existing Extensions; Erection Of Replacement Extension To Side And Rear To Provide New Entrance With Access Ramp, Kitchen, Store Room, Toilets And Plant Room
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Chairman: Cllr. George McGarr OBE

22/0171	West Highberries Farm, Scaleby, Carlisle, CA6 4LD	Variation Of Condition 2 (Approved Documents) Of Previously Approved Application 22/0171 (Change Of Use Of Barns To 2no. Dwellings) To Amend The Approved House Designs
24/0423	Barclose Farm, Barclose, Scaleby, Carlisle, CA6 4LH	Conversion Of End Barn To Living Annexe Together With Balcony & External Steps

### 73. FINANCE

#### a. **Payments- authorised** schedule of payments totalling £890.70 (VN 25-34)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
25	24/09/2024	Nick Phillips	Salary	Salary	257.20	0.00	257.20
26	24/09/2024	HMRC	475PW00174663	PAYE	59.80	0.00	59.80
29	24/09/2024	Starboard Systems Ltd	6977	Subscription	15.00	3.00	18.00
28	24/09/2024	Scaleby Village Hall	0	Room Rental	30.00	0.00	30.00
27	24/09/2024	HSBC	0	Bank Charges	8.00	0.00	8.00
34	25/09/2024	Nick Phillips	(Postage)	Expenses	2.70	0.00	2.70
30	25/09/2024	Scaleby Village Hall	0419	Room Rental (Holiday Club)	180.00	0.00	180.00
33	21/10/2024	Starboard Systems Ltd	0	Subscription	15.00	3.00	18.00
31	21/10/2024	Nick Phillips	Salary	Salary	257.20	0.00	257.20
32	21/10/2024	HMRC	475PW00174663	PAYE	59.80	0.00	59.80

- b. **Monthly reconciliation (July and August) –received and noted** the reconciliation and balances checked by Cllr McGarr.
- c. **Monthly budget update- received and noted**
- d. **Transfer to Unity Trust Bank –received an update on bank transfer – the majority of funds now transferred into Unity Trust bank with £8000 in the savings account.**
- e. **Closure of HSBC account –resolved to close the account with HSBC and transfer the remaining balance to Unity Trust Bank and authorised councillors to sign correspondence with the bank.**
- f. **resolved to put the following in place**



Chairman: Cllr. George McGarr OBE

- i. **Standing orders for Clerk's Salary and HMRC payments**
- ii. **Direct debit for Scribe accounting software**

74. **HIGHWAY MATTERS:** received, for information, any items relating to the highway and **Resolved** to ask the Clerk to report the following to the Highways Authority: Cllr MCGarr provided feedback that he had reported the flooding issue on the main road. Large pothole on road through Scaleby, Clerk to report.
75. Asset Register –received and discussed the following that councillors would check the actual number of grit bins and report back.
76. Hallburn Wind Farm project funding –received the following update : submission for grants was higher than the amount available and whilst a few were not successful many received a reduced settlement. The Village Hall was successful in two applications, for the annual fireworks and for building design and costings.
77. Polling District and place review –resolved not to submit any feedback.
78. NALC Model Financial regulations –resolved to adopt the model regulations
79. Flags at Village Hall –authorised the purchase of 3 flags which Cllr McGarr will source and provide an invoice to the Clerk.

**80. Clerk's verbal report:** to receive feedback on the following items

- a. Speed Indicator Devices
- b. Village Hall Fireworks- Agreed to make a grant donation of £400 towards the costs

**81. Councillors' reports and items for future agenda**

Cllr McGarr shared a report regarding the Village Hall – Village Hall Committee will be asking the Charity Commission to act as holding trustees with no cost to the Parish Council.

Finger posts have now all been restored

Fly tipping has been reported and dealt with.

The public footpath between dairy shed and farm is overgrown (W3W treatment.delight.appeal)– Clerk to report.

**82. Date of next meeting**

**The next meeting of the Parish Council** will take place on Tuesday November 26 2024 in Scaleby Village Hall at 7.30.

Agenda items to be submitted to the Clerk by 12 noon on Friday 15 November 2024.

Meeting closed at 20:10

# Scaleby Parish Council

## PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
36	Payroll	04/11/2024		Current - Unity	3767	Payroll	DM Payroll Services Ltd	Z	60.00		60.00
42	Subscriptions	15/11/2024		Current - Unity		Subscription	Starboard Systems Ltd	S	15.00	3.00	18.00
43	Salaries	21/11/2024		Current - Unity	Salary	Salary	Nick Phillips	Z	257.20		257.20
44	PAYE	21/11/2024		Current - Unity	475PW00174663	PAYE	HMRC	Z	59.80		59.80
45	Salaries	27/11/2024		Current - Unity	Salary	Salary	Nick Phillips	Z	64.53		64.53
46	PAYE	27/11/2024		Current - Unity	475PW00174663	PAYE	HMRC	Z	16.00		16.00
47	Office costs	27/11/2024		Current - Unity		Expenses	Nick Phillips	Z	3.30		3.30
48	Room Rental	27/11/2024		Current - Unity		Room Rental	Scaleby Village Hall	Z	30.00		30.00
37	Payroll	27/11/2024		Current - Unity	3912	Payroll	DM Payroll Services Ltd	Z	60.00		60.00
51	Speed Indicator Device	27/11/2024		Current - Unity	INV396	Speed Indicator Device	AutoSpeedWatch	Z	926.34		926.34
52	Grants	27/11/2024		Current - Unity		Grant to Welfare Committee	Scaleby Welfare Committee	Z	400.00		400.00
49	Salaries	22/12/2024		Current - Unity	Salary	Salary	Nick Phillips	Z	267.20		267.20
50	PAYE	22/12/2024		Current - Unity	475PW00174663	PAYE	HMRC	Z	62.40		62.40
								<b>Total</b>	<b>2,221.77</b>	<b>3.00</b>	<b>2,224.77</b>

Prepared by: \_\_\_\_\_

*Name and Role*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

*Name and Role*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

*Name and Role*

Date: \_\_\_\_\_

**DM Payroll Services Ltd**

7 New Road  
Far Forest  
Kidderminster, DY14 9TQ  
United Kingdom

Scaleby Parish Council  
14 Twickenham Court  
Carlisle  
CA1 3TW  
United Kingdom

**Invoice**

**Number:** 3767  
**Date:** 13th Jul '24  
**Due By:** 10th Aug '24  
**Account:** SCAL01  
**Purchase Order:**

Qty	Description	Rate	Total
1	Administration of payroll, April to September 2024.	60.00	60.00

Please make cheques payable to DM Payroll Services Ltd

**TOTAL: £60.00**

BACS payments to sort code 40-26-08 Account number 61795724

Use your invoice number as the reference

Payments to be made within 30 days

**OVERDUE**



**DM Payroll Services Ltd**

7 New Road  
Far Forest  
Kidderminster, DY14 9TQ  
United Kingdom

Scaleby Parish Council  
14 Twickenham Court  
Carlisle  
CA1 3TW  
United Kingdom

## Invoice

**Number:** 3912  
**Date:** 1st Nov '24  
**Due By:** 29th Nov '24  
**Account:** SCAL01  
**Purchase Order:**

Qty	Description	Rate	Total
1	Administration of payroll 1st October 2024 - 31st March 2025	60.00	60.00

Please make cheques payable to DM Payroll Services Ltd

**TOTAL: £60.00**


BACS payments to sort code 40-26-08 Account number 61795724  
Use your invoice number as the reference

Payments to be made within 30 days

# Nicholas Phillips Month Ending 30 Nov 2024

Scaleby Parish Council

## Employee Details

Works number	2
Tax code	BR
National Insurance number	
National Insurance table	

## Payments

Monthly pay	£311.60
Office Allowance	£18.00
Back pay	£67.93
<i>Total</i>	<b>£397.53</b>

## Deductions

Tax	£75.80
National Insurance	£0.00
<i>Total</i>	<b>£75.80</b>

## This Month

Taxable gross pay	£379.53
Net pay	£303.73

## Year to Date

Taxable gross pay	£1,991.53
Tax	£398.20
Employee National Insurance	£0.00
Employer National Insurance	£0.00

## Payment

VN43 - Standing order	£257.20
<b>£321.73</b>	
Paid 30/11/2024	

MONTH 8 (ENDING 5 DECEMBER, 2024)

## Employer Details

Employer name	Scaleby Parish Council
Employer PAYE reference	475 / MA56316
Accounts Office reference	475PW00174663

## Income Tax

Gross tax	£75.80
Received from HMRC to refund tax	£0.00
Gross CIS deductions	£0.00
CIS deductions suffered	£0.00
Gross Student + Postgraduate Loan deductions	£0.00
<b>Net Income Tax</b>	<b>1</b> £75.80

## National Insurance Contributions

Employee National Insurance Contributions	£0.00
Employer National Insurance Contributions	£0.00
Statutory Maternity Pay recovered	£0.00
Statutory Maternity Pay NIC compensation	£0.00
Statutory Paternity Pay recovered	£0.00
Statutory Paternity Pay NIC compensation	£0.00
Statutory Adoption Pay recovered	£0.00
Statutory Adoption Pay NIC compensation	£0.00
Statutory Shared Parental Pay recovered	£0.00
Statutory Shared Parental Pay NIC compensation	£0.00
Statutory Parental Bereavement Pay recovered	£0.00
Statutory Parental Bereavement Pay NIC compensation	£0.00
Received from HMRC to pay Statutory Pay	£0.00
Employment Allowance claim	£0.00
Apprenticeship levy	£0.00
<b>Net National Insurance Contributions</b>	<b>2</b> £0.00

## Year to Date

Amount due in previous periods	£322.40
Amount paid in previous periods	£0.00
Adjustment	£0.00
<b>Shortfall amount carried forward to this period</b>	<b>3</b> £0.00

## Amount Due

1 + 2 + 3

<b>£75.80</b>
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VN44 (Standing order) for £59.80 - remainder (£75.80-£59.80=£16.00) VN46

# Scaleby Parish Council

## Clerk's Expenses November 2024

Postage Agenda postage	2 @£ 1.65	VAT	Total
			£ 3.30
Travel	Miles	@per mile	
		Totals	£ - £ 3.30 £ 3.30

**From:** Royal Mail Support no-reply@royalmail.com  
**Subject:** Royal Mail - Postage Confirmation for WP-4268-6627-001  
**Date:** 17 November 2024 at 12:19  
**To:** Scalebyparishcouncil@gmail.com

RS



Thank you for your order.

**You have made a payment of £3.30 to the Royal Mail Group Ltd.**

**Reference:** WP-4268-6627-001

**Date & time:** Sunday, 17 November 2024 12:19

You have confirmed that you are not sending any item which is [prohibited or restricted](#) in the UK.

A summary of your purchase is set out below, and details of this purchase - along with links to re-download your documents and view your QR codes, and request refunds - will remain available for you to view for up to 21 days on the [payment confirmation page](#).

## Purchased postage

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**Destination:** Michael Grant, Carim, East View, Scaleby Hill, Carlisle, Cumbria, CA6 4LY

**Postage service:** Royal Mail 1st Class

**Postage cost:** £1.65

**Item must be posted by:** Sunday, 24 November 2024



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**Destination:** Raymond Marston, Greenacres, Scaleby Hill, Carlisle, Cumbria, CA6 4LY

**Postage service:** Royal Mail 1st Class

**Postage cost:** £1.65

**Item must be posted by:** Sunday, 24 November 2024



**Payment service provider:** WorldPay

## Next Steps

### Option 1: If you have arranged a collection

- Make sure your item is packaged securely and that you have attached the label to your item before your scheduled collection time.
- Your item(s) will be collected by us on the selected collection day.
- If you've selected our Bring My Label option then we will bring your labels with us when we come to collect your item(s).
- If you have additional prepaid Royal Mail items on the day we collect, and you've printed the labels, just ask your postie and they may be able to take them.

### Option 2: If you haven't arranged a collection then print your label at home, attach your label to your item, then drop your item off at one of the following locations:

- Drop off into a post box - available if your item is small enough, you don't require proof of postage, and you've not selected a tracked or signature service
- Drop off at one of our Parcel Postboxes - [find one near you](#)
- Drop off at one of our [Lockers](#).
- Drop off any item at a [Royal Mail Delivery Office](#).
- Or drop off at a [Parcelshop](#) (Collect+ or Post Office).

### Option 3: Use our free label printing service available at your local Parcelshop or Locker

- Simply show the QR code from within your email and we will print your label for you at a [Parcelshop](#) or [Locker](#).
- Drop your item off at the same time.

And finally, make sure you've posted your item by the date shown on the label

For services with tracking, you can track the latest status of your item on the app or at our [Track and Trace page](#). You can find the tracking reference number above or below the barcode on your label.

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If you have purchased a Royal Mail Tracked service, please note the price includes VAT at the standard rate.

Your purchase is subject to our [Terms & Conditions](#) which you have accepted: You have a right to cancel and request a refund of the purchase you have made as long as the request is submitted within 14 calendar days, and that you have not already presented the item into a Royal Mail Group network. Inappropriate or fraudulent claims for refunds will not be honoured. Royal Mail Group reserves its right to prosecute fraudulent activity relating to the Royal Mail Online Postage channel.

If you have any queries about payments, please [contact us](#). If you would like to apply for a refund, please refer to our [Applying for a refund](#) help article.

Thank you,  
The Royal Mail Team

This is an automatically generated email, please do not reply to it.


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Registered Office: 185 Farringdon Road, London, EC1A 1AA. VAT Registration Number GB 243 1700 02.

# Nicholas Phillips Month Ending 31 Dec 2024

Scaleby Parish Council

## Employee Details

Works number	2
Tax code	BR
National Insurance number	
National Insurance table	A

## Payments

Monthly pay	£311.60
Office Allowance	£18.00
<i>Total</i>	<b>£329.60</b>

## Deductions

Tax	£62.40
National Insurance	£0.00
<i>Total</i>	<b>£62.40</b>

## This Month

Taxable gross pay	£311.60
Net pay	£249.20

## Year to Date

Taxable gross pay	£2,303.13
Tax	£460.60
Employee National Insurance	£0.00
Employer National Insurance	£0.00

## Payment

<b>£267.20</b>
Paid 31/12/2024



MONTH 9 (ENDING 5 JANUARY, 2025)

## Employer Details

Employer name	Scaleby Parish Council
Employer PAYE reference	475 / MA56316
Accounts Office reference	475PW00174663

## Income Tax

Gross tax	£62.40
Received from HMRC to refund tax	£0.00
Gross CIS deductions	£0.00
CIS deductions suffered	£0.00
Gross Student + Postgraduate Loan deductions	£0.00
<b>Net Income Tax</b>	<b>1</b> £62.40

## National Insurance Contributions

Employee National Insurance Contributions	£0.00
Employer National Insurance Contributions	£0.00
Statutory Maternity Pay recovered	£0.00
Statutory Maternity Pay NIC compensation	£0.00
Statutory Paternity Pay recovered	£0.00
Statutory Paternity Pay NIC compensation	£0.00
Statutory Adoption Pay recovered	£0.00
Statutory Adoption Pay NIC compensation	£0.00
Statutory Shared Parental Pay recovered	£0.00
Statutory Shared Parental Pay NIC compensation	£0.00
Statutory Parental Bereavement Pay recovered	£0.00
Statutory Parental Bereavement Pay NIC compensation	£0.00
Received from HMRC to pay Statutory Pay	£0.00
Employment Allowance claim	£0.00
Apprenticeship levy	£0.00
<b>Net National Insurance Contributions</b>	<b>2</b> £0.00

## Year to Date

Amount due in previous periods	£398.20
Amount paid in previous periods	£0.00
Adjustment	£0.00
<b>Shortfall amount carried forward to this period</b>	<b>3</b> £0.00

## Amount Due

1 + 2 + 3

<b>£62.40</b>
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# Invoice #396

## Order Details

### AutoSpeedWatch

The Old Chapel  
 Faulkland  
 Radstock  
 Somerset  
 BA3 5XD

**E-Mail** sales@autospeedwatch.org

**Web Site:** <http://store.autospeedwatch.org>  
 (<http://store.autospeedwatch.org>)

**Date Added** 16/11/2024

**Invoice No.** INV-ASW-W0271

**Order ID:** 396

**Payment Method** Bank Transfer

**Shipping Method** Free Shipping

## Payment Address

Nick Phillips  
 Scaleby parish Council  
 14 Twickenham Court  
 Carlisle CA13TW  
 Cumbria  
 United Kingdom

## Shipping Address

Nick Phillips  
 Scaleby parish Council  
 14 Twickenham Court  
 Carlisle CA13TW  
 Cumbria  
 United Kingdom

Product	Model	Quantity	Unit Price	Total
Conspicuity Kit	ASWCNP01	1	£7.99	£7.99
Sign adaptor for band fixings	ASWSCA01	2	£6.65	£13.30
Roadside Unit, incl. 1yr data -Road type:Drive on Left (UK) . Model: AxWRULHxx	ASWRUxx02	1	£779.00	£779.00
Sign -Sign Size:Standard (approx. 420mm * 300mm)	ASWSGN02	1	£58.60	£58.60
Fixing Band - other sizes -Fixing Band Size:XXL ASWFIX-V340 (pole diameter 240mm-330mm)	ASWFIX	1	£11.20	£11.20
Fixing Band - other sizes -Fixing Band Size:X-Large ASWFIX-V250 (pole diameter 190mm-240mm)	ASWFIX	2	£9.80	£19.60

<b>Product</b>	<b>Model</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
Tilt Adapter / Small Pole Adapter -Tilt Bracket Type:Standard (for 75mm+ diameter poles)	ASWTLT01	1	£36.65	£36.65
			<b>Sub-Total</b>	£926.34
			<b>Free Shipping</b>	£0.00
			<b>Total</b>	£926.34

**Customer Comment**

Amended by store admin to increase Channel Band Adapter to quantity 2.

Payments to: Metro Bank, Account Name: Autospeedwatch Limited, Sort Code: 23-05-80, Account: 31807247

Autospeedwatch Limited is registered in England and Wales. Company number: 11738069.

# Scaleby Parish Council

17 November 2024 (2024 - 2025)

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>PAYMENTS</b>															
<b>Income</b>															
Precept															
VAT															
Bus Shelter Grant															
Bank Interest															
<b>Core Expenditure</b>															
Salaries				332.80	257.20	257.20	257.20	257.20	321.73	267.20				1,950.53	-1,950.53
PAYE		148.80		83.20	59.80	59.80	59.80	59.80	75.80	62.40				609.40	-609.40
Audit Fees															
Travel															
Office costs		16.15					2.70		3.30					22.15	-22.15
Training															
Room Rental		60.00			60.00		210.00		30.00					360.00	-360.00
Subscriptions		175.47		99.00	50.00	15.00	15.00	30.00	15.00					399.47	-399.47
Bank Charges		8.00	8.00	8.00	8.00	8.00	11.72	21.40						73.12	-73.12
Insurance			304.00											304.00	-304.00
Website															
Payroll									120.00					120.00	-120.00
<b>Other expenditure</b>															
Grants					983.95		400.00		400.00					1,783.95	-1,783.95
Speed Indicator Device									926.34					926.34	-926.34

# Scaleby Parish Council

17 November 2024 (2024 - 2025)

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

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Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
	408.42	312.00	523.00	1,418.95	340.00	956.42	368.40	1,892.17	329.60					
													<b>Total:</b>	<b>6,548.96</b>
													<b>Variance:</b>	<b>-6,548.96</b>

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# Scaleby Parish Council

17 November 2024 (2024 - 2025)

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>RECEIPTS</b>															
<b>Income</b>															
Precept		6,409.00												6,409.00	6,409.00
VAT															
Bus Shelter Grant				2,300.00										2,300.00	2,300.00
Bank Interest							4.22							4.22	4.22
<b>Core Expenditure</b>															
Salaries															
PAYE															
Audit Fees															
Travel															
Office costs															
Training															
Room Rental															
Subscriptions															
Bank Charges															
Insurance															
Website															
Payroll															
<b>Other expenditure</b>															
Grants															
Speed Indicator Device															

# Scaleby Parish Council

17 November 2024 (2024 - 2025)

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

---

Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
	6,409.00		2,300.00			4.22								
													<b>Total:</b>	<b>8,713.22</b>
													<b>Variance:</b>	<b>8,713.22</b>

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Expenditure								
Current Year				Future planning/Percentage increase				
Budget Header	Budget	To date	Expected outturn	5%	4%	3%	2%	
				25/26	26/27	27/28	28/29	
Salary/NI/PAYE/W	£ 2,427.00	£ 1,832.00	£ 3,955.00	£ 4,152.75	£ 4,318.86	£ 4,448.43	£ 4,537.39	1
Payroll		£ 60.00	£ 120.00	£ 126.00	£ 131.04	£ 134.97	£ 137.67	
Insurance	£ 414.00	£ 304.00	£ 304.00	£ 319.20	£ 331.97	£ 341.93	£ 348.77	
Audit fees			£ 100.00	£ 105.00	£ 109.20	£ 112.48	£ 114.73	2
Travel and Office	£ 350.00	£ 18.85	£ 100.00	£ 105.00	£ 109.20	£ 112.48	£ 114.73	
Room rental	£ 200.00	£ 150.00	£ 200.00	£ 210.00	£ 218.40	£ 224.95	£ 229.45	
Scribe		£ 159.00	£ 279.00	£ 180.00	£ 187.20	£ 192.82	£ 196.67	
Website	£ 65.00		£ 65.00	£ 150.00	£ 156.00	£ 160.68	£ 163.89	3
CALC		£ 175.00	£ 175.00	£ 183.75	£ 191.10	£ 196.83	£ 200.77	
Bank Charges		£ 64.00	£ 96.00	£ 72.00	£ 74.88	£ 77.13	£ 78.67	
AED Expenses				£ 100.00	£ 104.00	£ 107.12	£ 109.26	4
ICO	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	
Training				£ 100.00	£ 104.00	£ 107.12	£ 109.26	
Election expenses				£ 500.00	£ 500.00	£ 500.00	£ 500.00	5
Village Hall Grants		£ 1,384.00	£ 1,384.00	£ 1,453.20	£ 1,511.33	£ 1,556.67	£ 1,587.80	
Other grants			£ 400.00	£ 420.00	£ 436.80	£ 449.90	£ 458.90	6
Miscellaneous				£ -	£ -	£ -	£ -	
Summer Club		£ 180.00	£ 180.00	£ 189.00	£ 196.56	£ 202.46	£ 206.51	
				£ -	£ -	£ -	£ -	
Total	£ 3,491.00	£ 4,361.85	£ 7,393.00	£ 8,400.90	£ 8,715.54	£ 8,960.95	£ 9,129.47	

Financial position						
Current Year			25/26	26/27	27/28	28/29
Bank Balance at start of year	£	5,983.99	£ 7,299.99	£ 6,399.09	£ 5,683.55	£ 5,222.60
Budgetted balance at end of year	£	11,201.99	£ 6,399.09	£ 5,683.55	£ 5,222.60	£ 5,093.13
Forecast balance at end of year	£	7,299.99				
Deficit/Surplus	£	1,316.00	-£ 900.90	-£ 715.54	-£ 460.95	-£ 129.47



## Budget notes and questions

The new financial regulations state that councils should now prepare a 4 year budget forecast. Much of this will, of necessity, be a best guess. We don't know what interest rates will be. However, Scaleby is in the position that it does not employ many people and is not subject to the increase in employers National Insurance. I have suggested a 5% increase in the budgeted costs for the next year and then a decreasing increase for future years.

## Expenditure

1. Expected outturn for 2024-25 higher than budget due to 3 factors – new clerk on a new pay scale, hours paid are higher and cost of living increase agreed at national level. Future increases will be implemented from each April – although in practice this tends to be agreed much later and backdated.
2. I am not sure if an audit fee was charged in 2023-24 covering the audit of accounts for 2023-24 in preparation for AGAR. I have suggested an amount based on experience in other councils.
3. Subject to agreement of the council for purchase of a gov.uk domain this may increase the cost.
4. I have suggested creating an earmarked reserve for AED costs to build up a budget to pay for replacement pads and batteries.
5. There has been discussion that Cumberland Council will seek to recover the costs of any contested or uncontested election that occurs in Parish Councils – ie every 4 years. Whilst Cumberland Council have not been able to provide a figure for the cost of this they have said an indicative £2000 would be a good guide. It would however be dependant on whether there were other elections taking place at the same time. This is an earmarked reserve.
6. The Parish Council has given grants for the Village Hall and is considering a grant to the Welfare Committee. These grants arrive ad hoc and as such are more difficult to cater for in the budget. It might be worthwhile having a grant awarding policy that would allow the Parish Council to decide on all grants in one meeting as part of the budget setting process and therefore be able to adjust the precept as necessary.

# Scaleby Parish Council



Clerk: Nick Phillips  
14 Twickenham Court  
Carlisle  
CA1 3TW  
Tel: 0750 800 1602  
clerk@scaleby.org.uk  
www.scaleby.org.uk

Chairman: Cllr. George McGarr OBE

## Financial Position

Whilst there appears to be a surplus in the 2024-25 budget it should be noted that this is partly due to the addition of the £2300 paid for the bus shelter as a grant from Cumberland Council. Without this the position would be an in year loss of about £1000. In 2024-25 the in year overspend is £900 even with an increase in the precept. It is suggested that councils hold between 3 and 12 months worth of expenditure in reserves.

## Income

There will be a small income generated from the saving account at the bank. However, the only income that can be changed to balance the books is the precept. I have therefore suggested that the precept is likely to rise in 2025-26 and have suggested an increase to £7500 with more modest increases in the following years. However, these are not yet set and councillors only need to set the precept for 2025-26 at this time.

Band D properties in 2024-25 paid £44.81 of their council tax to Scaleby Parish Council and the suggested increase would mean that a band D property would now pay £52.19 this is a 16.5% increase.

N Phillips 17 November 2024

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I recently undertook some training through CALC on websites and what is considered best practice. There has been a push for Parish Councils to have a Gov.uk domain name and whilst this is unlikely to become compulsory in the very near future the fact that the Government has allocated funding to allow Parish Councils to purchase a domain signals the intent.

The following were recommendations made during the training:

Domain name	Current compliance	Reasons	Suggested action
Scaleby-pc-gov.uk	X	A government domain is seen as being from a trustworthy source.	Purchase domain
Clerk's email should not be Gmail/Hotmail, Outlook etc	X	Security measures are not strong enough	Purchase a <a href="mailto:clerk@scaleby-pc.gov.uk">clerk@scaleby-pc.gov.uk</a> email address
Councillors should have council provided email addresses	Y	Allows an administrator to remove the email if a councillor leaves office. Therefore the councillor no longer has access to council information. Incoming email rejected if account disabled so people do not think that an email has been received. Easier access in event of FOI request.	Currently have Scaleby.org emails for all councillors.

The gov.uk website would just point at the current website's storage.

The company running the session will provide a basic service with the Gov.uk address and simple emails for all councillors for the first year for free, if "purchased" before the government funding runs out. Subsequent years will be approximately £55 per annum. There is also the suggestion that the Clerk should have an upgraded email account with a larger storage capacity. This would also give access to Microsoft 365.



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being included.

## ActiveCouncil

### How we can help

- We are part of the shortlist from the domain helpers.
  - A domain registered is £50
  - Mail setup is £50
  - Email starts from £25 per year
- Special offers for small councils (under £30k precept), domain registration, the first year of the domain, mail setup, and small email, using the funding mean **£0** cost.
- Subsequent years £30 for domain and £25 for email.

Special Offer!

Screenshot

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I would like to propose that the Clerk is given authority to go ahead with this as, in the first year the cost is free. The decision about whether to provide all councillors with a gov.uk email address can be made at a later date.

N Phillips 16/11/2024