

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

Friday, 12 July 2024

Dear Councillor

You are summoned to attend the **Scaleby Parish Council Meeting** that will be held at Scaleby Village Hall on **Tuesday 23 July 2024** at 7.30 PM. The Public and Press are invited to attend.

Clerk

AGENDA

16. **APOLOGIES FOR ABSENCE** - To receive apologies and approve reasons for absence
17. **MINUTES OF THE COUNCIL MEETING held on 15 May 2024** - To authorise the chair to sign, as a correct record, the minutes of the meeting held on 15 May 2024 (attached).
18. **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
19. **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
20. **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.
21. **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.)
22. **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 resolve whether to submit any observations on the following applications



Chairman: Cllr. George McGarr OBE

24/0423	Barclose Farm, Barclose, Scaleby, Carlisle, CA6 4LH	Conversion Of End Barn To Living Annexe Together With Balcony & External Steps
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- b. To note the following applications that were delegated to the Clerk for decision following consultation with councillors and the comments below made online.

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	Support
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23. FINANCE

a. Payments- to authorise schedule of payments totalling £1617.80 (VN 05-21)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
Payments already made							
5	21/04/2024	HSBC	0	Bank Charges	8.00	0.00	8.00
7	21/05/2024	HSBC	0	Bank Charges	8.00	0.00	8.00
8	31/05/2024	Zurich Municipal	0	Insurance	304.00	0.00	304.00
9	13/06/2024	Starboard Systems Ltd	INV-6224	Subscription	99.00	19.80	118.80
10	17/06/2024	Nick Phillips	Salary	Salary	332.80	0.00	332.80
11	17/06/2024	HMRC	475PW00174663	PAYE	83.20	0.00	83.20
14	21/06/2024	HSBC	0	Bank Charges	8.00	0.00	8.00
Payments to be made							
12	03/07/2024	Scaleby Village Hall	INV-0411	Room Rental	30.00	0.00	30.00
13	15/07/2024	Starboard Systems Ltd	INV-6225	Subscription	15.00	3.00	18.00
15	21/07/2024	HSBC	0	Bank Charges	8.00	0.00	8.00
16	24/07/2024	Nick Phillips	Salary	Salary	257.20	0.00	257.20
17	24/07/2024	HMRC	475PW00174663	PAYE	59.80	0.00	59.80
18	24/07/2024	Scaleby Village Hall	INV-0413	Room Rental	30.00	0.00	30.00
19	21/08/2024	Nick Phillips	Salary	Salary	257.20	0.00	257.20
20	21/08/2024	HMRC	475PW00174663	PAYE	59.80	0.00	59.80
21	28/07/2024	Information Commissioner's Office	ICO fee	Subscription	35.00	0.00	35.00

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- b. **Monthly reconciliation (May and June 2024) – to receive and note** the reconciliation and balances checked by Cllr McGarr.
 - c. **Monthly budget update- to receive and note**
 - d. **Receipt – to note** receipt from Cumberland Council R02 Bus Shelter grant, £2300.
24. **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.
25. Scaleby Village Hall –
- a. to receive and note the communication from Hellen Aitken regarding the relationship between the Village Hall Committee and the Parish Council (attached).
 - b. To resolve whether to award a grant to the Village Hall Committee for payment of the insurance (attached).
26. Banking – to resolve whether to accept the Clerk’s recommendation to move to Unity Trust Bank (attached).
27. Speed indicator devices – to discuss and resolve whether the Parish Council would like the Clerk and councillors to investigate suitable locations for a speed indicator device and if successful to authorise the purchase. (attached)
- 28. 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.
29. **Date of next meeting**
- The next meeting of the Parish Council** will take place on Tuesday 24 September 2024 in Scaleby Village Hall at 7.30pm. Agenda items to be submitted to the Clerk by 12 noon on Friday 13 September 2024.

SCALEBY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 15th May 2024 at 7.30pm in the Village Hall, Scaleby

1. **Determination of Minute taker for this meeting** - Cllr T Moore volunteered to take the minutes and distribute them.
2. **Election of Chairman** – Cllr G McGarr declared to remain in office. Proposed by Cllr Moore and unanimously accepted
3. **Declaration of acceptance of office of Chairman** – accepted by Chairman.
4. **Election of Vice Chairman** – Cllr T Moore agreed to continue. He was invited and proposed by Cllr McGarr and unanimously accepted
5. **Apologies for Absence** – Cllr G Little
6. **Declaration of Interest and Request for Dispensations** – none
7. **Minutes of the Meeting of the Parish Council held on 20th March 2024**
 - 7.1 Council received and approved the accuracy of the minutes of the Parish Council and authorised the Chairman to sign.
8. **Public participation**
 - 8.1 No members of the public were in attendance.
 - 8.2 **Unitary Authority Councillor Report.**
There were no Unitary Councillors present.
9. **Administrative Matters**
 - 9.1 **Hallburn Wind Farm Grant Scheme**
Cllr T Moore updated the Council on the scheme and application system with benefits to the local community especially for funding projects.
 - 9.2 **Scaleby Moss regarding Natural England**
Cllr G McGarr gave an update on the planned presentation by Natural England on the Moss. Details of the date and venue will be published on the parish notice boards.
 - 9.3 **Summer 24 Rural Sessions Scaleby Village Hall**

Cllr G McGarr discussed suitable dates with Council and Michael Barnes who organises the sessions would be contacted by the Chairman to arrange and publish dates.

10. Financial Matters

10.1.1 Annual Governance and Accountability form (AGR).

The outgoing clerk Allan Dawes presented the Chairman with AGR and the Council accepted the details therein. The AGS was signed by the Chairman and a copy retained for the prospective new Parish Clerk.

10.1.2 Statement of Accounts

The outgoing clerk Allan Dawes presented to Council the latest statement, which was approved and a copy held for the prospective new clerk. Allan Dawes was authorised to hold onto the HSBC Banking Card and Statement until due authority has been given for the new clerk to take on his duties.

10.1.3 To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2024.

Cllr G McGarr accepted and signed the Annual Return.

10.1.4 To agree that Scaleby Parish Council can certify itself as exempt from a limited assurance review and authorise the Chairman to sign the Certificate of Exemption for submission to the external auditor.

Council agreed and approved the exemption.

10.1.5 To review and update the Assets Register.

Council reviewed and accepted the Assets Register.

10.1.6 To review and accept the Bank Reconciliation.

Council reviewed and accepted the Bank reconciliation.

10.2 Payments

Payments recorded by the outgoing clerk were agreed and approved by Council

11. Highways Matters – Updates

11.1 Speeding

Cllr McGarr gave an update on speeding (copy attached)

11.2 Verges

Council discussed areas of interest with particular concern for the triangle of verge at the head of Scaleby Mill Lane which was damaged by manoeuvring milk tankers. Cllr T Moore informed council that the drivers involved were warned to cease using this area for manoeuvring. Highways would be informed by Cllr T Moore of the

damage with particular relevance to the cover over the water meter.

12. Planning Matters

12.1 There were no planning matters but Cllr Moore alerted Council of a proposed application by the Scaleby Village Hall committee in the near future. Scaleby parishioners were invited on two dates in April to view the proposed plans of major renovations to the west side of the building and raise comments before the planning application was forwarded to the Cumberland Planning Authority.

13. Recruitment of clerk

13.1 Cllr McGarr updated Council on the only applicant for the position. Mr Nick Phillips would be appointed subject to further checks. He was keen to use the "Scribe" accounting system currently in use by other parish councils, which was discussed by council on its merits. Meetings would be moved from the third Thursday to the FOURTH Tuesday if agreed. Cllr G McGarr would investigate a suitable day.

14. Council Matters

14.1 Cllr R Marston noted that Chapel Lane was in need of repairing the road surface after parishioners had repeatedly reported it to Highways. Concern was highlighted as road repairs were being carried out in several areas of the parish in recent days. Council decided to wait a further period to see if Chapel Lane would be incorporated at the end of this schedule.

15. Date of next meeting

7:30pm 23rd July 2024 at Scaleby Village Hall.

FURTHER DATES FOR MEETINGS

Tuesday 23rd July 2024

Tuesday 24th September 2024

Tuesday 26th November 2024

Tuesday 28th January 2025

Tuesday 25th March 2025

Tuesday 27th May 2025

Allan Dawes
Scaleby Parish Council
Clerk to Scaleby PC
Hillcrest
Cannon Field
Roadhead, Carlisle
CA6 6NB

Case Officer: Leigh Thompson
Direct Line: 01228 817125
E-mail: Leigh.Thompson@carlisle.gov.uk
Your Ref:
Our Ref: LT/DC/24/0423

03 July 2024

Dear Sir/Madam

CONSULTATION ON PLANNING SUBMISSION: PARISH COUNCIL

**Proposal: Conversion Of End Barn To Living Annexe Together With Balcony
& External Steps**

Location: Barclose Farm, Barclose, Scaleby, Carlisle, CA6 4LH

Appn Ref: 24/0423

Grid Ref: 344222 562868

I write to advise that the application described above have been received by Cumberland Council and to invite observations thereon from the Parish Council. I would be grateful to receive your Council's comments on the proposals using the enclosed response slip, which should be completed and returned to these offices by 31 July 2024.

In certain circumstances, those making representation to applications for Planning Permission, Listed Building Consent, Advertisement Consent and in relation to Tree Preservation Orders may have a "right to speak" when an application is decided at the Planning Committee. This right to speak is also available to Applicants or Agents. A copy of the "Right To Speak Policy" is available from Thriving Place and Investment or via the Planning Applications page on the Council's website: www.cumberland.gov.uk.

Under the provisions of the Scheme, Parish Councils can register to speak in the event the application is referred to the Planning Committee. If you do wish to register to speak, however, notification of that request must be made by 31 July

2024.

As this is a householder application, in the event of an appeal against a refusal of planning permission, any representations made about this application will be sent to the Secretary of State and there will be no further opportunity to comment at appeal stage.

Should you require any further information in the application or wish to clarify any aspect of the proposal or if you have difficulty in providing comments by the response date, please contact the Case Officer whose name and telephone extension is given above.

May I also ask that in accordance with the Council's commitment to giving members of the public the widest possible opportunity to view and comment upon planning proposals, the application, plans and any related documents be made available for inspection at your convenience when requested by residents of the Parish. Please note that due to the volume of correspondence on applications we do not usually enter into a dialogue with those making representations and matters will be dealt with through the application process/assessment.

Yours faithfully

A handwritten signature in black ink, appearing to read 'C. Hardman', followed by a horizontal line.

Christopher Hardman, Head of Development Management

Cumberland Council
Thriving Place and Investment
Planning
Civic Centre
Rickergate
CARLISLE
CA3 8QG

FAO Case Officer: Leigh Thompson

PARISH COUNCIL REPLY TO CONSULTATION ON PLANNING APPLICATION

Proposal: Conversion Of End Barn To Living Annexe Together With Balcony
& External Steps

Location: Barclose Farm, Barclose, Scaleby, Carlisle, CA6 4LH

Appn Ref: 24/0423

*1 My Council does not wish to make any representation on the proposal detailed above.

*2 The observations of my Council on the proposal detailed above are given*below/on the attached document.

**Delete as appropriate*

Scaleby Parish Council

Parish Observations

SCALEBY PARISH COUNCIL MEETING JULY 2024 – FINANCIAL OFFICER’S REPORT

ACCOUNTS FOR PAYMENT

I present for approval the following accounts for payment – Vouchers No.5 to 21 amounting to £1617.80

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
Payments already made							
5	21/04/2024	HSBC	0	Bank Charges	8.00	0.00	8.00
7	21/05/2024	HSBC	0	Bank Charges	8.00	0.00	8.00
8	31/05/2024	Zurich Municipal	0	Insurance	304.00	0.00	304.00
9	13/06/2024	Starboard Systems Ltd	INV-6224	Subscription	99.00	19.80	118.80
10	17/06/2024	Nick Phillips	Salary	Salary	332.80	0.00	332.80
11	17/06/2024	HMRC	475PW00174663	PAYE	83.20	0.00	83.20
14	21/06/2024	HSBC	0	Bank Charges	8.00	0.00	8.00
Payments to be made							
12	03/07/2024	Scaleby Village Hall	INV-0411	Room Rental	30.00	0.00	30.00
13	15/07/2024	Starboard Systems Ltd	INV-6225	Subscription	15.00	3.00	18.00
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18	24/07/2024	Scaleby Village Hall	INV-0413	Room Rental	30.00	0.00	30.00
19	21/08/2024	Nick Phillips	Salary	Salary	257.20	0.00	257.20
20	21/08/2024	HMRC	475PW00174663	PAYE	59.80	0.00	59.80
21	28/07/2024	Information Commissioner's Office	ICO fee	Subscription	35.00	0.00	35.00

Approved - Minute No.	23a
Chair signature	
Date	

Scaleby Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/05/2024		
	Cash in Hand 01/04/2024		5,983.99
	ADD Receipts 01/04/2024 - 31/05/2024		6,409.00
			12,392.99
	SUBTRACT Payments 01/04/2024 - 31/05/2024		720.42
	Cash in Hand 31/05/2024 (per Cash Book)		11,672.57
B	Cash in hand per Bank Statements		
	Petty Cash	06/06/2024	0.00
	HSBC	31/05/2024	11,672.57
			11,672.57
	Less unrepresented payments		
			11,672.57
	Plus unrepresented receipts		
Adjusted Bank Balance		11,672.57	
	A = B Checks out OK		

Your Statement

Mr Allan Dawes
 Scaleby Parish Council
 Hillcrest
 Cannon Field
 Roadhead
 Carlisle
 CA6 6NB



Account Summary

Opening Balance	11,984.57
Payments In	0.00
Payments Out	312.00
Closing Balance	11,672.57

1 May to 31 May 2024

International Bank Account Number

GB95HBUK40162290724939

Branch Identifier Code

HBUKGB4113L

Account Name

Scaleby Parish Council

Sortcode

40-16-22

Account Number Sheet Number

90724939 495

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
30 Apr 24	BALANCE BROUGHT FORWARD			11,984.57
21 May 24	DR TOTAL CHARGES TO 29APR2024 VN07	8.00		11,976.57
31 May 24	BP Zuich Municipal SCALEBY PC VN08	304.00		11,672.57
31 May 24	BALANCE CARRIED FORWARD			11,672.57

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not applied			Debit interest		21.34%

Scaleby Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/06/2024			
	Cash in Hand 01/04/2024			5,983.99
	ADD Receipts 01/04/2024 - 30/06/2024			8,709.00
				14,692.99
	SUBTRACT Payments 01/04/2024 - 30/06/2024			1,263.22
A	Cash in Hand 30/06/2024 (per Cash Book)			13,429.77
	Cash in hand per Bank Statements			
	Petty Cash	06/06/2024	0.00	
	HSBC	30/06/2024	13,429.77	
				13,429.77
	Less unrepresented payments			
				13,429.77
	Plus unrepresented receipts			
B	Adjusted Bank Balance			13,429.77
	A = B Checks out OK			

Your Statement

Mr Allan Dawes
Scaleby Parish Council
Hillcrest
Cannon Field
Roadhead
Carlisle
CA6 6NB



Account Summary	
Opening Balance	11,672.57
Payments In	2,300.00
Payments Out	542.80
Closing Balance	13,429.77

1 June to 30 June 2024

International Bank Account Number
GB95HBUK40162290724939

Branch Identifier Code
HBUKGB4113L

Account Name
Scaleby Parish Council

Sortcode **Account Number** **Sheet Number**
40-16-22 90724939 496

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
31 May 24	BALANCE BROUGHT FORWARD			11,672.57
17 Jun 24	BP Starboard Systems INV-6224 VN09	118.80		
	BP Nicholas Phillips Salary VN10	332.80		
	BP HMRC PAYE/NIC CUMB 475PW00174663 VN11	83.20		11,137.77
21 Jun 24	DR TOTAL CHARGES TO 30MAY2024 VN14	8.00		11,129.77
28 Jun 24	CR CUMBERLAND COUNCIL R02		2,300.00	13,429.77
30 Jun 24	BALANCE CARRIED FORWARD			13,429.77

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Credit Interest Rates	<i>balance</i>	<i>AER variable</i>	Debit Interest Rates	<i>balance</i>	<i>EAR variable</i>
Credit interest is not applied			Debit interest		21.34%

Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable (this is not paid on all accounts, eg, Basic Bank Account, Bank Account and HSBC Advance). For personal current accounts (excluding Premier and Jade by HSBC Premier) overdraft interest is only charged on arranged overdrawn balances. Debit interest is calculated daily on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle.

Effective from 1 August 2017

Monthly cap on unarranged overdraft charges

1. Each current account will set a monthly maximum charge for:

- (a) going overdrawn when you have not arranged an overdraft; or
- (b) going over/past your arranged overdraft limit (if you have one).

2. This cap covers any:

- (a) interest and fees for going over/past your arranged overdraft limit;
- (b) fees for each payment your bank allows despite lack of funds; and
- (c) fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for the Bank Account, Current Account, Home Management Account, HSBC Advance Bank Account and Graduate Bank Account is £80.

The monthly cap on unarranged overdraft charges is not applicable to Bank Account Pay Monthly, Basic Bank Account, Student Bank Account, Amanah Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

The introduction of the Monthly Maximum Charge will not affect any charging period that ended prior to 1st August 2017. Any notification of charges that are generated on or after 1st August 2017 will incorporate the new Monthly Maximum Charge cap.

The following references regarding debit cards only apply to personal customers, commercial customers please refer to your terms and conditions.

Your debit card

When you use your card abroad, your statement will show where the transaction took place, the amount spent in local currency and the amount converted into sterling. We also monitor transactions to protect you against your card being used fraudulently.

Unless you agree that the currency conversion is done at the point of sale or withdrawal and agree the rate at that time, for example with the shopkeeper or on the self-service machine screen, the exchange rate that applies to any non-sterling debit card payments (including cash withdrawals) is the VISA Payment Scheme Exchange Rate applying on the day the conversion is made.

For non-Sterling (foreign currency) transactions we will charge a fee of 2.75% of the amount of the transaction. This fee will be shown as a separate line on your statement as a 'Non-Sterling Transaction Fee'.

Details of the current VISA Payment Scheme Exchange Rates can be obtained from the card support section of hsbc.co.uk (UK customers) or ciom.hsbc.com (Channel Islands and Isle of Man customers) or by calling us on the usual numbers. We will deduct the payment from your account once we receive details of the payment from the card scheme, at the latest, the next working day.

For cash machine withdrawals in a currency other than sterling we will charge a Non Sterling Cash Fee of 2% (minimum £1.75, maximum £5). This fee applies to all cash machines outside the UK, Channel islands and the Isle of Man and to cash machines in the UK, Channel Islands and Isle of Man if we convert the withdrawal to Sterling for you. HSBC Advance customers are exempt from this fee.

Some cash machine operators may apply a direct charge for withdrawals from their cash machines and this will be advised on screen at the time of withdrawal.

Recurring Transaction

A recurring transaction, sometimes called a continuous payment authority, is a series of payments collected with your agreement from your card by a retailer or supplier (for example, insurance cover). This is an agreement between you and the retailer. The Direct Debit Guarantee does not cover these transactions. If you wish to cancel a recurring transaction you can do this with the retailer or us. We can cancel the payment, however contacting the retailer allows you to also deal with the agreement you have with them and you can make other arrangements for the payment or cancellation of the goods or services. If you cancel with the retailer, we recommend you keep evidence of the cancellation. Once you have cancelled with the retailer or us, if the retailer does try to collect any future payments under the recurring transaction agreement, we will treat these as unauthorised. If we miss any of the cancelled transactions, please contact us.

The following references apply to all customers

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

The Financial Ombudsman Service does not apply to customers of our branches in the Channel Islands and Isle of Man, but you could be entitled to refer your complaint to the Channel Islands Financial Ombudsman in Jersey or Guernsey or the Financial Services Ombudsman Scheme in the Isle of Man. Please contact your branch for further details.

Telephone Banking Service

Customer representatives are available from 8am – 10pm everyday and 24 hours a day for HSBC Advance customers. Calls may be monitored or recorded for quality purposes. Alternatively for all your banking needs go to hsbc.co.uk (UK customers) or ciom.hsbc.com (Channel Islands and Isle of Man customers).

Disabled Customers

We offer a number of services such as statements in Braille or large print. Please contact us to let us know how we can serve you better.

Lost and stolen cards

If any of your cards issued by us are lost or stolen please call our 24-hour service immediately on **03456 007 010** or if you are calling from abroad, please call us on **44 1442 422 929**.


Scaleby Parish Council

12 July 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
PAYMENTS															
Income															
Precept															
VAT															
Bus Shelter Grant															
Core Expenditure															
Salaries				332.80	257.20	257.20								847.20	-847.20
PAYE		148.80		83.20	59.80	59.80								351.60	-351.60
Audit Fees															
Travel															
Office costs		16.15												16.15	-16.15
Training															
Room Rental		60.00			60.00									120.00	-120.00
Subscriptions		175.47		99.00	50.00									324.47	-324.47
Bank Charges		8.00	8.00	8.00	8.00									32.00	-32.00
Insurance			304.00											304.00	-304.00
Website															
		408.42	312.00	523.00	435.00	317.00									
														Total:	1,995.42
														Variance:	-1,995.42

From: Hellen Aitken HellenAitken@cumbriaaction.org.uk 
Subject: RE: Scaleby Village Hall
Date: 3 July 2024 at 17:55
To: Scaleby ParishCouncil scalebyparishcouncil@gmail.com

HA

Hi Nick,

Congratulations on becoming Clerk for Scaleby Parish. Your understanding and that of the Chair is correct, the Parish Council is only the Custodian (Holding) Trustee. It 'holds' the property on trust on behalf of the charity, and under the lawful instruction of the Charity Trustees (hall committee). The Council has no say in how the charity and its property is managed.

I hope the following and attached helps:

The [Charity Register](#) confirms the governing document for Scaleby Village Hall (previous name Scaleby Parish Hall), charity no: 229364, is an '*Indenture dated 02-05-1896 (U.V 92 P440) as amended by Resolution dated 03 October 2012*'. – See attached.

The Indenture document confirms the property is to be used "*for the purposes of a Parish Hall for the benefit of the inhabitants of the Parish of Scaleby...*" and whilst it goes on to say "*with the full power to the Parish Council to make such regulations for the management and use of the same and they should think fit.*" this needs to be read in the context of what has happened since i.e. the resolution amending the governing document and confirming a committee of management (Charity Trustees). With a committee of charity trustees in place, the Parish Council has no powers relating to the charity's management and is Custodian Trustee only.

The confirmation you're looking for is found in the 2012 Resolution: Clause 2 confirms "*Administration: Subject to the matters set out below the Charity and its property shall be **administered and managed** in accordance with this Indenture **by the members of the Executive Committee (hereinafter referred to as 'the Committee')***". – The Charities Act 2011 s177 defines Charity Trustees as the persons having the general control and management of the administration of a charity.

It seems that a separate management committee for the hall had actually been in place for a number of years prior to this, but the governing document wasn't formally amended until the Resolution of 2012 (see 03-10-2012 meeting minutes submitted to the Charity Commission when reporting the amendment).

I advised the Parish Council and hall committee on this issue a few years ago when it was previously queried and also found related concerns about insurance, since resolved (see 'insurance' note below). The subject can crop up repeatedly over the years, causing issues for both the hall charity and parish council, which is why I often recommend the 'best practice' alternative, to instead vest in the Official Custodian for Charities – a free landholding service provided by the Charity Commission. Note: this is a decision for the Charity Trustees only.

Holding/Custodian Trustee(s) & the Official Custodian – general information

- Most village hall charities are unincorporated and as such the charity itself cannot hold title to property. Holding/Custodian Trustee do this on its behalf. (Usually, the term 'Holding' Trustee is used when individuals do this and 'Custodian' Trustee when it's an incorporated body – such as a Parish Council).
- The Holding/Custodian Trustee(s) simply 'hold' the title to the property on behalf of the charity and must act under the lawful instruction of the Charity Trustees (the

committee).

- It's the Charity Trustees who manage the charity and make all the decisions – including deciding who or what are to be the Holding/Custodian Trustee(s).
- Confusion often arises as most title deeds simply refer to 'Trustees' meaning the Holding/Custodian Trustee(s); and 'Committee of Management' meaning the Charity Trustees.
- Holding Trustees can be problematic, mistakenly thinking they 'own' the property or have some say in how the charity is run. This can also be a problem where a Parish Council has been appointed as Custodian Trustee and Councillors / Clerks don't fully understand the nature of the role, potentially leading to problems registering with the Land Registry and invalid insurance for the hall.
- A further issue with Holding Trustees is that the individuals need to be replaced before they die. Appointing new Holding Trustees requires a 'Deed of Appointment' and a solicitor – a cost to the charity each time. In the event that all Holding Trustee die without being replaced, it passes to the persons who benefitted from their estate, often without them realising – far from ideal!
- That's why the best practice solution is to vest charity property in the [Official Custodian for Charities](#) – a free landholding service provided by the Charity Commission. Whilst Holding/Custodian Trustee(s) should be informed of this, it does not require their involvement or that of a solicitor as it's done by the Charity Trustees (via a simple online form). If the Holding/Custodian Trustee(s) have the title documents for the charity, they must give these up to the Charity Trustees. (It even sorts the problem if all previous Holding Trustees have passed away, without needing to trace anyone).
- Some people can wrongly think that a Parish Council as Custodian Trustee provides some sort of local protection for the charity; that the Council will automatically step in if things go wrong. This is not the case, as being Custodian Trustee has nothing to do with the management of the charity.
- Another misunderstanding is thinking that vesting in the Official Custodian somehow 'gives' the property to the Charity Commission. This is also incorrect as the charity property remains held on trust for the same charitable purposes (i.e. village hall) and beneficiaries (i.e. local people) as it has been under the original Holding/Custodian Trustee(s).
- Where a Parish Council is named as Custodian Trustee in the governing document, an amendment is required first, prior to vesting in the Official Custodian. No such amendment is required if individuals (Holding Trustees) are named. – Contact ACT for advice.
- After Vesting, the Charity Commission issues the Charity with a 'Vesting Order' to be kept with the original Indentures, Conveyance etc – together these are the property title deeds.
- Any change to the Holding/Custodian Trustee(s), including vesting in the Official Custodian, triggers a legal requirement to register the property with the Land Registry (or update the register if already registered). There is a small fee to first register/amend the register and it may also be beneficial to engage a solicitor to do this, to ensure it's done correctly.
- Whether the charity has Holding Trustees, a Parish Council as Custodian Trustee, or vests in the Official Custodian, it's important to use the right (registered) text for

or vests in the Official Custodian, it's important to use the right proprietor text for the Land Registry e.g.

- *[Name]; [Name]; [Name] as Holding Trustees for [charity name], charity no. [xxxxxx]*
 - *[Parish Council Name] as Custodian Trustee for [charity name], charity no. [xxxxxx]*
 - *"Official Custodian for Charities as Custodian Trustee for [charity name], charity no. [xxxxxx], under vesting order no. xxxxx dated dd/mm/yyyy"*
- Note: Charities unsure if their property was previously vested in the Official Custodian can't easily check this with the Charity Commission as older vesting orders were filed by date and can only be found if the date of vesting is known. If no evidence can be found it is possible to vest again.
 - **Insurance:** Only the party that has a risk of loss i.e. 'insurable interest' in property, can obtain valid insurance for it. Holding/Custodian Trustee(s) have no insurable interest. The hall insurance should be taken out by the charity trustees (management committee) in the name of the charity. Some Parish Councils support their local hall(s) by paying for the insurance, this needs to be in the form of a grant paid to the hall charity. This and any other financial support is in no way connected to whether or not a Parish Council is Custodian Trustee for the charity.
 - **Parish Council Asset Register:** Where a Parish Council is Custodian Trustee, the parish council must always bear in mind that the charity property is not part of the corporate property of the local authority and, if included in the parish council's asset register, it should be listed with a nil value and clearly described as *'held on trust for [name of charity] per [governing document] dated...'*. The property and funds of the charity are not available for the council's corporate purposes

I hope this is useful.

Regards
Hellen

Hellen Aitken
Development Officer & Lead Village Hall Advisor
ACTion with Communities in Cumbria

Direct Line & voicemail: 01768 425646 Switchboard: 01768 425666

Follow us on [X \(formerly Twitter\)](#) and [Facebook](#) Visit www.cumbriaaction.org.uk
[Support us](#) (it's free!) so we can better support you.



Supporting communities since 1948

Registered in England as Voluntary Action Cumbria; Charity No: 1080875; Company No: 3957858
Registered Office: Office Q, Skirsgill Business Park, Penrith CA11 0FA ([Map and directions here](#))

From: Scaleby ParishCouncil <scalebyparishcouncil@gmail.com>
Sent: Wednesday, July 3, 2024 9:33 AM
To: Hellen Aitken <HellenAitken@cumbriaaction.org.uk>
Subject: Scaleby Village Hall

External.

Morning Hellen

I recently took over as clerk to Scaleby Parish Council. They are, I believe (as does the chair), the holding trustees for the village hall, a management committee is clearly in place- would that be your understanding as well? There are a couple of councillors who are in the “we own the hall and therefore....” camp.

Do you have any documents that would simply show the relationship between the PC as holding trustee and the management committee?

Nick

Nick Phillips
Clerk to Scaleby Parish Council
14 Twickenham Court
Carlisle
CA1 3TW

0750 800 1602

www.scaleby.org.uk

**1896-05-23 Indenture
(Extract) - Scaleby V...**



**2012-10-03 Special
Resolution - Scaleby...**



Minuets of Meting at Scaleby Village hall

Date: - 3rd October 2012

W
6.7 547. c

W

CHARITY COMMISSION.

Testator	Sir Robert Andrew Allison, Scaley Hall, Cumbria.	
DI Date	15th January, 1926.	RECEIVED MAY 15 1926 CHARITY COMMISSION File last marked
Will	13th August 1923	
Codicil		
Proved	29th March 1926.	
Place of Probate	Carlisle	
Executor's names, address and descriptions	Sara Bidona Allison, Scaley Hall, Widow (executrix during widowhood). Laura Slater, Wardner, Newby, No. Scarborough, Yorks. Widow Rev. Herbert Allison, Scaley Hall, blank.	
Solicitors to Executors	S. + H.S. Cartmell, Carlisle	
Effects	£ 79,140.	Gross Value
	£ 45,470.	Net Value

For Extract see back.

EXTRACT.

5. I bequeath to the Parish Council
of Scabry in the County of Cumberland
the sum of £100 free of duty upon
trust to apply the income thereof in
or towards the repair and maintenance
of the Scabry Parish Hall.

Wt.
Somerset House.

4.5.26.

[Mr Hope Wallace
thought that we might
ask for part of work
but that we need not
press for it.]

✓
Scaleby -
(Cumberland) -

Parish Hall.

File
67849 -

By Indenture dated the 23rd May 1896 (enrolled in the Books of the Charity Commissioners, Vol. 5. p: 89), Thomas Lawson Simpson and 2 others, as Mortgagees, and Elias George Paul, as Mortgagee, conveyed and released, and John Hind, as Beneficial Owner, and Robert Andrew Allison, conveyed and confirmed unto the Parish Council of the Parish of Scaleby, and their successors in fee simple, a piece of freehold land situate at Scaleby aforesaid, and bounded on or towards the south by the high road leading to the City of Carlisle, together with the Parish Hall and other buildings erected thereon by the said Robert Andrew Allison at his own expense, to be for ever thereafter used and appropriated for the purposes of a Parish Hall for the benefits of the inhabitants of the Parish of Scaleby, with full power to the Parish Council to make such regulations for the management and use of the same as they should think fit.

60

~~20~~
~~21/5/97~~

Special resolution

At a special meeting held at Scaleby Village Hall on ~~WEDNESDAY...3rd...~~ ~~OCTOBER...~~ 2012 the following special resolution was passed by those present and voting made using the power provided by section 74D of the Charities Act 1993 as amended by the Charities Act 2006 and the Charities Act 2011.

Resolution that the Indenture governing the charity dated 23rd May 1896 be amended as follows:-

Clauses numbered 1, 2 and 4 to 19 be added and clause 1 of the above mentioned Indenture be renumbered as clause 3:-

1 Name

The name of the Association is Scaleby Village Hall (hereinafter referred to as 'the Charity').

2 Administration

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this Indenture by the members of the Executive Committee (hereinafter referred to as 'the Committee'), constituted by clause 7 of this Indenture.

3 Objects

The Charity's objects are:

By Indenture dated the 23rd May 1896 (enrolled in the Book of the Charity Commissioners, Vol:5. p. 89) Thomas Lawson Simpson and two others, as mortgagees, and Silas George Saul as mortgagee, conveyed and released, and John Hind, as Beneficial Owner, and Robert Andrew Allison, conveyed and confirmed unto the Parish Council of the Parish of Scaleby, and their successors in fee simple a piece of freehold land situated at Scaleby aforesaid, and bounded on or towards the South by the high road leading to the City of Carlisle, together with the Parish Hall and other buildings erected thereon by the said Robert Andrew Allison at his own expense, to be for ever thereafter used and appropriated for the purposes of a Parish Hall for the benefits of the inhabitants of the Parish of Scaleby, with full power to the Parish Council to make such regulations for the management of the same as they should think fit.

4 Powers

In furtherance of the objects but not otherwise the Committee may exercise the following powers:

- (i) powers to raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (ii) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- (iv) power subject to any consents required by law to borrow money and to charge all or any part of the property of the Charity with repayment of the money so borrowed;
- (v) power to employ such staff (who shall not be members of the Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;
- (vi) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (vii) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- (viii) power to do all such other lawful things as are necessary for the achievement of the objects.

5 Membership

- (1) Membership of the Charity shall be open to:
 - (i) individuals (over the age of 18 years and resident in the parish of Scaleby) who are interested in furthering the work of the Charity and who have paid any annual subscription laid down from time to time by the Committee. Such members shall be referred to as 'full members'.
 - (ii) individuals (under the age of 18 years and resident in the parish of Scaleby) who are interested in furthering the work of the Charity and who have paid any annual subscription laid down from time to time by the Committee. Such members shall be referred to as 'junior members'.
- (2) Every full member shall have one vote.
- (3) The Committee may unanimously and for good reason terminate the membership of any individual: provided that the individual concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

6 Honorary Officers

At the annual general meeting of the Charity the full members shall elect from amongst themselves a chairman, a secretary and a treasurer, who shall hold office from the conclusion of that meeting.

7 Committee

- (1) The Committee shall consist of not less than 5 members nor more than 11 members; being:
 - (a) the honorary officers specified in clause 6.
 - (b) not less than 2 and not more than 8 members elected at the annual general meeting who shall hold office from the conclusion of that meeting;
- (2) The Committee may in addition appoint not more than 3 co-opted members, who shall retire at the next subsequent annual general meeting.
- (3) All members of the Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.
- (4) The proceedings of the Committee shall not be invalidated by the vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- (5) Nobody shall be appointed as a member of the Committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.
- (6) No person shall be entitled to act as a member of the Committee whether on a first or on any subsequent entry into office until after signing in the minute book of the Committee a declaration of acceptance and of willingness to act in the trusts of the Charity.

8 Determination of Membership of Committee

A member of the Committee shall cease to hold office if he or she:

- (1) is disqualified by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- (2) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (3) is absent without permission of the Committee from all their meetings held within a period of six months and the Committee resolve that his or her office be vacated; or

- (4) notifies to the Committee a wish to resign (but only if at least three members of the Committee will remain in office when the notice of resignation is to take effect).

9 Committee Members not to be personally interested

No member of the Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Committee) in any contract entered into by the Committee.

10 Meetings and proceedings of the Committee

- (1) The Committee shall meet at least once every three months. A special meeting may be called at any time by the chairman or by any two members of the Committee upon not less than 4 days' notice being given to the other members of the Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days' notice must be given.
- (2) The chairman shall act as a chairman at meetings of the Committee. If the chairman is absent from any meeting, the members of the Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.
- (3) There shall be a quorum when at least one third of the number of members of the Committee for the time being or three members of the Committee, whichever is the greater, are present at a meeting.
- (4) Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
- (5) The Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Committee and any sub-committee.
- (6) The Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this Indenture.
- (7) The Committee may appoint one or more sub-committees consisting of three or more members of the Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Committee.

11 Receipts and expenditure

- (1) The funds of the charity, including all donations contributions and bequests, shall be paid into an account operated by the Committee in the name of the Charity at such bank as the Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Committee.
- (2) The funds belonging to the Charity shall be applied only in furthering the objects.

12 Property

- (1) The Committee shall cause the title to:
 - (a) all land held by or in trust for the charity which is not vested in the Official Custodian for Charities; and
 - (b) all investments held by or on behalf of the charity;

to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees.

Holding trustees may be removed by the Committee at their pleasure and shall act in accordance with the lawful directions of the Committee. Provided they act only in accordance with the lawful directions of the Committee, the holding trustees shall not be liable for the acts and defaults of its members.

13 Accounts

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

- (1) the keeping of accounting records for the Charity;
- (2) the preparation of annual statements of account for the Charity;
- (3) the auditing or independent examination of the statements of account of the Charity; and
- (4) the transmission of the statements of account of the Charity to the Commission.

14 Annual Report

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commission.

15 Annual Return

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commission.

16 Annual General Meeting

- (1) There shall be an annual general meeting of the Charity which shall be held in the month of March in each year or as soon as practicable thereafter.
- (2) Every annual general meeting shall be called by the Committee. The secretary shall give at least 21 days' notice of the annual general meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting.
- (3) Before any other business is transacted at the first annual general meeting the persons present shall appoint a chairman of the meeting. The chairman shall be the chairman of subsequent annual general meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.
- (4) The Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.
- (5) Nominations for election to the Committee must be made by members of the Charity in writing and must be in the hands of the secretary of the Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

17 Special General Meetings

The Committee may call a special general meeting of the Charity at any time. If at least ten members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

18 Procedure at General Meetings


- (1) The secretary or person specially appointed by the Committee shall keep a full record of proceedings at every general meeting of the Charity.
- (2) There shall be a quorum when at least one tenth of the number of members of the Charity for the time being or ten members of the Charity, whichever is greater, are present at any general meeting.

19 Notices

Any notice required to be served on any member of the Charity shall be in writing and shall be served by the secretary or the Committee on any member

either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

Resolution passed at a meeting of the members held on the 3rd.....
day of OCTOBER..... 2012.

Signed: .....

Name: David Cliffords.....

Role: CHAIRMAN.....



Gallagher

Insurance | Risk Management | Consulting

Private & Confidential

Dr Andrew Edgar
Scaleby Village Hall Management Committee
Old Rectory
Scaleby
Carlisle
Cumbria
CA6 4LJ
United Kingdom

Blenheim House
1-2 Bridge Street
Guildford
Surrey
GU1 4RY

Tel: 01483 462 860

www.ajg.com/uk

11th June 2024

Dear Dr Edgar,

Insurance Policy: AJG Community Schemes
Client Name: Scaleby Village Hall Management Committee
Client Reference Number: 42543327
Policy Number: 8308435
Effective Date: 07/07/2024

Your insurance policy is due for renewal shortly and we have pleasure in enclosing your renewal quotation(s) and documentation. These have been based on your requirements which you disclosed to us previously or in our recent renewal discussions. Our understanding of your requirements are shown in the enclosed documentation.

There are a number of documents enclosed and it is important that you review each of them. Within this letter we have summarised what we consider to be the most important points to assist you. We have directed you to those documents, or parts of documents, which you must read carefully.

Your renewal premium(s) for the forthcoming year are detailed as follows:-

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£833.89	£100.06	£50.00	£983.95
Total		£833.89	£100.06	£50.00	£983.95

Long Term Agreement Option

In order to ensure rate stability, Scaleby Village Hall Management Committee may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £983.95. This means Scaleby Village Hall Management Committee will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire 3 years from the original inception date.

In return Hiscox Insurance Company Limited agrees not to increase the annual insurance premium, except for the following reasons:

- When there are changes to the material facts concerning your policy.



Chairman: Cllr. George McGarr OBE

Proposal to change bank account to Unity Trust Bank

The Parish Council currently banks with HSBC and operates a business bank account as opposed to a charity bank account as is more common for a parish council. Currently the charges are £8 per month. There has been some difficulty in changing the bank mandate and currently the Clerk has to log in using the credentials of the previous Clerk, all statements are sent to the previous Clerk. There is no requirement for a councillor to authorise any payments made.

After a failed attempt to change the bank mandate I would like to propose that the Parish Council uses the switch service at Unity Trust Bank to set up new bank accounts for the following reasons:

- Lower monthly cost, £6 per month vs £8 per month
- The ability to set up a savings account and earn interest on the money held in the council's bank account, suggest that money is moved into the current account in time to pay bills.
- Negates the need to change the current mandate
- Can be set up for different levels of authorisation – eg Clerk to be able to transfer money between accounts and one or more councillors required to authorise payments.
- Authorisation of payments is carried out online with the authoriser having to confirm the payments via a text or automated telephone message.

Considerations:

- How many signatories will be required to authorise payments? At least one is required under new financial regulations.
- Are councillors happy with the Clerk having the delegated authority to move money between accounts and report back on movements?
- Which councillors would be happy to be signatories (would need to be online as well)?



Chairman: Cllr. George McGarr OBE

Speeding and Speed Indicator Devices

Having read through previous minutes I have noted that councillors have reported that there is an issue with speeding in the parish. Parish Councils do not have any powers of enforcement for speeding offences, it is a Police matter. However, persuading them that the issue is serious enough to act on is a different matter.

In order to quantify the size of the problem the Police would require either a speed survey or regular reports of near misses etc. A speed survey costs in the region of £350 for each site and involves siting a road side box and cables across the road for a week.

It is possible to install a Speed Indicator Device (SID) that flashes up the speed that a vehicle is travelling at. These can cost between £600 and £6000. They require permission from the Traffic Team at Cumberland Council. They have no enforcement role and after a period of time become less and less effective, they become part of the scenery!

Recommendation

I have been speaking to Cumbria Police and Cumberland Council Traffic Team and discussing a new type of SID by a company called Autospeedwatch (see attached leaflet) the initial outlay is approximately £740 with an annual fee of £148 from year 2. This system has the advantage that it records the registration number of vehicles as well as the time, date and speed that they pass the SID. This data can then be shared with Cumbria Police. They have indicated that they would be willing to discuss how they could use the data to send warning letters to motorists. This would be similar to the way that they work with Community Speedwatch groups.

Should the Parish Council wish to take this further there would need to be a number of preliminary conditions to be met:

- Sites would have to be agreed with Cumberland Traffic Team, any existing poles that are in the roadside verge could be used. However, any existing poles on a pavement would need to have the unit positioned at least 2.1m above ground level. If there was not a suitable pole at the desired location(s) then Cumberland Council would need to put them in. It is possible therefore that different locations would require different fixing kits.
- An agreement would need to be made between the Parish Council and Cumberland Council regarding liability for any future maintenance of the unit.
- A further agreement would need to be made between the Parish Council and Cumbria Constabulary for data sharing and trigger levels for letters being sent.

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

Next steps

If the council wishes to go ahead then the Clerk will do the majority of the work and bring back a formal proposal to the next meeting. It would be helpful if Councillors were able to identify locations that they believe would be suitable. I envisage that one unit could be moved around within the Parish area.

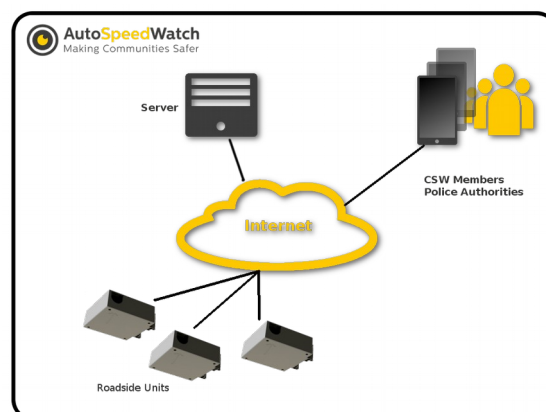
AutoSpeedWatch

A brief introduction

AutoSpeedWatch automatically records speeding vehicles as an aid to Community Speed Watch (CSW) schemes. It:

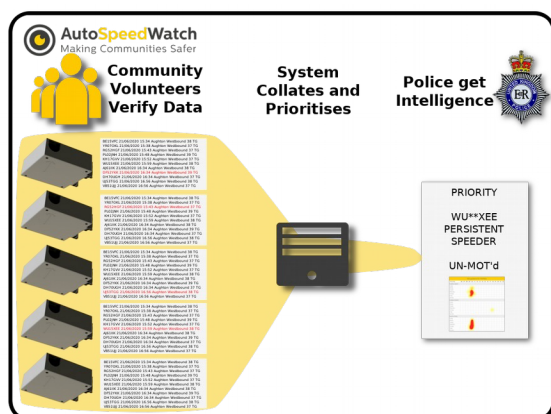
- Automatically captures speeders during daylight hours
- Assists the police by prioritising the highest and most persistent speeding vehicles
- Provides automated intelligence reporting to Police, and feedback to CSW group
- Allows you to validate speeding records at your convenience

It is NOT an enforcement camera; It does not issue fines or directly penalise a speeding motorist. Instead it's like having a CSW team at the roadside all day long and without getting cold and hungry! It also acts as a deterrent in its own right. Unlike "Yellow box" enforcement cameras, AutoSpeedWatch distinguishes between vehicles that are persistently or particularly fast, and those vehicles where the driver has made an uncharacteristic mistake. This keeps the public 'onside' and allows the police to prioritise their efforts against the worst drivers. Excellent reporting means CSW groups get to see the true picture of speeding in their community, rather than a temporary partial view.



No need for people at the roadside, no risk of being struck, no verbal or physical abuse. All the CSW team need to do is verify the logs it creates using a browser from their home. The identified speeders then get sent to the police for any enforcement measures they decide. It makes Community Speedwatch easier, safer, and far more effective.

- Connects CSW schemes together for a wider picture
- Identifies worst case and persistent speeders, & un-taxed/un-MoT'd speeding vehicles
- Reduces the workload for police by turning mass-data into precise intelligence
- Allows targeted, prioritised enforcement measures



One targeted letter, not five

AutoSpeedWatch has been developed over many years to specifically provide a better means of local community support for policing of speed. It allows a tighter and more productive relationship between Community Policing and the communities they serve.

About Autospeedwatch Limited

Autospeedwatch Limited has been established to bring the benefits of the tool to all Community Speedwatch groups, whilst keeping the cost to the community as low as possible. We are a privately owned technology company, constructing the units in the UK, and focussed on improving driver behaviour and community safety within built environments.

More information: <https://www.autospeedwatch.org> and https://store.autospeedwatch.org/about_us

REMITTANCE ADVICE



Cumberland
Council

Scaleby Parish Council
14
TWICKENHAM COURT
CARLISLE
CA1 3TW

Cumberland Council
Parkhouse Building
Kingmoor Business Park
Carlisle
Cumbria, CA6 4SJ

PAGE: 1
DATE: 26-June-2024
SUPPLIER NO: TS060516
BANK ACCOUNT: ****4939
SORT CODE: 40-16-22

Document Date	Doc Type	Reference		Invoice Total
05-06-24	Invoice	1		2,300.00

Payment will be made within 5 working days *Total* 2,300.00

Scaleby Parish Council (Carlisle)
14 Twickenham Court
Carlisle
Cumbria
CA1 3TW

**Zurich Town, Parish and
Community Council Team**
PO Box 726
Chichester
PO19 9PS

Invoice

Invoice Date: 30th May 2024

Invoice No: 533893986

Client ref: 87452784

Policy	Policy Term	(£) Premium
YLL-2720928103	01/06/2024-31/05/2025	271.43
Inspection Contract (If Applicable)		0.00
Sub total		271.43
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		32.57
TOTAL		£304.00

Payment is due before your cover starts, or immediately if your cover is already in place.

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

If paying by BACS, please note our new bank details and amend your records accordingly.

Acc Name: Zurich Town & Parish, Insurer Trust Account Acc Number: 23110249
Sort Code: 20 – 65 - 82 Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

Invoice Queries

Phone: 0800 917 9426

Email: accounts.team@uk.zurich.com

Our VAT registration number is: 107 8316 77

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Scaleby Parish Council (Carlisle)
14 Twickenham Court
Carlisle
Cumbria
CA1 3TW

**Zurich Town, Parish and
Community Council Team**
PO Box 726
Chichester
PO19 9PS

Remittance Advice

Invoice Date: 30th May 2024

Invoice No: 533893986

Client ref: 87452784

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VN09



INVOICE

Scaleby Parish Council

Invoice Date
3 Jun 2024

Invoice Number
INV-6224

Reference
Invoice 1 of 1 Service
period: Jul 1, 2024 - No
end date Total invoiced:
£99 of £99

VAT Number
941 7451 20

Starboard Systems
Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

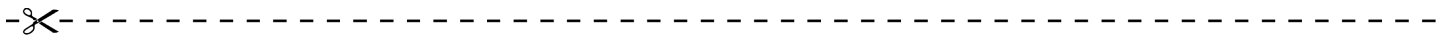
Description	Quantity	Unit Price	VAT	Amount GBP
Scribe Accounts Set Up Fee (2024)	1.00	99.00	20%	99.00
			Subtotal	99.00
			TOTAL VAT 20%	19.80
			TOTAL GBP	118.80

Due Date: 17 Jun 2024

For BACS Payments :
Account Name: Starboard Systems Limited
Sort Code - 20-62-68
Account No. 33077306
Please see our website www.scribeaccounts.com for Terms and Conditions



[View and pay online now](#)



PAYMENT ADVICE

To: Starboard Systems Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Customer Scaleby Parish Council
Invoice Number INV-6224
Amount Due **118.80**
Due Date 17 Jun 2024

Amount Enclosed

Enter the amount you are paying above

VN10

Nicholas Phillips Month Ending 30 Jun 2024

Scaleby Parish Council

Employee Details

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

Payments

Monthly pay	£299.00
Back pay for May hours	£117.00
<i>Total</i>	£416.00

Deductions

Tax	£83.20
National Insurance	£0.00
<i>Total</i>	£83.20

This Month

Taxable gross pay	£416.00
Net pay	£332.80

Year to Date

Taxable gross pay	£416.00
Tax	£83.20
Employee National Insurance	£0.00
Employer National Insurance	£0.00

Payment

£332.80
Paid 30/06/2024

P30

Employer's Payslip 2024/25

MONTH 3 (ENDING 5 JULY, 2024)

Employer Details

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

Income Tax

Gross tax	£83.20
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
Net Income Tax	1 £83.20

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
Net National Insurance Contributions	2 £0.00

Year to Date

Amount due in previous periods	£0.00
Amount paid in previous periods	£0.00
Adjustment	£0.00
Shortfall amount carried forward to this period	3 £0.00

Amount Due

1 + 2 + 3**£83.20**

Scaleby Village Hall

INVOICE

Scaleby Parish Council
Hillcrest
Cannon Field
Roadhead
Carlisle
CA6 6NB

Invoice Date
1 Jul 2024

Invoice Number
INV-0411

Louise Utting (Treasurer)
Scaleby Mill
Scaleby
CARLISLE
Cumbria
CA6 4LF

Description	Quantity	Unit Price	Amount GBP
Hire of hall on 15th May 2024;	1.00	30.00	30.00
		Subtotal	30.00
		TOTAL NO VAT	0.00
		TOTAL GBP	30.00

Due Date: 1 Jul 2024

Please make cheques payable to "Scaleby Parish Hall"

For direct credit payments please use the following bank details: Scaleby Parish Hall, Cumberland Building Society 16-52-21 54238642.

Alternatively, payments can be left in the black postbox in the hall marked "Post for Village Hall Committee".

For any queries please telephone 01228 675121.

Scaleby Village Hall Registered Charity Number: 229364



INVOICE

Scaleby Parish Council

Invoice Date
1 Jul 2024

Invoice Number
INV-6225

Reference
Invoice 1 for subscription
Service period: July 1,
2024 – August 1, 2024

VAT Number
941 7451 20

Starboard Systems
Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Scribe Accounts Subscription (2024)	1.00	15.00	20%	15.00
			Subtotal	15.00
			TOTAL VAT 20%	3.00
			TOTAL GBP	18.00

Due Date: 15 Jul 2024

For BACS Payments :
Account Name: Starboard Systems Limited
Sort Code - 20-62-68
Account No. 33077306
Please see our website www.scribeaccounts.com for Terms and Conditions



[View and pay online now](#)

PAYMENT ADVICE

To: Starboard Systems Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Customer Scaleby Parish Council
Invoice Number INV-6225

Amount Due **18.00**
Due Date 15 Jul 2024

Amount Enclosed

Enter the amount you are paying above

VN16

Nicholas Phillips Month Ending 31 Jul 2024

Scaleby Parish Council

Employee Details

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

Payments

Monthly pay	£299.00
Office Allowance	£18.00
<i>Total</i>	<i>£317.00</i>

Deductions

Tax	£59.80
National Insurance	£0.00
<i>Total</i>	<i>£59.80</i>

This Month

Taxable gross pay	£299.00
Net pay	£239.20

Year to Date

Taxable gross pay	£715.00
Tax	£143.00
Employee National Insurance	£0.00
Employer National Insurance	£0.00

Payment

£257.20
Paid 31/07/2024

MONTH 4 (ENDING 5 AUGUST, 2024)

Employer
Details

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

Income
Tax

Gross tax	£59.80
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
Net Income Tax	1 £59.80

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
Net National Insurance Contributions	2 £0.00

Year to
Date

Amount due in previous periods	£83.20
Amount paid in previous periods	£0.00
Adjustment	£0.00
Shortfall amount carried forward to this period	3 £0.00

Amount Due

1 + 2 + 3

£59.80