

St Cuthbert Without Parish Council

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW
Tel: 0750 800 1602 Email: clerk@stcuthbertwithout.org.uk Web
www.stcuthbertwithout.org.uk

Wednesday, 12 July 2023

Dear Councillor

You are summoned to attend the **ST CUTHBERT WITHOUT PARISH COUNCIL MEETING** that will be held at Wreay Village Hall on **Thursday 20 July 2023** at 7.30 PM. The Public and Press are invited to attend.



Clerk

AGENDA

19. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

20. MINUTES OF THE COUNCIL MEETING held on 18 May 2023

To authorise the chair to sign, as a correct record, the minutes of the meeting held on 18 May 2023 (attached).

a. Matters arising:

21. 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

22. 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

23. PUBLIC PARTICIPATION

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.

24. 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.)

25. POLICE MATTERS – to resolve

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whether to submit any matters to the Local Focus Hub.

26. **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

23/0361	Barn adjacent Manor House, Brisco, Carlisle, CA4 0QS	23/0361 Conversion Of Barn To 1no. Dwelling And Erection Of Single Storey Extension; Provision Of New Vehicular Access
23/0441	Land to the rear of 52, Durdar Road, Carlisle	Removal Of Condition 3 (Surface Water Drainage Scheme) Of Previously Approved Permission 21/0569 (erection Of 1no. Dwelling) To Allow The Removal Of Surface Water From The Site By Combined Sewer

b. To note the following applications that were delegated to the planning committee for decision and the comments below made online.

23/0287	Mount Royal, Carleton Road, Carlisle, CA1 3EH	Erection Of Single Storey Side/Rear Extensions To Provide Kitchen And Dining Areas, Utility Room, Office And W.C.; Porch Roof Over Front Entrance	No observations
23/0431	Millholme, Carleton Road, Carlisle, CA1 3EH	Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 22/0210 (Erection Of Two Storey Side & Rear Extension To Provide Garage, Utility & Kitchen On Ground Floor With 2no. Bedrooms & Bathroom Above) To Change Roofing Material From "As Existing" On Original Application Form To Grey Profiled Double Row Tiles	No observations

c. To Note the following applications were granted approval

22/0728	Land South of The Plough Inn, Wreay, Carlisle CA4 0RL	Erection Of 1no. Dwelling; Change Of Use From Agricultural Land To Pub Car Park And Beer Garden
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d. To Note that the following application(s) have been withdrawn

23/0188	Land to the rear of 42-50 Durdar Road, Carlisle	Erection Of 1no. Dwelling
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27. **FINANCE**

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- a. **Payments- to authorise** schedule of payments totalling £4369.67 (VN 14-28)
VN14-19 already paid, VN20 -28 to authorise,

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
VN14	22/05/2023	Npower	DD	Footway Lighting	63.07	-	63.07
VN15	19/06/2023	Npower	DD	Footway Lighting	60.11	-	60.11
VN16	30/06/2023	Unity Trust Bank	DD	Service Charge	18.00	-	18.00
VN17	01/06/2023	Ian Rumney	SO	Grounds Care	757.06	-	757.06
VN18	03/07/2023	Ian Rumney	SO	Bus Shelters and Playground	150.00	30.00	180.00
VN19	03/07/2023	Ian Rumney	SO	Grounds Care	630.88	126.18	757.06
VN20	31/07/2023	N Phillips	SO	Salary July	625.24	-	625.24
VN21	31/07/2023	HMRC	SO	PAYE July	159.43	-	159.43
VN22	20/07/2023	Ian Rumney	DP	Back payment of updated grass rates (May, Jun, July)	94.62	18.92	113.54
VN23	20/07/2023	N Phillips	DP	Expenses	40.52	2.02	42.54
VN24	20/07/2023	Hayton Parish Council	DP	Reclaim expenses	14.04	-	14.04
VN25	03/08/2023	Ian Rumney	SO	Grounds Care	662.42	132.49	794.91
VN27	31/08/2023	N Phillips	SO	Salary August	625.24	-	625.24
VN28	31/08/2023	HMRC	SO	PAYE August	159.43	-	159.43

- b. **Monthly reconciliation (May and June 2023) – to**
receive and note the reconciliation and balances checked by Cllr Stringfellow.

- c. **Monthly budget update- to receive and note**

28. **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.
29. Carlisle South Link Road – to receive, for information, any update.
30. St Cuthbert's Garden Village – to receive, for information, any updates.
31. Scribe accounts – to resolve whether to accept the Clerks proposal to adopt Scribe accounts (attached) and, if approved, to authorise payment of invoice.
32. Noticeboards – To receive the report from the Clerk and resolve what action to take. (attached)

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33. Bench at Carleton – to discuss and resolve what actions to take.(Paper attached)

34. Wreay Eco Group – to resolve what actions to take (Documents attached)

35. Speed indicator device – to resolve what action to take as a response to the request to provide a device in Garlands (see attached email)

36. 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.

37. Date of next meeting

The next meeting of the Parish Council will take place on Thursday 28 September 2023 in the Creighton Rugby Club at 7.30 pm.

Agenda items to be submitted to the Clerk by 12 noon on Monday 18 September 2023.

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Minutes of the Annual Parish Meeting of St Cuthbert Without Parish Council held on 18 May 2023 at 7.30pm at Wreay Village Hall. Immediately followed by the ordinary meeting of the parish council

Present: I Stewart (Chair), S Bird, T Gear, J Hayton, S Reed,

Also present: N Phillips (Clerk/RFO), Cumberland Cllr G Mitchell 2 members of the public

1. Apologies for absence

received apologies and approved reasons for absence from Cllr Bradford, Cllr Stringfellow and Cllr Wallace

2. Minutes of the last St Cuthbert Without Parish Meeting held on 15 May 2022

authorised the chair to sign, as a correct record, the minutes of the meeting held on 15 May 2022.

3. Public participation

No comments

Meeting of St Cuthbert Without Parish Council

1. Election of Chair -Cllr I Stewart was elected as Chair for 2023-24

2. Election of Vice Chair – Cllr S Reed was elected as Vice Chair for 2023-24

3. Chair and Vice Chair to sign Declaration of Acceptance of Office

4. Apologies for absence

received apologies and approved reasons for absence from Cllr Bradford, Cllr Stringfellow and Cllr Wallace

5. Minutes of the last St Cuthbert Without Parish Council Meeting held on 30 March 2023

authorised the chair to sign, as a correct record, the minutes of the meeting held on 30 March 2023.

6. Declarations of interest/requests for dispensation

Cllr Stewart and Cllr Hayton declared an interest in agenda item 10 and 11

7. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

None

8. Public participation

(20 minutes allowed) – One member of public raised an issue with the bypass and the roundabout at Burthwaite not having a crossing place whilst other roundabouts do and made a suggestion that there is at least a path to the crossing at Durdar. Councillors were in support of the need for a safe route. Vice Chair to write in support of the argument. One member of the public attended regarding the Wreay eco group and to thank the council for their donation to Wreay in bloom. It was suggested that a new noticeboard be provided at Wreay, clerk to bring a report to the next meeting.

9. Cumberland Councillor reports – received the following items for information -very little to report except that lots of training courses for councillors. The council are not yet at the position it should be, some senior posts still to be filled.

10. Carlisle South Link Road

Received for information – the first main structures will start to be constructed at the river crossing and at Junction 42 with large amounts of clay to be moved to the area near junction 42.

11. St Cuthbert's Garden Village

No further updates.

12. Annual Governance and Accountability Report

a) Auditors report – received, for information the auditor's report

b) AGAR

i) approved the governance statement and authorised the chair and clerk to sign

ii) approved the accounting statement and authorised the chair to sign

c) Accounts – received the annual accounts.

13. Planning applications -

a) resolved to submit observations on the following application as following

23/0308	63 Durdar Road, Carlisle, CA2 4SQ	Erection Of Single Storey Rear Extension To Provide Kitchen/Living Room & En-Suite Bedroom Together With Internal Alterations. Repositioning Of Solar Panels To South Facing Roof Elevation
No observations		

b) Noted the following applications were granted approval

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23/0079	51 Durdar Road, Carlisle, CA2 4SB	Proposed Two Storey Side Extension And First Floor Rear Extension To Provide Playroom & Utility On Ground Floor With 1no. En-Suite Bedroom & 1no. Extended Bedroom Above
22/0844	479 Durdar Road, Carlisle, CA2 4TU	Demolition Of Garage And Base Of Existing Conservatory; Erection Of Single Story Side/Rear Extension To Provide Additional Living Accommodation; Provision Of First Floor Accommodation Within Roof Space For 1no. En-Suite Bedroom Along With Juliet Balcony; Erection Of Detached Outbuilding To Provide Replacement Garage & Garden Room

14. Finance

- a. **Payments- authorised** schedule of payments totalling £3301.50 (VN 1-11)

NB – any highlighted payments are standing orders or Direct Debit and had already been made.

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	Total AMOUNT £
VN01	06/04/2023	HMRC	SO	R Kelly PAYE	118.85	-	118.85
VN02	19/04/2023	Npower	DD	Footway Lighting	70.47	-	70.47
VN03	28/04/2023	R Kelly	SO	Salary April	715.40	-	715.40
VN04	14/04/2023	Jean Airey	300035	Annual Audit	50.00	-	50.00
VN05	05/04/2023	DM Payroll services Ltd	300036	Payroll 2023/24	120	-	120
VN06	01/04/2023	CALC	300037	Annual Subscription	763.77	-	763.77
VN07	06/05/2023	R Kelly	300038	Expenses (Postage)	13.67	-	13.67
VN08	31/05/2023	N Phillips	300039	Salary May	625.24	-	625.24
VN09	31/05/2023	HMRC	300040	PAYE MAY	159.43	-	159.43
VN10	30/06/2023	N Phillips	300041	Salary June	625.24	-	625.24
VN11	30/06/2023	HMRC	300042	PAYE June	159.43	-	159.43

- b. **Monthly reconciliation (April 2023) – received and noted** the reconciliation and balances to be authorised by Cllr Stringfellow.
- c. **Monthly budget update- received and noted**
- d. **Receipt –noted** receipt from Cumberland Council for Precept IN2 (£27000) and HMRC VAT Reclaim IN1 (1738.38).

15. Highways

Noted that highways issues are best reported online via the Cumberland.gov.uk website and discuss any items that councillors would like the clerk to report – Cllr Gear reported that he had reported issues in Cumwhinton Road with brambles and Hawthorns at eye level as well as blocked drains adding to flooding. This was also an issue on Sewell Lane. Clerk to write to Cumberland Council and Cllr Mitchell. Cllr Reed has reported that staggered junction signs have been installed. Durdar cross roads has lots of potholes. Blocked drain on village green. Footpath outside the Village Hall would benefit from a dropped curb and new resurfacing. Running water on road by Black Lion to be reported to United Utilities.

16. Electronic Bank Payments – resolved to move to electronic payments rather than cheques from July 2023 and add Cllrs Reed and Gear to the banking mandate.

17. Councillors' reports and items for future agenda

Noticeboard and Bench Audit.

Cllr Stewart suggested that Mr M Turnbull be co-opted on to the council as there are vacancies, all were in agreement

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18. Date of next meeting

The next meeting of the Parish Council will take place on Thursday 20th July 2023 at 7.30pm at The Creighton Rugby Club.

Agenda items to be submitted to the Clerk by 12 noon on Monday 10 July 2023.

Nick Phillips
Clerk to St Cuthberts Without PC
14 Twickenham Court
Carlisle
Cumbria
CA1 3TW

Case Officer:

Stephen Daniel

Direct Line:

01228 817375

E-mail:

Stephen.Daniel@carlisle.gov.uk

Your Ref:

Our Ref:

SD/DC/23/0361

26 June 2023

Dear Nick

CONSULTATION ON PLANNING SUBMISSION: PARISH COUNCIL

Proposal: Conversion Of Barn To 1no. Dwelling And Erection Of Single Storey Extension; Provision Of New Vehicular Access

Location: Barn adjacent Manor House, Brisco, Carlisle, CA4 0QS

Appn Ref: 23/0361

Grid Ref: 342251 551760

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 24 July 2023.

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 24 July

2023.

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 sincerely

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

Christopher Hardman, Development Manager

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

FAO Case Officer: Stephen Daniel

PARISH COUNCIL REPLY TO CONSULTATION ON PLANNING APPLICATION

Proposal: Conversion Of Barn To 1no. Dwelling And Erection Of Single
Storey Extension; Provision Of New Vehicular Access

Location: Barn adjacent Manor House, Brisco, Carlisle, CA4 0QS

Appn Ref: 23/0361

*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*

Clerk to St Cuthberts Without PC

Parish Observations

Nick Phillips
Clerk to St Cuthberts Without PC
14 Twickenham Court
Carlisle
Cumbria
CA1 3TW

Case Officer:

Barbara Percival

Direct Line:

01228 817109

E-mail:

Barbara.Percival@carlisle.gov.uk

Your Ref:

Our Ref:

BP/DC/23/0441

22 June 2023

Dear Nick

CONSULTATION ON PLANNING SUBMISSION: PARISH COUNCIL

**Proposal: Removal Of Condition 3 (Surface Water Drainage Scheme) Of
Previously Approved Permission 21/0569 (erection Of 1no.
Dwelling) To Allow The Removal Of Surface Water From The Site
By Combined Sewer**

Location: Land to the rear of 52, Durdar Road, Carlisle

Appn Ref: 23/0441

Grid Ref: 340207 553094

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 20 July 2023.

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Christopher Hardman, Development Manager

Cumberland Council
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Rickergate
CARLISLE
CA3 8QG

FAO Case Officer: Barbara Percival

PARISH COUNCIL REPLY TO CONSULTATION ON PLANNING APPLICATION

Proposal: Removal Of Condition 3 (Surface Water Drainage Scheme) Of
Previously Approved Permission 21/0569 (erection Of 1no.
Dwelling) To Allow The Removal Of Surface Water From The Site
By Combined Sewer

Location: Land to the rear of 52, Durdar Road, Carlisle

Appn Ref: 23/0441

- *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*

Clerk to St Cuthberts Without PC

Parish Observations

ST CUTHBERT WITHOUT PARISH COUNCIL MEETING JULY 2023 – FINANCIAL OFFICER’S REPORT

ACCOUNTS FOR PAYMENT

I present for approval the following accounts for payment – Vouchers No.14 to 28 amounting to £4369.67

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	TOTAL AMOUNT £
VN14	22/05/2023	Npower	DD	Footway Lighting	63.07	-	63.07
VN15	19/06/2023	Npower	DD	Footway Lighting	60.11	-	60.11
VN16	30/06/2023	Unity Trust Bank	DD	Service Charge	18.00	-	18.00
VN17	01/06/2023	Ian Rumney	SO	Grounds Care	757.06	-	757.06
VN18	03/07/2023	Ian Rumney	SO	Bus Shelters and Playground	150.00	30.00	180.00
VN19	03/07/2023	Ian Rumney	SO	Grounds Care	630.88	126.18	757.06
VN20	31/07/2023	N Phillips	SO	Salary July	625.24	-	625.24
VN21	31/07/2023	HMRC	SO	PAYE July	159.43	-	159.43
VN22	20/07/2023	Ian Rumney	DP	Back payment of updated grass rates (May, Jun, July)	94.62	18.92	113.54
VN23	20/07/2023	N Phillips	DP	Expenses	40.52	2.02	42.54
VN24	20/07/2023	Hayton Parish Council	DP	Reclaim expenses	14.04	-	14.04

VN25	03/08/2023	Ian Rumney	SO	Grounds Care	662.42	132.49	794.91
VN27	31/08/2023	N Phillips	SO	Salary August	625.24	-	625.24
VN28	31/08/2023	HMRC	SO	PAYE August	159.43	-	159.43

Approved - Minute No.	27a
Chair Signature	
Date	

- Accounts >
- Payments >
- Awaiting Authorisation >
- Beneficiaries >
- Standing Orders >
- Direct Debits >
- Stationery >
- Stop Cheque >
- Secure Messaging >
- My Details >
- Help / FAQs

Awaiting Authorisation

Customer: St Cuthbert Without Parish Council

Select the transactions/instructions you wish to authorise or reject

Email Reminder

Type	Payment Details	Amount	Post Date	User
<input type="checkbox"/> Pay New B/P	From: 60-83-01 20452832 Unity Current Account T1 To: 20-18-47 80453005 Hayton PC Ref: Inv 03	-14.04 GBP	ASAP	Nickphillips7 Mr Nicholas Phillips
<input type="checkbox"/> Pay New B/P	From: 60-83-01 20452832 Unity Current Account T1 [REDACTED] Ian Rumney Ref: SCWPC back payment	-113.54 GBP	ASAP	Nickphillips7 Mr Nicholas Phillips
<input type="checkbox"/> Amend STO	From: 60-83-01 20452832 Unity Current Account T1 To: [REDACTED] IAN RUMNEY Ref: SG&LL	-794.91 GBP	01 Jun 2024	Nickphillips7 Mr Nicholas Phillips
<input type="checkbox"/> Amend STO	From: 60-83-01 20452832 Unity Current Account T1 To: [REDACTED] IAN RUMNEY Ref: SG&L	-794.91 GBP	01 Sep 2023	Nickphillips7 Mr Nicholas Phillips
<input type="checkbox"/> Amend STO	From: 60-83-01 20452832 Unity Current Account T1 To: [REDACTED] IAN RUMNEY Ref: SG&L	-794.91 GBP	01 Jul 2024	Nickphillips7 Mr Nicholas Phillips
<input type="checkbox"/> Amend STO	From: 60-83-01 20452832 Unity Current Account T1 To: 2[REDACTED]8 IAN RUMNEY Ref: SG&L	-794.91 GBP	01 Oct 2023	Nickphillips7 Mr Nicholas Phillips
<input type="checkbox"/> Amend STO	From: 60-83-01 20452832 Unity Current Account T1 To: [REDACTED] IAN RUMNEY Ref: SG&L	-794.91 GBP	01 May 2024	Nickphillips7 Mr Nicholas Phillips
<input type="checkbox"/> Amend STO	From: 60-83-01 20452832 Unity Current Account T1 To: 2[REDACTED] IAN RUMNEY Ref: SG&L	-794.91 GBP	01 Aug 2023	Nickphillips7 Mr Nicholas Phillips
<input type="checkbox"/> Pay New B/P	From: 60-83-01 20452832 Unity Current Account T1 To: 4[REDACTED] N Phillips Ref: Expenses July	-42.54 GBP	ASAP	Nickphillips7 Mr Nicholas Phillips
<input type="checkbox"/> Pay New B/P	From: 60-83-01 20452832 Unity Current Account T1 To: 6[REDACTED]8 CALC Ref: St Cuthbertwithout	-643.77 GBP	ASAP	Nickphillips7 Mr Nicholas Phillips
<input type="checkbox"/> New STO	From: 60-83-01 20452832 Unity Current Account T1 To: 0[REDACTED]9 HMRC Ref: 783PG00163389	-159.43 GBP	31 Jul 2023	Nickphillips7 Mr Nicholas Phillips
<input type="checkbox"/> New STO	From: 60-83-01 20452832 Unity Current Account T1 To: 4[REDACTED]2 N Phillips Ref: Salary	-625.24 GBP	31 Jul 2023	Nickphillips7 Mr Nicholas Phillips

Please note: Transactions which remain 'Unauthorised' for over 1 month will automatically be cancelled.

Reject Transactions

Authorise Transactions

SCWPC PARISH COUNCIL
Bank Reconciliation as at 8/6/2023

Opening Balance at 1/4/22	46,828.47
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From Accounts spreadsheet							
	Previous Month		Current		This month	In year surplus/deficit	
Receipts	£	28,738.38	£	28,738.38	£	-	
Payments	£	904.72	£	3,516.96	£	2,612.24	72,049.89

Balance - All Bank Accounts			
	Community Account		
Previous balance (last month)	£	74,662.13	
Payments out	£	1,173.23	£ 1,173.23
Payment in	£	-	£ -
Calculated Balance	£	73,488.90	
Actual balance	£	73,488.90	
			Total at Bank
			£ 73,488.90

Deduct unpresented cheques	Cheque No	Amount £
VN04 Annual Audit	300035	£ 50.00
VN05 Payroll 2023/24	300036	£ 120.00
VN06 Annual Subscription	300037	£ 643.77
VN08 Salary May	300039	£ 625.24

	Total unpresented cheques	£1,439.01	
	Bank Balance - Unpresented cheques	72,049.89	
Actual Balance			72,049.89
Variance			0.00
Closing Balance			

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Nicholas Mark Phillips
14 Twickenham Court
CARLISLE
CA1 3TW

Date: 31/05/2023

Account Name: St Cuthbert Without Parish
Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20452832

Your arranged overdraft limit is £0.00

Fraud Reminder

Unity Trust Bank will NEVER ask you to share passwords or PINs. If you receive a suspicious call, please hang up and contact our dedicated fraud number, freephone 0808 196 8420 or email fraud@unity.co.uk.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us



Call us: **0345 140 1000**



Email us: us@unity.co.uk



Visit us: unity.co.uk

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/04/2023		Balance brought forward	£0.00	£0.00	£74,662.13
02/05/2023	Standing Order	S/O to: IAN RUMNEY	VN12 £757.06	£0.00	£73,905.07
02/05/2023	Standing Order	S/O to: IAN RUMMEY	VN13 £180.00	£0.00	£73,725.07
22/05/2023	Direct Debit	Direct Debit (NPOWER)	VN14 £63.07	£0.00	£73,662.00

Page number 1 of 3

Statement number 021

**For Businesses.
For Communities.
For Good.**

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Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
26/05/2023	Cheque Debit	Cheque 300038	VN07 £13.67	£0.00	£73,648.33
31/05/2023	Cheque Debit	Cheque 300040	VN09 £159.43	£0.00	£73,488.90

Sending or Receiving Currency

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Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

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Additional information

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To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

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SCWPC PARISH COUNCIL

Bank Reconciliation as at 7/7/2023

Opening Balance at 1/4/22	46,828.47
---------------------------	-----------

From Accounts spreadsheet						
	Previous Month	Current	This month	In year surplus/deficit		
Receipts	£ 28,738.38	£ 28,738.38	£ -			
Payments	£ 3,516.96	£ 5,136.80	£ 1,619.84	23,601.58		70,430.05

Balance - All Bank Accounts			
<i>Community Account</i>			
Previous balance (last month)	£ 73,488.90		
Payments out	£ 1,630.41	£ 1,630.41	
Payment in		£ -	
Calculated Balance	£ 71,858.49		
Actual balance	£ 71,858.49		
			Total at Bank
			£ 71,858.49

Deduct unrepresented cheques	Cheque No	Amount £
VN10 Salary June	300041	£ 625.24
VN11 PAYE June	300042	£ 159.43
VN06 Annual Subscription	300037	£ 643.77

		Total unrepresented cheques	£1,428.44
		Bank Balance - Unrepresented cheques	70,430.05
Actual Balance	70,430.05		
Variance	0.00		
Closing Balance			

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Nicholas Phillips
14 Twickenham Court
CARLISLE
CA1 3TW

Date: 03/06/2023

Account Name: St Cuthbert Without Parish
Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20452832

Your arranged overdraft limit is £0.00

Fraud Reminder

Unity Trust Bank will NEVER ask you to share passwords or PINs. If you receive a suspicious call, please hang up and contact our dedicated fraud number, freephone 0808 196 8420 or email fraud@unity.co.uk.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us



Call us: **0345 140 1000**



Email us: us@unity.co.uk



Visit us: unity.co.uk

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/05/2023		Balance brought forward	£0.00	£0.00	£73,488.90
01/06/2023	Standing Order	S/O to: IAN RUMNEY	VN17 £757.06	£0.00	£72,731.84
01/06/2023	Cheque Debit	Cheque 300035	VN04 £50.00	£0.00	£72,681.84
01/06/2023	Cheque Debit	Cheque 300039	VN08 £625.24	£0.00	£72,056.60

Page number 1 of 2

Statement number 022

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To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

Your pre-notification statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Nicholas Phillips
14 Twickenham Court
CARLISLE
United Kingdom
CA1 3TW

Date: 03/06/2023

Page number 1 of 3

Account Name: St Cuthbert Without Parish Council

Statement number: 022

Sort Code: 608301

Account Number: 20452832

Dear Mr Nicholas Phillips,

This letter outlines charges relating to the transactions and debit interest on your account between 05/03/2023 and 03/06/2023.

You can find full details of our fees and charges within the Standard Service Tariff on our website <https://www.unity.co.uk/terms-and-conditions/>

The charges for this billing period are:

Total charges	£18.00
Total debit interest	£0.00
To be debited from your account on	30/06/2023

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Pre-notification of account charges		
Type	Count	Charge
Automated Payments	13	£0.00
Faster Payments	—	£0.00
Manual	8	£0.00
Account Fee	—	£18.00

Additional information			
The combined account charge includes the following transaction types:			
Automated Payments	Bacs Credit (in)	Direct Debit (out)	Faster Payment Credit (in)
Faster Payments	Standing Orders (out)	Bill Payments (out)	
Manual	Cheques	Credits	
Account Fee	This is the standard charge for maintaining your account regardless of any transactions.		
Total charge	These charges do not include cash or cheques paid in through the Post Office, Bank Counter or via our Freepost service.		

Interest and Charges

Our General Terms & Conditions state when we may apply charges or interest.

Further information about debit interest and other fees or charges can be found in our Standard Service Tariff.

Credit interest – AER stands for Annual Equivalent Rate and describes what the interest rate would be if interest was paid and compounded annually.

Debit interest – ABR stands for Above Base Rate and describes the rate charged annually above the Bank of England Base Rate.

Overdrafts

Arranged overdrafts – We agree in advance to provide you with an overdraft that allows you to borrow money on your account up to an agreed overdraft limit. If approved by Unity you will be given an arranged overdraft limit along with an agreed interest rate. These are typically agreed for a period of 12 months and are linked to the Bank of England Base Rate.

Unarranged overdrafts – An overdrawn balance on your account which we have not agreed in advance. We will charge our unarranged overdraft rate on any unarranged balances.

If you have an arranged overdraft limit and exceed this limit, we will charge interest at the rate we have agreed with you on the balance of your arranged overdraft limit and will charge an unarranged overdraft rate on any balance over your arranged overdraft limit.

In either of these circumstances, debit interest will be applied on each working day that your account is overdrawn.

For details of our interest rates and charges, please visit <https://www.unity.co.uk/terms-and-conditions/>

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Thanks

Your Unity Team

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Your Account Statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Nicholas Phillips
14 Twickenham Court
CARLISLE
CA1 3TW

Date: 30/06/2023

Account Name: St Cuthbert Without Parish
Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20452832

Your arranged overdraft limit is £0.00

We're delighted to announce the launch of our new Online Banking service, featuring exciting changes and updates. To utilise this new Online Banking service at the earliest opportunity, look out for your email invitation.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us



Call us: **0345 140 1000**



Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
03/06/2023		Balance brought forward	£0.00	£0.00	£72,056.60
05/06/2023	Cheque Debit	Cheque 300036	VN05 £120.00	£0.00	£71,936.60
19/06/2023	Direct Debit	Direct Debit (NPOWER)	VN15 £60.11	£0.00	£71,876.49
30/06/2023	Fee	Service Charge	VN16 £18.00	£0.00	£71,858.49

Page number 1 of 2

Statement number 023

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[illegible]

St Cuthbert Without Parish Council

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW
Tel: 0750 800 1602 Email: clerk@stcuthbertwithout.org.uk Web
www.stcuthbertwithout.org.uk

Proposal to subscribe to Scribe Accounts

I recently attended an online presentation on Scribe Accounts (<https://www.scribeaccounts.com>) having previously read about how other parish councils had successfully used their accounting systems.

Currently, I use a spreadsheet with a series of linked sheets to hold the accounts. There are pages that hold payments and receipts as well as pages that I have created to populate items such as the agenda payment section, bank reconciliation, financial officer's report, monthly budget etc. When completing a VAT reclaim I then have to find the payments that have included VAT and copy these to a different spreadsheet from which to make the return.

The Scribe system uses a cloud based system which is set up for us and can then create reports at the touch of a button and from a specific date range. It can be accessed by multiple people, for example an account can be set up for each councillor that wishes to have an account so that they can then view the accounts in real time. I believe that moving to the Scribe system will save time for me as Clerk/RFO and bring about other improvements in the system as detailed below.

Cost for first year is £533

It is therefore my recommendation that we should adopt the system as soon as possible.

	Current/Excel	Scribe
Set up	Already set up for 2023-24 but requires the spreadsheet to be set up again from a template each year	One off set up cost from Scribe £125
Bank Reconciliation	Has to be carried out at the start of each month and can not have any new payments entered onto the system before the reconciliation is run or errors occur	Can be run at any time as payments are date stamped rather than occurring when they are entered. Eg a recurring payment can be set to come out on a specific date
Cost	Free as already set up	Annual subscription £408
Payments	Each year payments are entered as they are made – including company, bank details, etc	Payments made to beneficiaries already set up from previous years are pre-populated with their details
Budgeting	Difficult to create a new budget under a specific heading – eg maintenance might have benches and noticeboards but requires playground to be added,	Easy to set up budget headings and then have cost centres associated with them.

St Cuthbert Without Parish Council

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW

Tel: 0750 800 1602 Email: clerk@stcuthbertwithout.org.uk Web

www.stcuthbertwithout.org.uk

	requires re working of spreadsheet	
	Income does not automatically go back into a cost centre	Income can be set to go back into a cost centre
Receipts	Invoices need to be created manually	Invoices can automatically be created
Payment of invoices	No facility to store invoice against reference number	Each invoice can be scanned and attached to the payment made
AGAR	Report has to be created manually	Automatically created
User	Requires some knowledge of how I have set up the spreadsheet, would be an issue in the event of illness, incapacity or change of clerk.	Help can be provided by scribe to allow another person to use the system if necessary.
	Only one person can access the spreadsheet or it can lock others out	Multiple users can access the system

Proposal for

St Cuthbert Without Parish Council

Created by
India Greenwood

Prepared for
Nick Phillips

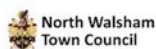
About Scribe

Scribe provides purpose-built cloud applications that enable local councils in England and Wales to manage their financial accounts, facilities bookings, allotments and cemeteries with pinpoint accuracy. Scribe provides continuous, free training sessions from the Scribe Academy, with uncapped support from our team of qualified Accountants and Clerks.

Scribe is the fastest-growing software and training provider operating in the local government sector. Scribe's mission is to help local communities work smarter and have over 950 customers.

We help you by

- Demonstrate the responsible, secure management of public funds, facilities and cemeteries
- Enhance transparency with unlimited, read-only users
- Reduced risk of mismanagement, errors and costly failed audits
- Avoid GDPR & Data Protection Act (2018) pitfalls
- Increase confident decision making with clear, accurate reporting



About St Cuthbert Without Parish Council

Precept £25,500

Executive Summary

The council is currently wrestling with challenges stemming from an outdated and cumbersome spreadsheet-based financial system. A central issue is the laborious nature of reporting and budgeting, which is excessively time-consuming and detrimental to operational efficiency. This inefficiency hampers the Council's ability to meet its financial management obligations swiftly and accurately.

Scribe Accounts offers a comprehensive solution to pressing issues. By introducing Scribe Accounts' Budgeting & Forecasting tool, reporting and budgeting processes can be streamlined, time can be saved, and accuracy improved. Its specialised VAT Returns and VAT 126 features ensure an error-free, smooth VAT reclaim process, thereby minimising potential financial losses and penalties.

Arguably, one of the most significant benefits is Scribe Accounts' ability to offer a unified platform for managing multiple accounts. This will allow Nick to manage the accounts of all four parish councils individually, yet within the same system, greatly improving efficiency, reducing errors, and enhancing accountability.

In conclusion, the transition to Scribe Accounts will provide St Cuthbert Without Parish Council with an effective remedy for its existing financial management challenges. Additionally, it promises substantial operational efficiencies and a heightened degree of compliance with regulatory requirements, ensuring a sound and resilient financial footing for the Council.

Challenge: Time-Consuming Reporting and Budgeting Using Spreadsheets

Nick is currently experiencing frustration due to the time-consuming nature of reporting and budgeting via spreadsheets. This manual and often cumbersome process limits his ability to work efficiently and makes reporting monthly tricky.

Risk – Inefficient Operations: Persisting with this outdated method could lead to operational inefficiencies, errors, potential financial mismanagement, and non-compliance with regulatory requirements.

Solution – Scribe Accounts' Budgeting & Forecasting Tool: This feature allows efficient budget planning, monitoring of actual versus budgeted expenditure, and seamless financial reporting. It's designed to save time and improve the accuracy of the budgeting and reporting process.

Challenge: Laborious VAT Reclaims on Spreadsheets

The process of conducting VAT reclaims is another laborious task Nick faces with the spreadsheet system.

Risk – Risk of Financial Loss: Failure to accurately or promptly submit VAT returns could potentially lead to financial losses and penalties for late submission.

Solution – Scribe's VAT Returns and VAT 126 Features: These ensure a smooth and accurate VAT reclaim process.

Plan details & pricing

We outlined the following package based on our discussion, including

- Unlimited users at no extra cost
- Uncapped support and training from our team of accountants
- Unlimited software upgrades
- Daily backups
- Full audit trail
- Online Knowledge base

Name	Price	Quantity	Subtotal
Monthly Subscription			
Accounts subscription fee per month (billed annually)	£34	12 months	£408
Setup			
One-off set-up fee*	£249	1	£125
*discretionary discount applied	£125		
Additional Services			
Support via phone and email	FREE	Unlimited	£0
Access to training via Scribe Academy™	FREE	Unlimited	£0
Additional Users	FREE	Unlimited	£0
Data Back-ups	FREE	Daily	£0
Accounting support	FREE	Unlimited	£0
Integrations (MTD, Stripe etc..)	FREE	Unlimited	£0
TOTAL (excl VAT)			£533

This proposal is valid for 30 days from 26/05/2023

Joining Scribe

Onboarding

- Day 1 – Upon joining us, you will receive a call from our customer support team, who will get your account set up, and add your data, so you can get started immediately.
- Day 30 – You will join our exclusive training academy for Scribe customers. Holding weekly training events to get you familiar with our software and principles and practices.
- Day 60 – After you have completed your 30-day onboarding, you will be assigned a dedicated Customer Success Manager to ensure your happiness and success forever.

Ongoing support

Included in your subscription is access to our support team, which are qualified and part-qualified accountants, expert trainers and problem solvers. All our calls, emails and messages are responded to within minutes.



Jane Dafforn
Chief Customer Officer



Hannah Driver (MAAT),
Senior Accountant



Tracy Russell (AATQB)
Junior Accountant



Jess Shackley (AATQB)
Junior Accountant



Jo Peters
CiLCA Qualified

Scribe Accounts

Annual Return/ Year End – run your annual return and year-end reports at the click of a button

VAT – produce your VAT Return or VAT Form 126 and submit it directly to HMRC through our MTD portal

28 October 2021 (2021-2022)

Dayworth Town Council			
ANNUAL RETURN – Section 2 : Statement of Accounts			
Accounts for Year from 01/04/2021 to 31/03/2022			
This is prepared based on information in "Governance and Accountability for Local Councils - a Practitioner's Guide"			
Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.			

Box No.	Description	Last Year £	This Year £
1	Balance brought fwd	0.00	3248.33
2	Annual precept	0.00	0.00
3	Total other receipts	0.00	10529.90
4	Staff Costs	0.00	16650.02
5	Loan interest/capital repayments	0.00	0.00

Invoicing – produce a personalised, professional invoice and run an outstanding invoice report

Bank Reconciliations – run monthly bank reconciliations that can be printed and signed for approval

Budgeting & Forecasting – Monitor your actuals vs budgets and commit spend throughout the year, forecast for your year-end position and set your proposed budget for the next financial year

Integrations



Stripe allows customers to pay online while making a booking or via a link printed on the invoice



HMRC to submit VAT Returns, check what you owe and view VAT payment history

Scribe Bookings

Block bookings for your regular hirers – you can even restrict bookings to the 31st March to avoid invoicing that straddles two financial years

Live calendar to view provisional and confirmed bookings and filter by specific venues

Preferential rates for on and off-peak times or for particular groups

Notifications – Automatic SMS and email notifications save you time

Public Bookings page – Unique bookings webpage where customers can view availability, enquire and book venues.

Key Features:

Facility list – parking, catering, equipment & more..

Imagery – upload multiple images

Video – embed videos from youtube and Vimeo

Live Availability – provide full availability information via the calendar and minimum booking slots

Payments – accept payments via stripe

Invoicing – Send to Scribe Accounts

The screenshot shows the 'Dayworth Town Hall' listing on the Scribe Bookings platform. At the top, it displays the venue name, a 4.9 Google Reviews rating, and a price range of £31.25 - £250.00 per hour. A large photo of the town hall is featured, with a 'Video Available' button overlaid. To the right is a 'Make an Enquiry' form with fields for 'Select date' (05/11/2021), 'Start time (min slot 1 hour)' (11:00), 'End time (max slot 24 hours)' (12:00), and 'Number of Attendees' (1). Below the photo, text describes the hall's facilities: 200 standing, parking available, catering facilities, projector facilities, and a 1-hour room preparation time. A map shows the location at 68 New Rd, North Walsham, NR28 9DF, UK. To the right of the map, 'Additional Services' are listed: Parking, Catering, and Projector (£5.00 per booking).

Scribe Cemetery

Notices – choose from the twenty we have available at the click of a button or add your own

Inspections and condition report – monitor the safety of your cemetery and record the condition of graves

Mapping – maintain a topical record of your cemetery as a standard map or satellite view

Burial Register – maintain the Public Register so that all cemetery cases can be viewed and reported on

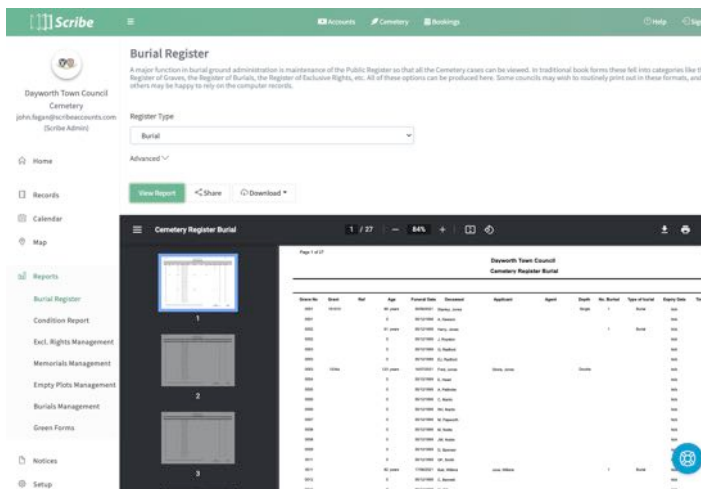
Workflows

Templates – Create templates for memorial preparation, grave digging notices and more

Transfers – transfer exclusive rights to new applicants and keep record of trail

Link Records – link burial records, exclusive rights and memorials to same records

Invoicing – Send to Scribe Accounts



Scribe Allotments

Waiting List – add and remove people from your waiting list. Send them offers when plots become available.

Plot Register & Fees– add all your plots and define your fees

Tenancy Agreements – Attach agreements and letters and send them out via email.

Additional Services – Configure your plots with additional services, such as water, waste, sheds and more. Added to invoices.

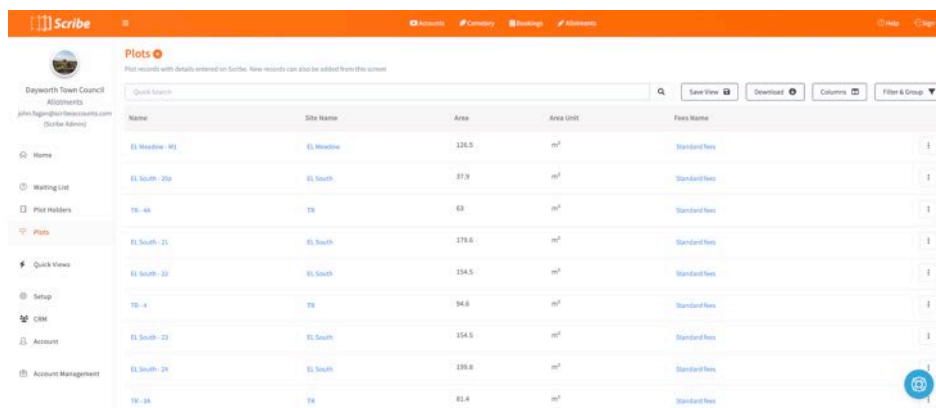
Rents & Reminders– generate invoices, bulk email to customers and automatically send payment reminders

Reports – allotments, tenants, notices

Inspections – Record results of inspections and send out notices

Mapping – map your sites and plots (coming soon)

Import – import your allotment data (plots, sites, fees, waiting list) from a spreadsheet.



The screenshot displays the Scribe Allotments web application. The top navigation bar is orange with the Scribe logo and links for Accounts, Currency, Bookings, and Allotments. A sidebar on the left contains navigation links: Home, Waiting List, Plot Holders, Plots (selected), Quick Views, Setup, CRM, Account, and Account Management. The main content area is titled 'Plots' and shows a table of allotment plots. The table has columns for Name, Site Name, Area, Area Unit, Fees Name, and a status icon. The data rows show various plots with their respective details.

Name	Site Name	Area	Area Unit	Fees Name	
E1 Meadow - 01	E1 Meadow	125.5	m ²	Standard Fees	1
E1 South - 20a	E1 South	37.9	m ²	Standard Fees	1
TB - 06	TB	63	m ²	Standard Fees	1
E1 South - 21	E1 South	179.6	m ²	Standard Fees	1
E1 South - 22	E1 South	154.5	m ²	Standard Fees	1
TB - 04	TB	94.6	m ²	Standard Fees	1
E1 South - 23	E1 South	154.5	m ²	Standard Fees	1
E1 South - 24	E1 South	199.8	m ²	Standard Fees	1
TB - 05	TB	81.4	m ²	Standard Fees	1

Free Training – Webinar and Toolkits

Free webinars and conferences

We have hosted

- 171 events for 2021
- Attracting over 6,800 attendees.

Scribefest 1 day Conference attracted 650 registrations

Free Community Support

[The Clerks` Corner](#) - 1,500 members

[The Councillor's Corner](#) - 500 members

Free Toolkits and Guides

[Free Code Of Conduct Guide For Councillors](#)

[The Ultimate Marketing Checklist For Village & Town Halls](#)

[A-Z Of Grant Funding For Town And Parish Councils](#)

[Free Parish & Town Council Budgeting Spreadsheet](#)

[Free Parish & Town Council Year-End Checklist](#)

[Council Accounting White Paper](#)



What our customers say



"Scribe saved me so much time, I have managed to secure £50,000 in grants"

Sally Ferguson, Clerk at North Petherton Town Council, Loxton and Lympsham Parish Council

On average our customers report

12 hrs

per month saved per user



"Scribe is easy & intuitive. My quarterly budget report used to take 3-4 days, now it takes

1 hour" -> [watch here](#)

Nicola Gray - Corfe Mullen Town Council



"Scribe listened and upgraded the bookings system based on my suggestions" -> [watch here](#)

Wendy Alcock - Eye Town Council

St Cuthbert Without Parish Council

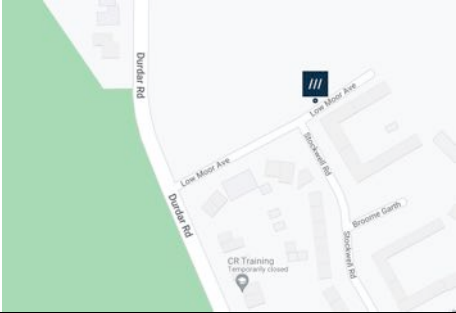

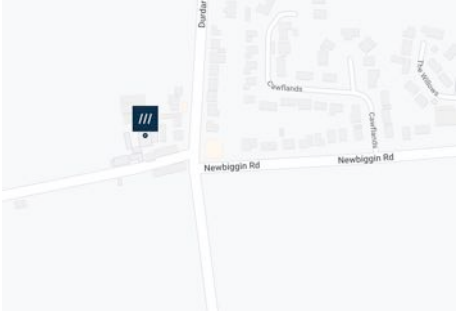



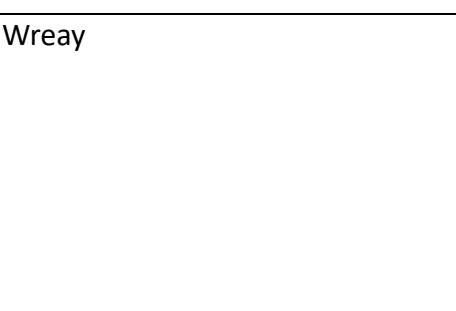

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW

Tel: 0750 800 1602

Email: clerk@stcuthbertwithout.org.uk Web www.stcuthbertwithout.org.uk

Noticeboards

Currently there are 11 noticeboards of various types within the parish.

Place	Picture	Comment
Low Moor Avenue (Playground) 		<p>Does not have any branding</p> <p>No space for community notices</p> <p>Locks with two keys</p>
Durdar 		<p>No branding</p> <p>Thumb locks</p> <p>Can be used by community</p>
Burthwaite 		<p>Has a laminated sign for SCWPC</p> <p>No protection from elements, notices can get wet blown away</p>
Wreay 		<p>Has a laminated sign for SCWPC</p> <p>No protection from elements, notices can get wet blown away</p>

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Brisco		Has a laminated sign for SCWPC No protection from elements, notices can get wet blown away
Carleton – inside bus shelter		Has a laminated sign for SCWPC
Carleton (100m from bus shelter)		Has a laminated sign for SCWPC No protection from elements, notices can get wet blown away
Speckled Wood		Not accessible to any members of the public
Cumwhinton Drive		Has a laminated sign for SCWPC No protection from elements, notices can get wet blown away
Cumwhinton Drive/Sycamore Lane		Has a laminated sign for SCWPC No protection from elements, notices can get wet blown away

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Leywell Drive		Has no laminated sign for SCWPC No protection from elements, notices can get wet blown away
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NB there is currently not a noticeboard on the new Taylor Wimpey development. However, the developer has agreed to consider funding the cost of providing and board and installation.

Recommendation

Any new noticeboards should have the following features:

- Coated metal frame
- Glazed to protect notices (likely to be plastic)
- Preferably magnetic rather than pins or staples
- Two doors, one lockable for Parish Council notices, the other with a thumb lock for community use
- Be capable of being post or wall mounted.
- Have a header featuring "St Cuthbert Without Parish Council" in order to raise the profile of the council.

I have included details of a number of different options with this document.

Type	Cost
Tradition 30	£1205.08 + VAT
Classic	£1100 + VAT
Prestige Oak	£1950 + VAT

There will also be a cost for removal of the old noticeboard and installation of the new board. I have one indicative price for this at present at approximately £250 with 3 boards being approximately £600.

I would suggest that the noticeboards at Durdar and the playground are not included for any work at present.

I would recommend replacing the allen keys on one side of the Speckled Wood board.

The Parish Council has not allocated a budget for replacement of noticeboards this year but does have reserves should it decide to create a budget for replacement. I would suggest that an order of priority is created for a longer term replacement plan, perhaps 2 per year so that a budget can be allocated and built into the precept. The council clearly has a higher profile in the rural areas than the urban areas. This could suggest that replacement in the rural areas would be noticed more by residents. However, the flip side to this is that the noticeboards could be used to raise the profile of the Parish Council in the urban areas and help with recruitment of councillors.

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Benches

The asset register states that there are 8 benches in the Parish but does not state where they are!

It has been suggested that the one at Carleton is replaced with a sign thanking a previous long standing councillor for his service.

The Current bench is an 8' bench made of wood and metal. It is in reasonable condition. It also has a sign on it "Mark Patton 1988-9 'On a mission'". Given that this bench is one that was clearly provided for a reason it may not be appropriate to replace it and it may not even be owned by the Parish Council.

If a new bench is being provided then permission would need to be obtained from the Highway Authority.

I would suggest purchasing a bench made from recycled plastic as they are very low maintenance and generally have a guarantee of 25 years.

I have selected a variety of options from a supplier I have found to be the cheapest in the past and who are reliable.

In each case I have included the base cost, there would be a cost for a concrete slab, fixing kit and plaque.



Witton Seat £384 3 seater, variety of colours

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Traditional Seat £329



Wave Seat £390



G;asdon Lowther Seat (as in Wetheral) from £632

Secretary
Wreay Community Eco Group
5, St Mary's Court
Wreay
Carlisle
CA4 0RG

tomandpatgeddes@gmail.com

SCWPC
Rachael Kelly
Clerk to St Cuthbert Without Parish Council
29 Greystoke Park Avenue
Penrith
CA11 9DB

8th May 2023

Re: Climate and Nature Emergency Proposal

Inspired by our government's commitment to proactively act in addressing our climate and nature emergency, we wanted to propose a number of stepping stones our Parish Council could explore. The Council would then become a grass root force for good, encouraging positive transformation and contributing to reducing the impact of climate change. We were also challenged by the recent IPPC (Intergovernmental Panel on Climate Change) report that stated: *"There is a rapidly closing window of opportunity to secure a liveable and sustainable future for all."*¹

We are committed to working with you to see a flourishing, healthy and eco-friendly community whose day-to-day decisions take into account our shared responsibility to reduce harmful actions that are affecting our environment.

We would therefore like to make the following proposal to the Council:

- 1) The appointment of a key named person on the Council who will take responsibility for addressing climate and nature concerns and ensure the Council is able to make informed decisions.
- 2) The insertion of a permanent agenda item of climate and nature concerns to ensure the importance of this issue is noted at each Council meeting.

¹ IPPC Report: <https://www.ipcc.ch/report/ar6/syr/>

- 3) To draft and finalise a SCWPC Climate and Nature Statement and Policy that will form the foundation of core principles and good practice guidelines for the Council and the Community. *Please note we have placed a few examples in the annex below which we have extracted from some parish councils around the country.*
- 4) To enable the Council to be better informed, we would like to suggest that a presentation from an expert and or consultant in this topic could be arranged and given to the Council. There are also some excellent informative presentations that are accessible online for us all to learn from. We recommend the 'Climate Change: The Facts' by David Attenborough (58 mins). This is available at: <https://m.youtube.com/watch?v=q9WYLpgyuqo> or <https://www.bbc.co.uk/iplayer/episode/m00049b1/climate-change-the-facts>.
- 5) To work together with the Eco Group(s) in the Council area to develop a practical action plan / road map that will enable us to celebrate progress towards agreed goals.

We have a dream that we can contribute to a better future for generations to come and we recognise that for a dream to become reality we have to start locally. We therefore look forward to working with our Parish Council to be the change that is so desperately needed.



Pat Geddes
Secretary

On behalf of the
The Wreay Eco Group

Annex:

Two Examples of Parish Council Climate, Environmental and Nature Emergency Strategies / policies

1) Greenham Parish Council (see full policy [here](#))

STRATEGY / POLICY STATEMENT

Greenham Parish Council aims to carry out its activities with environmental efficiency, actively seeking to protect and enhance the local environment and biodiversity within its area of operation whilst endeavouring to ensure wider adverse environmental impact does not occur as a result.

CONTEXT

The Parish Council recognises that a climate emergency has been declared nationally and by West Berkshire Council within which Greenham sits.

The Parish Council will consider the impact its activities have on both climate change and biodiversity issues and will endeavour to introduce measures that either mitigate negative outcomes or actively support beneficial outcomes, where this is practicable and affordable within the resources and financial capabilities of council.

The Parish Council will specifically consider the following:

1. Seek ways to reduce the impact that operating its assets has on the environment (by reducing energy needs for instance)
2. Ways in which it can produce renewable energy (directly and / or indirectly)#
3. Ensure wherever possible safe walking and cycling routes within the parish are available
4. the impact that the goods and services it procures, including the environmental commitment of its suppliers, has on the environment,
5. where possible and appropriate, replace environmentally inefficient assets with environmentally friendly alternatives
6. the impact that execution of the Parish Council's activities may have on the environment.

AIMS

In all its activities the Parish Council will aim to:

1. Minimise the consumption of all resources used in its operations, particularly in respect of the buildings and equipment it uses and the administration of its activities.
2. Seek, wherever possible, to only use contractors and suppliers who have their own environmental policy, which is continually reviewed, up-dated and measured against recognised, best practice examples.

From: Barbara W Hastings barbara.westmorland@virgin.net
Subject: Garlands Road
Date: 7 June 2023 at 13:47
To: clerk@stcuthbertwithout.org.uk

BH

Hello there

Just an enquiry to find out how Brisco got its 30 mph warning sign that tells you how fast going

Garlands Road could do with 2

One as you enter Parklands Village from Carleton clinic & one at other end before houses coming from Cumwhinton Road roundabout

So many more houses been built/being built

School coaches picking up

Bus service

Family area / Children playing

Alot of cars seem to have no idea how slow to go.

30 mph paint gone from roads & barely any 30mph signs.

Thoughts please

Thanks

Barbara

St Cuthbert Without Parish Council

Clerk's Expenses July 2023

Postage				VAT	Total
	17/05/2023				£ 1.10
	24/05/2023				£ 3.85
	30/06/2023				£ 0.75
Folders				£ 2.02	£ 12.08
Travel	Miles	@per mile			
To post agendas on noticeboards (May)	16.6	£ 0.47			£ 7.79
To post agendas on noticeboards (July)	17.6	£ 0.47			£ 8.25
To collate noticeboard paper	18.6	£ 0.47			£ 8.72
Totals			£ 2.02	£ 40.52	£ 42.54

Hayton Parish Council

14 Twickenham Court,
Carlisle CA1. 3TW

St Cuthbert Without Parish Council
Nick Phillips
14 Twickenham Ct,
Carlisle,
Cumbria,
CA1 3TW

INVOICE

Invoice No

3

Account No

22 June 2023

Due 20 July 2023

Item Details	NET	VAT
Invoice		
Paper	6.45	0.00
Antivirus Software	7.59	0.00
SUB TOTAL	14.04	

TOTAL £

14.04

Sort code 20-18-47
Acc No 80453005