

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

Thursday, 21 September 2023

Dear Councillor

You are summoned to attend the **PARISH COUNCIL MEETING** that will be held at The Creighton Rugby Club on **Thursday 28 September 2023** at 7.30PM. The Public and Press are invited to attend.



Clerk

AGENDA

38. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

39. MINUTES OF THE COUNCIL MEETING held on 20 July 2023

To authorise the chair to sign, as a correct record, the minutes of the meeting held on 20 July 2023 (attached).

a. Matters arising:

- i. **Travellers' site** – see note
- ii. **Bike on Wreay Village Green** -Clerk has written to Village in Bloom secretary
- iii. **Waste Bin** – Cumberland will not provide it until 7 years after development finished.
- iv. **Fly Tipping**- reported.

40. 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

41. 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

42. **CARLISLE SOUTHERN LINK ROAD** – Gareth Scott Workstream Project Manager and supervisor attending.

43. PUBLIC PARTICIPATION

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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.

44. 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.). NB – emailed report from Cllr Mitchell attached.

45. POLICE MATTERS – PC Matthew Anson attending

- a. To discuss antisocial behaviour in Parkland Village
- b. **to resolve** whether to submit any matters to the Local Focus Hub.

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

- a. To resolve whether to submit any observations on the following applications

23/0604	Land to the rear of 42-50 Durdar Road, Carlisle CA2 4SQ	Erection Of 1no. Dwelling (Revised Application)
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- b. To note the following applications that were delegated to the planning committee for decision and the comments below made online.

23/0012/TEL	Land adjacent Woodbank, Brisco, Carlisle CA4 0QP	Removal Of Existing 15.50m Lattice Mast & Associated Compound; Installation Of Replacement Base Station Which Includes 25m Lattice Sharable Mast, 6no. Antennas, 2no. Dishes, 7no. Cabinets & Ancillary Development Thereto	No observations
23/0012/TPO	Land to the rear of 4 Sycamore Lane, Carlisle CA1 3SR	Trim Back 1no. Sycamore Tree To Rear Boundary Line Subject To TPO308	St Cuthbert Without Parish Council have no objections as long as a qualified person carries out the work.

- c. To Note the following applications were granted approval

23/0012/TEL	Land adjacent Woodbank, Brisco, Carlisle CA4 0QP	Removal Of Existing 15.50m Lattice Mast & Associated Compound; Installation Of Replacement Base Station Which Includes 25m Lattice Sharable Mast,	Prior Approval Req & Granted with Condit
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		6no. Antennas, 2no. Dishes, 7no. Cabinets & Ancillary Development Thereto	
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47. FINANCE

a. Payments- to authorise schedule of payments totalling £14329.52 (VN 31-45)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
To be authorised							
41	28/09/2023	Nick Phillips		Expenses	8.25	0.00	8.25
42	18/09/2023	Moore	52257/979	Audit	210.00	42.00	252.00
45	20/09/2023	Glasdon	871069	New Bench	733.16	146.63	879.79
Increase to Clerk's salary/PAYE due to CiLCA							
35	28/09/2023	HMRC		PAYE	15.11	0.00	15.11
36	28/09/2023	Nick Phillips		Salary	35.22	0.00	35.22
39	31/10/2023	HMRC		PAYE	174.54	0.00	174.54
40	31/10/2023	Nick Phillips		Salary	660.46	0.00	660.46
Paid – bills arising from previous meetings							
31	18/08/2023	North East Traffic Data Collection Ltd		Speed survey	580	116.00	696.00
32	22/08/2023	Parish Noticeboard Company		Noticeboards	6,930.00	1,386.00	8,316.00
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33	22/08/2023	Parish Noticeboard Company		Noticeboards	65.00	13.00	78.00
Previously authorised standing orders/direct debits							
34	17/08/2023	NPOWER		Footway lighting	56.57	0.00	56.57
37	01/10/2023	Solway Garden and Landscapes		Grass contract	662.42	132.49	794.91
38	01/11/2023	Solway Garden and Landscapes		Playground and bus shelters	50.00	10.00	60.00
38	01/11/2023	Solway Garden and Landscapes		Playground and bus shelters	100.00	20.00	120.00
43	30/09/2023	HMRC		PAYE	159.43	0.00	159.43
44	30/09/2023	Nick Phillips		Salary	625.24	0.00	625.24

b. Monthly reconciliation (July and August 2023) – to receive and note the reconciliation and balances checked by Cllr Stringfellow.

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- c. **Monthly budget update- to receive and note**
 - d. **Receipt – to note** receipt from St Mary’s Church, Wreay for grass cutting contribution(R03 £100).
 - e. **Savings account** – To resolve whether to transfer the bulk of the money in current account into a new savings account with Unity so that it earns interest.
48. Village Green at Parkland Village- to resolve whether the Parish Council is in support of consulting stakeholders (Cumberland Council and residents) on formal designation as a village green including ownership options.
49. St Cuthbert’s Garden Village – to receive, for information, any updates.
50. Electricity quotations – to resolve which supplier to choose and the term of the contract.
51. External Auditor Report – to receive and note the report from the external auditor.
52. Cumwhinton Drive – Drainage works – to discuss and resolve what action can be taken. See attached letter.
53. Lowry Street- to **resolve** whether to agree that the reinstatement works have been satisfactorily completed. (Report attached).
- 54. 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.
- 55. Date of next meeting**
- The next meeting of the Parish Council** will take place on Thursday 23 November 2023 at 7.30 pm, Venue to be advised.
- Agenda items to be submitted to the Clerk by 12 noon on Monday 13 November 2023.

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Minutes of the St Cuthbert Without Parish Council meeting held on 20 July 2023 at 7.30pm at Wreay Village Hall.

Present: I Stewart (Chair), S Bird, S Bradford, T Gear, B Graham, S Reed, M Turnbull, E Wallace

Also present: N Phillips (Clerk/RFO),

Minutes

19. APOLOGIES FOR ABSENCE

received apologies and approved reasons for absence From Cumberland Councillor Mitchell- no apologies received from Cllr Hayton, Raven or Stringfellow

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

authorised the chair to sign, as a correct record, the minutes of the meeting held on 18 May 2023.

a. Matters arising:

21. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION

- Register of Interests: Councillors are reminded of the need to update their register of interests- none
- To declare any personal interests in items on the agenda and their nature Cllr Stewart agenda item 29
- 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) - None
- To make any requests for dispensation None

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

decided that there were not any items of business which require exclusion of the press and public

23. PUBLIC PARTICIPATION – none present

24. CUMBERLAND COUNCILLOR REPORTS– none received

25. POLICE MATTERS –resolved to submit an issue with parking in Wreay Village and ask for enforcement. Speeding on Cumwhinton Drive.

26. PLANNING APPLICATIONS -

- resolved to submit observations on the following applications as detailed

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
No observations		

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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
No observation		

- b. noted 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. Noted 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. Noted 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

- a. **Payments- authorised** 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

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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) – received and noted** the reconciliation and balances checked by Cllr Stringfellow.

c. **Monthly budget update- received and noted**

28. **HIGHWAY MATTERS:** Received, for information, and asked the clerk to report the following: Traffic lights for new road seem to be excessive and are causing heavy vehicles to erode the verges. Cllr Gear raised an issue whereby he has not received updates from HIAMS. Sewell Lane, newest houses have vehicular access at rear but parking on the lane is an issue at the end near London Road. 30 MPH sign at High Wreay that has been broken off.
29. Carlisle South Link Road –received the following update : started moving the clay to build up the road. Cllr Wallace asked for information on the road costs and to ask United Utilities for information on infrastructure works. Clerk to invite Alan Bingham to the next meeting and to contact Cummersdale Council to see if they are experiencing the same issues.
30. St Cuthbert's Garden Village –received the following: prior to LGR there was more involvement but nothing since, Cllr Reed to make contact to ask for information.
31. Scribe accounts – resolved to accept the Clerk's proposal to adopt Scribe accounts and authorised payment of invoice.
32. Noticeboards – received the report from the Clerk and resolved to replace the old wooden noticeboards and remove the noticeboard in the Bus Shelter at Carleton.
33. Bench at Carleton – discussed and resolved to purchase and install the Glasdon Lowther seat.

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34. Wreay Eco Group – resolved to ask the Clerk to respond to the application and state that the Parish Council already considers environmental issues but does not wish to create a post or to have a standing item on the agenda.

35. Speed indicator device –resolved to respond that the Parish Council is working with the highway authority to address the issues.

36. Councillors' reports and items for future agenda

Travellers' site on land between St Cuthbert Without and Wetheral.

Village Green at Parkland Village

Some antisocial behaviour in Parkland Village

Bike with flowers on Village Green

Waste Bin on public open space at Speckled Wood.

Fly tipping issue at Road to Ivegill from Durdar crossroads

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.

Meeting closed at 21:22

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Clerk's Notes for Agenda:

Agenda 39- Matters arising from previous minutes

Traveller site

I have had ongoing communication with the Clerk to Wetheral Parish Council. They have written to the chief planning officer and following a lack of response to the chair of the planning committee, Anne Glendinning. So far they have had no response.

I have written to the Chris Hardman, Chief Planning Officer over a number of matters and have received the following reply re the traveller site:

"We have been taking legal advice on this matter and whilst I'm not able to share that with you we will be taking more enforcement action and we will let you know as this progresses. The timescales of how this progresses will in part be determined by the actions the travellers take however the injunction which was put on the site in the first instance remains in place but we have to take additional work to be able to pursue that."

Waste bins on Speckled Wood: Cumberland Council have said that they will not provide them until 7 years after the site has been handed over to them by the developers. I have asked for confirmation that if the developers provide them that they will empty them. They have said that this would be either the responsibility of the Parish Council or the developers to empty the bins! I have asked for more information

Thanks for that. So, for my own understanding, the bin on Sycamore Lane/Garlands Road junction is emptied by Cumberland using council tax money that is paid for by people living in Cumberland, including those living in Speckled Wood, yet the people in Speckled Wood would have to pay extra to have public bins emptied either through a management charge or increased precept payment to the Parish Council.

Do they therefore have a lower council tax bill as they don't benefit from the services you offer to all of the other Cumberland residents? This seems like a complete lack of equity.

I would welcome the thoughts of the Cumberland councillors on this matter as well or how this can be escalated.

and received the following response from Neil Dixon, Interim Services Manager,

Unadopted roads are not maintained by the local authority, which means that the responsibility for maintenance falls on the residents who live on the road or the property developer, in this case with it being a new estate, it would be the developer.

Road adoption is a process where a road in private ownership becomes a public road, which is then managed and maintained by the Council, as part of the public highway. When a new housing estate is built, the developer will agree a timescale for the council to adopt the road, if it meets certain criteria, and this process normally takes place after a stated time agreed after being built (section 38 agreement).

The Adoption applies to all the highway maintenance, all greenspace maintenance, street lighting, litter and road sweeping. Prior to this, the developer is responsible for all these areas. When we get the legal adoption papers, we then carry out an detailed assessment of the area for Litter bins, road sweeping etc, unfortunately we wouldn't do this until the

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road is adopted, as it is a legal document. This process was followed when we installed the bins which you have mentioned on the Garlands estate.

The installation of a litter bin doesn't always solve a potential litter / dog foul problem, Failing to pick up after a dog or dropping litter / bagged dog waste is an offence. People who are prepared to commit such offences do not always change their behaviour just because there is a bin, Likewise the absence of a bin is no excuse. I can get our enforcement team to visit the area and help educate residents.

Agenda 47 e – Savings account

The council currently has one current account with a balance of in excess of £50,000, this account costs £6 per month in fees and pays no interest on credit balances. I have enquired with Unity about the potential to open a savings account which would pay 2.75% AER. There is the potential to earn a higher rate with other banks but this would be more complicated setting up new mandates etc. I would therefore suggest that the savings account is set up and that the majority of the balance is moved to the account in order to earn interest. I suggest aiming to move money to the current account as it is needed with a minimum balance of £5000 in the current account at any time. There is no cost for having a saving account.

Agenda 50

The current fixed rate energy contract ends on 30 September 2023 and Npower will move the supply to a variable rate. They will not enter into a new contract as the council is classified as a micro business and have said that we need to move to EON next, their parent company. EON next have refused to provide a contract because the supply is for an unmetered supply. I have obtained the unmetered supply certificate after some work and have now contacted a number of suppliers for a quote as well as a specialist broker who works with and understands the needs of Parish Councils.

It is likely that there will be a period of time where we will be out of contract and therefore have a variable rate. I will hopefully be able to bring options to the meeting but may need to ask that a small group of councillors be delegated the authority to enter into a new contract.

St Cuthbert's without Parish Council.

Apologies, but I'm unable to attend the parish council meeting as I have to attend a Community Development meeting in Longtown that evening.

I would like to report that the bypass is progressing and is due for completion in Summer 2025. It's pleasing to see the development changing on a weekly basis, I think that when complete it will be an asset to the whole area.

Can I draw your attention to grants that are available from the Community Investment Fund. £5,000 is available to Councillors in each ward, to improve life for residents. Some grants have already been approved in the Border, Fellside and North Carlisle Panels area. Wetheral Ward has had one grant approved, The Hartley Trust receiving £860 towards cost of installing solar lights. This is an excellent way of utilizing ratepayers money for the benefit of those who pay their rates!

Can you all give some thought to what you would like done in your part, of what is the Wetheral Ward area of Cumberland.

Full details can be found on Cumberland Councils website, including an application form and criteria and guidance on how to apply.

www.cumberland.gov.uk

Any problems or requests please contact me on:-

geoff.mitchell@cumberland.gov.uk

Best regards

Cllr Geoff Mitchell
Cumberland Councillor for Wetheral

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/23/0604

31 August 2023

Dear Nick

CONSULTATION ON PLANNING SUBMISSION: PARISH COUNCIL

Proposal: Erection Of 1no. Dwelling (Revised Application)

Location: Land to the rear of 42-50 Durdar Road, Carlisle CA2 4SQ

Appn Ref: 23/0604

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 28 September 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 28

September 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 'C 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: Barbara Percival

PARISH COUNCIL REPLY TO CONSULTATION ON PLANNING APPLICATION

Proposal: Erection Of 1no. Dwelling (Revised Application)

Location: Land to the rear of 42-50 Durdar Road, Carlisle CA2 4SQ

Appn Ref: 23/0604

- *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 September – FINANCIAL OFFICER'S REPORT

ACCOUNTS FOR PAYMENT



I present for approval the following accounts for payment – Vouchers No.31 to 45 amounting to £14329.52

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To be authorised							
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Increase to Clerk's salary/PAYE due to CiLCA							
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38	01/11/2023	Solway Garden and Landscapes		Playground and bus shelters	100.00	20.00	120.00
43	30/09/2023	HMRC		PAYE	159.43	0.00	159.43
44	30/09/2023	Nick Phillips		Salary	625.24	0.00	625.24

Approved - Minute No.	47 A
Chair signature	
Date	

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: 40-12-13 92143836 Glasdon Uk Limited Ref: 871069	-879.79 GBP	ASAP	Nickphillips7 Mr Nicholas Phillips
<input type="checkbox"/> Pay New B/P	From: 60-83-01 20452832 Unity Current Account T1 To: 20-67-40 83808459 Moore Ref: 52257/979	-252.00 GBP	ASAP	Nickphillips7 Mr Nicholas Phillips
<input type="checkbox"/> Pay Bill	From: 60-83-01 20452832 Unity Current Account T1 To:  N Phillips Ref: Expenses September	-8.25 GBP	ASAP	Nickphillips7 Mr Nicholas Phillips
<input type="checkbox"/> Pay New B/P	From: 60-83-01 20452832 Unity Current Account T1 To: 08-32-10 12001039 HMRC Ref: 783PG00163389	-15.11 GBP	ASAP	Nickphillips7 Mr Nicholas Phillips
<input type="checkbox"/> Pay Bill	From: 60-83-01 20452832 Unity Current Account T1 To:  N Phillips Ref: Balance of salary	-35.22 GBP	ASAP	Nickphillips7 Mr Nicholas Phillips

St Cuthbert Without 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 31/07/2023		
	Cash in Hand 01/04/2023		46,828.47
	ADD Receipts 01/04/2023 - 31/07/2023		28,738.38
	SUBTRACT Payments 01/04/2023 - 31/07/2023		75,566.85
	Cash in Hand 31/07/2023 (per Cash Book)		7,723.40
B			67,843.45
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2023	0.00	
	Unity 31/07/2023	67,843.45	
			67,843.45
B	Less unrepresented payments		
			67,843.45
	Plus unrepresented receipts		
	Adjusted Bank Balance		67,843.45
	A = B Checks out OK		

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: 31/07/2023

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
30/06/2023		Balance brought forward	£0.00	£0.00	£71,858.49
03/07/2023	Standing Order	S/O to: IAN RUMNEY	VN19 £757.06	£0.00	£71,101.43
03/07/2023	Standing Order	S/O to: IAN RUMMEY	VN18 £180.00	£0.00	£70,921.43
03/07/2023	Cheque Debit	Cheque 300041	VN08 £625.24	£0.00	£70,296.19

Page number 1 of 3

Statement number 024

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

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. 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.
Calls may be monitored and recorded for training, quality and security purposes.
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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
06/07/2023	Cheque Debit	Cheque 300042	VN11 £159.43	£0.00	£70,136.76
19/07/2023	Direct Debit	Direct Debit (NPOWER)	VN30 £55.15	£0.00	£70,081.61
24/07/2023	Transfer	B/P to: CALC	VN06 £643.77	£0.00	£69,437.84
24/07/2023	Faster Payment Debit	B/P to: N Phillips	VN23 +VN28 £42.54	£0.00	£69,395.30
24/07/2023	Faster Payment Debit	B/P to: Hayton PC	VN24 £14.04	£0.00	£69,381.26
24/07/2023	Faster Payment Debit	B/P to: Staboard System Lt	VN29 £639.60	£0.00	£68,741.66
24/07/2023	Faster Payment Debit	B/P to: Ian Rumney	VN22 £113.54	£0.00	£68,628.12
31/07/2023	Standing Order	S/O to: HMRC	VN21 £159.43	£0.00	£68,468.69
31/07/2023	Standing Order	S/O to: N Phillips	VN20 £625.24	£0.00	£67,843.45

St Cuthbert Without 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 12/09/2023		
	Cash in Hand 01/04/2023		46,828.47
	ADD Receipts 01/04/2023 - 12/09/2023		28,838.38
	SUBTRACT Payments 01/04/2023 - 12/09/2023		75,666.85 19,847.55
	Cash in Hand 12/09/2023 (per Cash Book)		55,819.30
B	Cash in hand per Bank Statements		
	Petty Cash 31/07/2023	0.00	
	Unity 31/08/2023	55,819.30	
	Less unrepresented payments		55,819.30
	Plus unrepresented receipts		55,819.30
	Adjusted Bank Balance		55,819.30
	A = B Checks out OK		

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: 31/08/2023

Account Name: St Cuthbert Without Parish
Council

Swift Code (BIC): NWBKGB2L

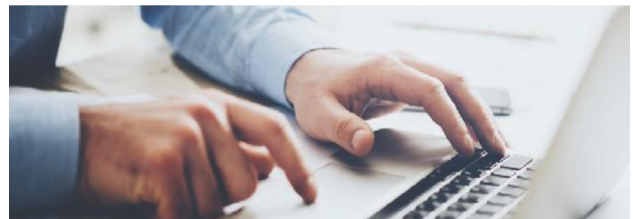
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20452832

Your arranged overdraft limit is £0.00

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.



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
31/07/2023		Balance brought forward	£0.00	£0.00	£67,843.45
01/08/2023	Standing Order	S/O to: IAN RUMNEY	£794.91	VN25 £0.00	£67,048.54
03/08/2023	Credit	Credit 000001	£0.00	R03 £100.00	£67,148.54
17/08/2023	Direct Debit	Direct Debit (NPOWER)	£56.57	VN34 £0.00	£67,091.97

Page number 1 of 3

Statement number 025

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

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. 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.
Calls may be monitored and recorded for training, quality and security purposes.
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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
21/08/2023	Faster Payment Debit	B/P to: North East Traffic	£696.00	VN31 £0.00	£66,395.97
23/08/2023	Faster Payment Debit	B/P to: Signs of Cheshire	£8,394.00	VN32 £0.00	£58,001.97
23/08/2023	Faster Payment Debit	B/P to: Signs of Cheshire	£1,398.00	VN33 £0.00	£56,603.97
31/08/2023	Standing Order	S/O to: HMRC	£159.43	VN27 £0.00	£56,444.54
31/08/2023	Standing Order	S/O to: N Phillips	£625.24	VN26 £0.00	£55,819.30

St Cuthbert Without Parish Council

21 September 2023 (2023 - 2024)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

PAYMENTS

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Administration															
Precept															
Payroll	120.00	120.00												120.00	
Audit	250.00	50.00					210.00							260.00	-10.00
Clerk's expenses	260.00				54.56		8.25							62.81	197.19
Insurance	101.53														101.53
Post/Phone	412.00		13.67											13.67	398.33
Subscriptions	840.00	643.77			533.00									1,176.77	-336.77
Training	155.00														155.00
Salary	9,000.00	715.40	625.24	625.24	625.24	625.24	660.46	660.46						4,537.28	4,462.72
HMRC	1,908.00	118.85	159.43	159.43	159.43	159.43	174.54	174.54						1,105.65	802.35
Bank charges				18.00										18.00	-18.00
Grounds															
Risk Management	354.50		50.00	50.00					50.00					150.00	204.50
Grass contract	6,437.00		630.88	630.88	725.50	662.42		662.42						3,312.10	3,124.90
Sundry repairs and Mai	550.00		100.00	100.00					100.00					300.00	250.00
Picnic area	100.00														100.00
Noticeboards						8,030.00								8,030.00	-8,030.00
Delivery						130.00								130.00	-130.00
Benches							733.16							733.16	-733.16
Income															
VAT Refund															
Precept															
Lighting															
Lighting	922.00	70.47	63.07	60.11	55.15	56.57								305.37	616.63
Miscellaneous															
Sundries	690.00					580.00								580.00	110.00

Term	Meaning
ppd	pence per day
pkwh	pence per Kilowatt Hour
AQ	Annual Quantity (kwh)
Night	00:00-07:00
Day	07:00-00:00

Renewal Quotes

Supplier	Start date	Term	Standing Charge (ppd)	Day Rate pkwh	Annual Cost
SSE	01/10/2023	12 months	17.97	30.639	£901.12
SSE	01/10/2023	24 months	17.85	31.287	£918.35
SSE	01/10/2023	36 months	17.85	31.109	£913.49

N-Power Renewal			136.1	42.928	£1,667.41
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Section 3 - External Auditor Report and Certificate 2022/23

In respect of

St Cuthbert Without Parish Council

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2022/23

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The published Notice of Public Rights requires the name, position and contact details of the person placing the notice, usually the RFO, to be entered at line 2(b) and line 5(e) on the form to satisfy the Accounts and Audit Regulations 2015, Paragraph 15(2)(b). The Council should ensure this is completed in the future.

Other matters not affecting our opinion which we draw to the attention of the authority:

It was noted that the copy of the Notice of Public Rights provided and published on the Council's website did not include the name of the Council. Please ensure in future the form is fully completed.

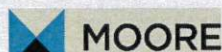
There is a trivial rounding error in both years' column when summed. When rounding the numbers for the Return care should be taken to ensure the Return correctly sums to box 7.

3 External auditor certificate 2022/23

We certify/~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

A handwritten signature in black ink that reads 'Moore'.

Date

12/09/2023

September 2023

Drainage and Surfacing Works, Cumwhinton Drive

Dear Sir/Madam,

Please can I introduce ourselves; our company is called Metcalfe Plant Hire and we are working on behalf of Taylor Wimpey.

We would like to take this opportunity to inform/pre-warn you that we will be carrying out drainage and surfacing works on Cumwhinton Drive for approximately 17-weeks starting on Monday 18th September.

Cumberland Council are fully aware of this project and approval has been granted to install a full road closure with a diversion route and signage.

This operation will restrict access into your properties for approximately 17-weeks, however the only times you will have limited access into your property is when the trench excavation is immediately in front of your driveway, unfortunately there is no other way to avoid this disruption, as the works progress you will be able to turn left or right as the drainage trench is reinstated.

We really do apologise for any inconvenience that this will cause you, but this task is completely unavoidable and is essential to connect the new drainage to United Utilities system.

Our team will strive to undertake this work as quickly as possible and with the least disruption as possible.

Again, we apologise for any inconvenience that this may cause you.

On Behalf of Metcalfe Plant Hire.

Geoff Fisher: 01768 868686

Taylor Wimpey North East

Rapier House, Colima Avenue, Sunderland SR5 3XB

t: 01494 509 090 | e: ccnortheast@taylorwimpey.com

Taylor Wimpey North East is a division of Taylor Wimpey UK Limited

Report
St Cuthbert Without Parish Council
21st September 2023

1.0 EXECUTIVE SUMMARY

- 1.1 This report confirms the current status of the reinstatement works at the common land on Lowry Street and seeks Parish Council approval to accept that the reinstatement has been completed to the satisfaction of the Council and hence releases the builder from their bond.
- 1.2 The Council is custodian of the unregistered common land at Lowry Street and following unauthorised access by a local builder to the land, in order to construct a party wall, damage was occasioned to the common land.
- 1.3 The Council accepted the offer from Cllr Reed to act on behalf of the Council in his capacity as a Chartered Surveyor on a pro bono basis with a view to ensuring the builder reinstated the common land to the Councils satisfaction.
- 1.4 The builder has now advised that the land has been reinstated and has sought confirmation that the Council accepts the same.

2.0 INTRODUCTION

- 2.1 This report confirms the current status of the reinstatement works at the common land on Lowry Street and seeks Parish Council approval to accept that the reinstatement has been completed to the satisfaction of the Council.

3.0 BACKGROUND

- 3.1 In January 2022, Cllr Pearson highlighted that a local builder had taken access to and had damaged the common land at Lowry Street which the Parish Council maintains as custodian. The subject land is shown hatched light blue on the attached plan.
- 3.2 The builder was approached and confirmed that “we will leave the area of land in question in a better state than we found it.”.
- 3.3 The builder subsequently appointed a firm of surveyors to ensure that the proper processes were followed when undertaking work on adjacent land.
- 3.4 Agreement was reached on the extent of the reinstatement works and a bond was given to the Council for use in the event the builder failed to honour the agreement.
- 3.5 The works were monitored, and any wants of reinstatement were picked up and brought to the attention of the agent.

- 3.6 In addition to the damage caused by the builder, Electricity North West Ltd (ENWL) undertook works to their substation and had left the land damaged. The Council's agent picked this up and agreed with ENWL that they would reinstate the land accordingly. The land has now been reinstated.

4.0 CURRENT POSITION

- 4.1 The builder via their agent has confirmed that they have completed the reinstatement works and have sought release from the bond.
- 4.2 The attached photographs provide the before and after record of condition.
- 4.3 As agent for the Council Mr Reed has inspected the completed works and overall can confirm that in his opinion the reinstatement works are now as complete as they can be and has recommended that the builder be released from the bond.

5.0 OPTIONS

- 5.1 Councillors may accept the recommendation or reject it and seek further works from the builder.
- 5.2 Acceptance will bring this matter to a close and rejection will bring the Council into dispute with the builder.

6.0 CONCLUSION

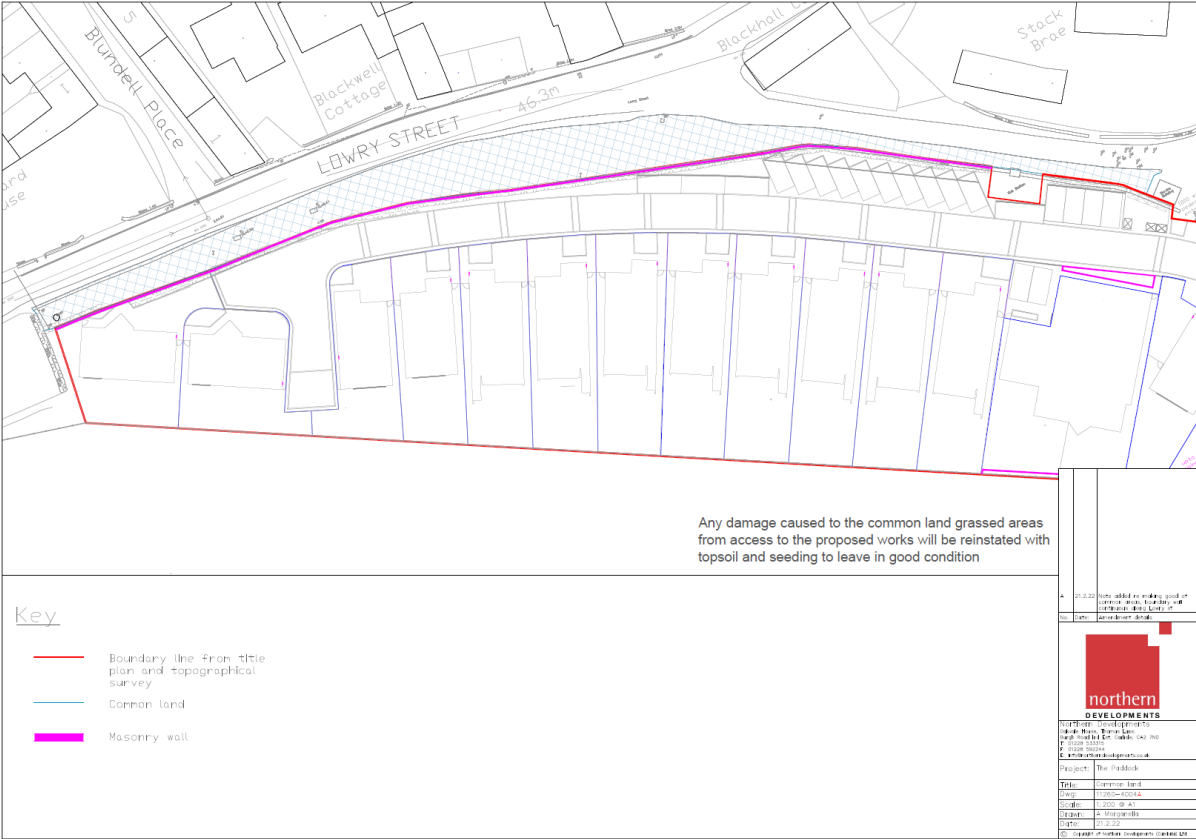
- 6.1 Whilst the builder should as part of their due diligence noted that the land was common land and hence sought permission to undertake their party wall works, they have honoured their commitment to leave the land in a better condition than before their works.

7.0 RECOMMENDATION

- 7.1 It is recommended that the Council notes the completion of the reinstatement works to the common land at Lowry Street and confirms that the reinstatement has been completed to the satisfaction of the Council and hence releases the builder from the bond.

Nick Phillips
Clerk to St Cuthbert Without Parish Council
14 Twickenham Court
Carlisle
CA1 3TW

COMMON LAND AT LOWRY STREET



Before and After Record of Condition

Before	After
	
January 2022	September 2023
	
January 2022	September 2023
	
April 2023	September 2023



April 2023



September 2023



April 2022



September 2023



April 2023



September 2023