

## St Cuthbert Without Parish Council

Parish Clerk: Nick Phillips (for Correspondence Only) 14 Twickenham Court, Carlisle CA1 3TW  
Tel: 0750 800 1602 Email:clerk@StCuthbertwithout-PC.gov.uk  
Web [www.stcuthbertwithout.org.uk](http://www.stcuthbertwithout.org.uk)

Wednesday, 19 March 2025

Dear Councillor

You are summoned to attend the **St Cuthbert Without Parish Council Meeting** that will be held at Wreay Village Hall on **Thursday 27 March 2025** at 7.30 PM. The Public and Press are invited to attend.



Clerk

### AGENDA

100. **APOLOGIES FOR ABSENCE** - To receive apologies and approve reasons for absence
101. **MINUTES OF THE COUNCIL MEETING held on 23 January 2025** - To authorise the chair to sign, as a correct record, the minutes of the meeting held on 23 January 2025 (attached).
102. **DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION**
- Register of Interests: Councillors are reminded of the need to update their register of interests
  - To declare any personal interests in items on the agenda and their nature
  - 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)
  - To make any requests for dispensation
103. **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
104. **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.
105. **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.)
106. **POLICE MATTERS** – to resolve whether to submit any matters to the Local Focus Hub.
107. **PLANNING APPLICATIONS** - You may view the details on the Planning Authority website ([Cumberland.gov.uk](http://Cumberland.gov.uk)) where parishioners can submit their own observations directly

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

25/0125	Carl View, Garlands Road, Carlisle, CA1 3SU	Erection Of Detached Double Garage (Part Retrospective)
25/0092	The Shields, Brisco, Carlisle, CA4 0QS	Erection Of Two Storey Side Extension To Provide Additional Living Accommodation On Ground Floor With 1no. En-Suite Bedroom Above

### 108. FINANCE

a. **Payments- to authorise** schedule of payments totalling £3332.63 (VN 84-95) 2024-25

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
Paid/direct debit/standing order							
84	28/02/2025	D&G Electrical Services North West Ltd	551	Defibrillators	150.00	30.00	180.00
85	28/02/2025	D&G Electrical Services North West Ltd	552	Defibrillators	220.00	44.00	264.00
86	06/03/2025	D&G Electrical Services North West Ltd	560	Defibrillators	183.33	36.67	220.00
88	27/03/2025	Nick Phillips	0	Salary	1,093.03	0.00	1,093.03
87	27/03/2025	HMRC	0	PAYE	115.50	0.00	115.50
91	27/03/2025	SSE Energy Solutions	0	Footway lighting	69.71	3.49	73.20
89	31/03/2025	Unity Trust Bank	0	Bank charges	6.00	0.00	6.00
Tyo be authorised							
90	27/03/2025	Nick Phillips	0	Expenses	16.51	0.00	16.51
95	27/03/2025	Zurich Municipal	79126378	Insurance	1,109.81	0.00	1,109.81
94	27/03/2025	John Kelly	JK-016	Website	194.58	0.00	194.58
92	27/03/2025	Cumbria Association of Local Councils	TR3165	Training	30.00	0.00	30.00
93	27/03/2025	Cumbria Association of Local Councils	TR3186	Training	30.00	0.00	30.00

b. **Payments- to authorise** schedule of payments totalling £2515.71 (VN 1-6) 2025-26. NB payments 1&2 subject to change depending on new tax codes and VN4 direct debit.

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
<b>To be paid by standing order or Direct Debit</b>							
2	27/04/2025	Nick Phillips	0	Salary	1,093.03	0.00	1,093.03

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1	27/04/2025	HMRC	0	PAYE	115.50	0.00	115.50
3	30/04/2025	Unity Trust Bank	0	Bank charges	6.00	0.00	6.00
4	30/04/2025	SSE Energy Solutions	0	Footway lighting	77.17	3.86	81.03
6	01/05/2025	Solway Garden and Landscapes	0	Playground and bus shelters	51.50	10.30	61.80
5	01/05/2025	Solway Garden and Landscapes	0	Grass contract	862.29	172.46	1,034.75
6	01/05/2025	Solway Garden and Landscapes	0	Playground and bus shelters	103.00	20.60	123.60

c. **Monthly reconciliation (January and February 2025) – to receive and note** the reconciliation and balances checked by Cllr Stringfellow.

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

e. **Receipt – to note** receipt from HMRC £1348.47 VAT refund, R08.

f. To resolve whether to add Cllrs Bowman as a signatory to the bank account.

109. **Carlisle Southern Link Road** – To receive, for information, any updates.

110. **St Cuthbert's Garden Village-** to receive, for information, any updates.

111. **Community Led Plan and Emergency plan** – to receive updates from the Clerk.

112. **Speed Indicator Devices** – to receive and note the attached reports.

113. **Sexual Harassment Policy** – to resolve whether to adopt the recommended policy (Attached).

114. **Defibrillators** – to receive an update on defibrillator installations and resolve whether to seek to install another device at Carleton Clinic to serve Parklands and The Coppice at £950 + VAT and installation.

115. **Wreay Village Green** -to note the attached report and resolve what actions to take.

### 116. **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.

### 117. **Date of next meeting**

**The Annual Parish Meeting and Annual Meeting of the Parish Council** will take place on Thursday 27 May 2025 in The Creighton Rugby Club at 7.30pm.

Agenda items to be submitted to the Clerk by 12 noon on 13 May 2025.

# St Cuthbert Without Parish Council

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## Minutes of the St Cuthbert Without Parish Council meeting held on Thursday 23 January 2025 at 7.30pm at The Creighton Rugby Club.

**Present:** S Reed (Chair), S Bird, M Bowman, T Gear, E Nanson, C Stringfellow, M Turnbull,

**Also present:** N Phillips (Clerk/RFO),

### Minutes

84. **APOLOGIES FOR ABSENCE** - received apologies and approved reasons for absence from Cllrs Bradford, Graham, Stewart and Wallace and Cumberland Cllr Patrick & Ellis. Not present Cllr Hayton.

85. **MINUTES OF THE COUNCIL MEETING held on 28 November 2024** - authorised the chair to sign, as a correct record, the minutes of the meeting held on 28 November 2024.

#### 86. **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) **The Clerk declared an interest in item 94 and left the room for that part of the meeting.**
- d. To make any requests for dispensation

#### 87. **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

#### 88. **PUBLIC PARTICIPATION - none present**

#### 89. **CUMBERLAND COUNCILLOR REPORTS—none present**

90. **POLICE MATTERS –resolved** to submit that Nitrous Oxide is still being used in Brisco to the Local Focus Hub. The Clerk reported that he had been dealing with the police regarding the use of motorbikes on Blackwell Common.

#### 91. **PLANNING APPLICATIONS -**

- a. resolved to submit observations on the following application

24/0739	Stable Cottage, Carleton, Carlisle, CA4 0BT	Erection Of Two Storey Extension To Provide Garage & Utility On Ground Floor With Gym Above; Together With First Floor Extension To Provide Additional Bedroom & Bathroom
No observations.		

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- b. noted the following applications that were delegated to the Clerk for decision following consultation with councillors and the comments below made online.

24/0041/TPO	Land at Carleton Clinic, West of Cumwhinton Drive, Carlisle	Removal Of 3no. Sycamore Trees & 1no. Spruce Tree Subject To TPO307	<p>St Cuthbert Without Parish Council have concerns regarding this application. There is no independent arboricultural report and only includes unlabelled photographs. There is not even a plan showing the trees to be felled or any geolocation of the affected trees. Therefore, there is no guarantee that only the affected trees will be felled. There has been no impact report on the potential harm to protected species that may be nesting, eg bats or woodpeckers. They have not stated what the felled trees would be replaced with.</p> <p>The Parish Council would not object if the felled trees were replaced by appropriately sized trees eg Standard or Heavy Standard and provision of other information as described.</p>
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- c. Noted the following applications were granted approval

24/0611	8 Worthington Place, Carlisle, CA1 3TS	Erection Of Freestanding Car Port
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### 92. FINANCE

- a. **Payments- authorised** schedule of payments totalling £4532.76 (VN 67-78)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
Already paid							
68	30/11/2024	SSE Energy Solutions	0	Footway lighting	77.17	3.86	81.03
70	31/12/2024	SSE Energy Solutions	0	Footway lighting	74.68	3.73	78.41
71	14/01/2025	London Hearts	09539	Defibrillators	2,250.00	0.00	2,250.00
To be paid/authorised							
75	24/01/2025	WJP Software Ltd	IN24-1005	Website	20.00	4.00	24.00
74	24/01/2025	Nick Phillips	0	Expenses	13.98	0.00	13.98
73	27/01/2025	Nick Phillips	0	Salary	924.38	0.00	924.38
72	27/01/2025	HMRC	0	PAYE	32.29	0.00	32.29
67	30/01/2025	Unity Trust Bank	0	Bank charges	6.00	0.00	6.00
77	27/02/2025	Nick Phillips	0	Salary	924.38	0.00	924.38
76	27/02/2025	HMRC	0	PAYE	32.29	0.00	32.29
69	28/02/2025	Unity Trust Bank	0	Bank charges	6.00	0.00	6.00
78	01/03/2025	Solway Garden and Landscapes	0	Playground and bus shelters	50.00	10.00	60.00

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78	01/03/2025	Solway Garden and Landscapes	0	Playground and bus shelters	100.00	20.00	120.00
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b. **Monthly reconciliation (November and December 2024) –received and noted** the reconciliation and balances checked by Cllr Stringfellow.

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

d. **Receipt –noted** receipt from Unity Trust Bank Interest £202.34 R07.

93. **HIGHWAY MATTERS:** received, the following items relating to the highway which the Clerk will report: Sewell Lane – parking at London Road end of the road is causing obstruction at times. Pothole in Higher Wreay Road. Redcat to Scalegate Road potholes have been repaired but are the repairs are now breaking down.

94. Clerk’s Salary –discussed the attached job evaluation and salary and resolved to change salary to point SCP 31 at 55 hours from 1<sup>st</sup> February 2025.

95. Community Emergency plan –received the CEP toolkit and resolved to set up a working party to consider an emergency plan comprised of the Clerk and Cllrs Wallace, Bird, Nanson.

96. Defibrillators – Received the following information – the defibrillators for The Creighton Rugby Club, Carleton Day Centre and Durdar Garage are now with the electrician and due to be installed imminently. Wreay School has 2 Defibrillators, one inside and one outside the building the latter is public access at all times. The Racecourse have agreed that they would be prepared to have a defibrillator installed on an outside wall for public access. Councillors resolved to authorise the Clerk to proceed with the purchase and installation of a defibrillator at The Racecourse.

97. Email and Gov.uk domain –received an update that the new email address and domain name is set up and resolved to setup the basic email option for all councillors at £20 per councillor.

**98. Councillors’ reports and items for future agenda**

Cllr Wallace asked the Clerk to provide regular reports on the SIDs in the parish

Following the completion of Cumwhinton Drive work parking has again been an issue with cars parked blocking the pavement. Clerk to liaise with Carleton Clinic and police.

St Cuthbert Garden Village – Cllrs appreciated the joint meeting with Cummersdale Parish Council and wished to offer to host the next meeting.

**99. Date of next meeting**

**The next meeting of the Parish Council** will take place on Thursday 27 March 2025 in Wreay Village Hall at 7.30pm.

Agenda items to be submitted to the Clerk by 12 noon on 14 March 2025.

**Meeting closed at 20.18**

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

**Case Officer:**

Elisabeth Turner

**Direct Line:**

01228 817276

**E-mail:**

elisabeth.turner@carlisle.gov.uk

**Your Ref:**

**Our Ref:**

ET/DC/25/0125

12 March 2025

Dear Nick

### **CONSULTATION ON PLANNING SUBMISSION: PARISH COUNCIL**

**Proposal: Erection Of Detached Double Garage (Part Retrospective)**

**Location: Carl View, Garlands Road, Carlisle, CA1 3SU**

**Appn Ref: 25/0125**

**Grid Ref: 342832 553755**

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 09 April 2025.

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 Cumberland Council or via the Planning Applications page on the Council's website: [www.cumberland.gov.uk](http://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 09 April

2025.

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

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

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

Yours sincerely

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

**Christopher Hardman, Head of Development Management**



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

**FAO Case Officer:** Elisabeth Turner

## **PARISH COUNCIL REPLY TO CONSULTATION ON PLANNING APPLICATION**

**Proposal:** Erection Of Detached Double Garage (Part Retrospective)

**Location:** Carl View, Garlands Road, Carlisle, CA1 3SU

**Appn Ref:** 25/0125

- \*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:**

Laura Brice

**Direct Line:**

01228 817260

**E-mail:**

Laura.Brice@carlisle.gov.uk

**Your Ref:**

**Our Ref:**

LB/DC/25/0092

10 March 2025

Dear Nick

## **NOTIFICATION OF AMENDED DETAILS/FURTHER INFORMATION**

**Proposal: Erection Of Two Storey Side Extension To Provide Additional Living Accommodation On Ground Floor With 1no. En-Suite Bedroom Above**

**Location: The Shields, Brisco, Carlisle, CA4 0QS**

**Appn Ref: 25/0092**

**Grid Ref: 341924 552070**

I refer to the above application, upon which you were recently consulted and/or commented and write to advise that revised plans of the proposal have now been submitted.

You may view the application via our online register at [www.cumberland.gov.uk](http://www.cumberland.gov.uk).

Revised details can be found at the top the "Documents" listed on the application details under either "Amended" or "Additional Info".

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

I would be grateful to receive, by 31 March 2025, your observations upon the amendments prior to the application being formally determined. 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.

You are reminded of the Right to Speak Scheme and how it applies to Parish Councils. If you require further details of the Scheme please contact Planning for a copy of the "Right To Speak Policy" or you may access it via the Planning Applications page on the Council's website, [www.cumberland.gov.uk](http://www.cumberland.gov.uk)

Should you require any further information 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 details are given at the head of this letter.

Please note that any adjacent residents who have also been notified of the amended plans may contact you to arrange to view the amended plans. I would ask that any request of that nature be accommodated if at all possible.

Yours sincerely

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

**Christopher Hardman, Head of Development Management**

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

**FAO Case Officer:** Laura Brice

## **PARISH COUNCIL REPLY TO CONSULTATION ON PLANNING APPLICATION**

**Proposal: Erection Of Two Storey Side Extension To Provide Additional Living Accommodation On Ground Floor With 1no. En-Suite Bedroom Above**

**Location: The Shields, Brisco, Carlisle, CA4 0QS**

**Appn Ref: 25/0092**

\*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**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

19 March 2025 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
84	Defibrillators	28/02/2025		Unity	551	Defibrillators	D&G Electrical Services Noi	S	150.00	30.00	180.00
85	Defibrillators	28/02/2025		Unity	552	Defibrillators	D&G Electrical Services Noi	S	220.00	44.00	264.00
86	Defibrillators	06/03/2025		Unity	560	Defibrillators	D&G Electrical Services Noi	S	183.33	36.67	220.00
90	Clerk's expenses	27/03/2025		Unity		Expenses	Nick Phillips	E	16.51		16.51
95	Insurance	27/03/2025		Unity	79126378	Insurance	Zurich Municipal	Z	1,109.81		1,109.81
94	Subscriptions	27/03/2025		Unity	JK-016	Website	John Kelly	Z	194.58		194.58
92	Training	27/03/2025		Unity	TR3165	Training	Cumbria Association of Loc	Z	30.00		30.00
93	Training	27/03/2025		Unity	TR3186	Training	Cumbria Association of Loc	Z	30.00		30.00
88	Salary	27/03/2025		Unity		Salary	Nick Phillips	E	1,093.03		1,093.03
87	HMRC	27/03/2025		Unity		PAYE	HMRC	E	115.50		115.50
91	Lighting	27/03/2025		Unity		Footway lighting	SSE Energy Solutions	L	69.71	3.49	73.20
89	Bank charges	31/03/2025		Unity		Bank charges	Unity Trust Bank	E	6.00		6.00
<b>Total</b>									<b>3,218.47</b>	<b>114.16</b>	<b>3,332.63</b>

Prepared by: \_\_\_\_\_  
*Name and Role*

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

Approved by: \_\_\_\_\_  
*Name and Role*

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

Approved by: \_\_\_\_\_  
*Name and Role*

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

# INVOICE



ST CUTHBERT WITHOUT PARISH COUNCIL  
NICK PHILLIPS  
14 TWICKENHAM COURT  
CARLISLE  
CUMBRIA  
CA1 3TW

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

VAT NO: 434 5476 85

## DETAILS

Invoice No: 0385285  
Invoice Date: 21-Jan-25  
Page: 1 of 1

ANNUAL PLAY AREA INSPECTION 2024/25

LINE NO	DESCRIPTION	QTY	UNIT PRICE	VAT RATE %	TOTAL (ex VAT)	VAT AMOUNT	AMOUNT
1	BLACKWELL COMMON	1.00	58.50	20.00	58.50	11.70	70.20
					58.50	11.70	70.20

ALL INVOICES STRICTLY 28 DAYS NET

For any queries regarding this invoice, please contact;

JILL FOSTER

Tel: 01228 817243

email: [JILL.FOSTER@CARLISLE.GOV.UK](mailto:JILL.FOSTER@CARLISLE.GOV.UK)

## PAYMENT METHODS

**By BACS** : National Westminster Bank, Sort Code 55-81-37  
Account No 96595752. Cumberland Council Income Account.  
Please ensure your bank quotes our Invoice No.

**By Internet** : Pay online at [www.cumberland.gov.uk/payonline](http://www.cumberland.gov.uk/payonline)

**By Telephone** : Telephone 01228 221077  
Please send remittance advice to [remittance@cumberland.gov.uk](mailto:remittance@cumberland.gov.uk)

Our Full Terms and Conditions are available at : [www.cumberland.gov.uk/pay-sundry-debt](http://www.cumberland.gov.uk/pay-sundry-debt)

## TOTAL AMOUNT DUE £

70.20

## DETAILS

CUSTOMER NO: E0007489  
INVOICE NO: 0385285

Z10

# Requested Donation



Donation Reference  
Date

09596  
27th January, 2025

**From**

**London Hearts**

Harlech House  
London Hearts  
20 Cathedral Road  
Pontcanna  
Cardiff  
CF11 9LJ

**To**

**St Cuthbert Without Parish Council**

14 Twickenham Court  
Carlisle  
CA13TW

Quantity	Item	Price	Total
1	DHSC - Mindray C1A Fully Automatic Defibrillator & External Heated Cabinet with keypad lock - Partially Funded	£750.00	£750.00
	<b>Total Donation</b>		<b>£750.00</b>

## Thank You

Please Make Payment To

**Bank Details**

**Account Name** London Hearts  
**Account No.** 41297268  
**Sort Code.** 30-90-89

**Questions? Contact Us**

**T** 020 7043 2493  
**E** [hello@defibgrant.co.uk](mailto:hello@defibgrant.co.uk)  
**W** <https://www.londonhearts.org>

**The Heart Charity for Everyone**

**You will never receive an email from us advising of a change in bank details.**  
If you receive any correspondence of this type, please contact us immediately on 020 7043 2493.

London Hearts is a registered charity, number: 1180901

**WJP Software Limited**

Office 10, Bedale Hall, North End,, Bedale,, North Yorks,, DL8 1AA

**Telephone:** 01677 392001  
**Mobile:** 07769970448

**Email:** james.proctor@wjps.co.uk  
**Website:** www.wjps.co.uk

**VAT Number**  
GB 110 437659



**Customer** St Cuthbert Without Parish Council  
**Reference**  
**Invoice Address** c/o Parish Clerk  
**Delivery Address** c/o Parish Clerk

**Invoice Number** IN24-1044  
**Invoice Date** 04/02/2025  
**Due Date** 06/03/2025

Description	Qty/Hrs	Price/Rate	Net	% VAT	VAT	Total (£)
Office 365 Kiosk Email (O365 Kiosk Email)	9.00	25.00	225.00	20.00	45.00	270.00
<b>Total Net</b>						225.00 (£)
<b>Total VAT</b>						45.00 (£)
<b>Total</b>						270.00 (£)

**Notes**

Please note that you can pay directly into our bank account.  
Please quote the invoice number.

Sort Code: 40-40-22 / Account Number: 01742582

Account Name: WJP Software Limited / Bank: HSBC

VAT Rate	Net (£)	VAT (£)	Total (£)
Standard 20.00%	225.00	45.00	270.00

**Terms and Conditions**

The total must be paid within 30 days of the date at the top of the invoice.  
If you have any problems with this invoice please contact info@wjps.co.uk



# D&G ELECTRICAL SERVICES NORTH WEST LTD

15 turnestone drive  
carlisle  
CU  
CA27NU  
dandgelectricalcumbria@gmail.com  
VAT Registration No.: 439938244

## VAT Invoice

INVOICE TO  
NICK PHILLIPS

INVOICE 551  
DATE 20/02/2025  
TERMS Net 30  
DUE DATE 22/03/2025

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
20/02/2025	Services	DARREN FITTED DEFIB CREIGHTON RUGBY CLUB X1 UNSWITCHED FUSED SPUR X1 PATTRESS BOX X1 GLAND X BLACK CLIPS	1	180.00	180.00

D&g ELECTRICAL SERVICES NORTH WEST LTD  
SORT CODE 40-18-00  
ACCOUNT NUMBER 40649198  
HSBC BUSINESS ACCOUNT  
VAT NUMBER 439-9382-44

INCLUDES VAT TOTAL 30.00  
TOTAL 180.00  
BALANCE DUE **£180.00**

### VAT SUMMARY

	RATE	VAT	NET
	VAT @ 20%	30.00	150.00

# D&G ELECTRICAL SERVICES NORTH WEST LTD

15 turnestone drive  
carlisle  
CU  
CA27NU  
dandgelectricalcumbria@gmail.com  
VAT Registration No.: 439938244

## VAT Invoice

INVOICE TO  
NICK PHILLIPS

INVOICE 552  
DATE 20/02/2025  
TERMS Net 30  
DUE DATE 22/03/2025

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
20/02/2025	Services	DARREN FITTED DEFIB CARLETON DAY CENTRE X1 UNSWITCHED SPUR X1 PATTRESS BOX X2 GLANDS X F.P.200 CABLE OUT DOOR	1	220.00	220.00

D&g ELECTRICAL SERVICES NORTH WEST LTD  
SORT CODE 40-18-00  
ACCOUNT NUMBER 40649198  
HSBC BUSINESS ACCOUNT  
VAT NUMBER 439-9382-44

SUBTOTAL	220.00
VAT TOTAL	44.00
TOTAL	264.00
BALANCE DUE	<b>£264.00</b>

### VAT SUMMARY

	RATE	VAT	NET
	VAT @ 20%	44.00	220.00

# D&G ELECTRICAL SERVICES NORTH WEST LTD

15 turnestone drive  
carlisle  
CU  
CA27NU  
dandgelectricalcumbria@gmail.com  
VAT Registration No.: 439938244

## VAT Invoice

INVOICE TO  
NICK PHILLIPS

INVOICE 560  
DATE 28/02/2025  
TERMS Net 15  
DUE DATE 15/03/2025

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
28/02/2025	Services	DARREN FITTED DEFIBRILLATOR DURDAR GARAGE X1 SPUR X1 PATTRESS BOX X1 4X4 WISKA BOX X1M CABLE X1 COMPRESHION GLAND	1	220.00	220.00

D&g ELECTRICAL SERVICES NORTH WEST LTD  
SORT CODE 40-18-00  
ACCOUNT NUMBER 40649198  
HSBC BUSINESS ACCOUNT  
VAT NUMBER 439-9382-44

INCLUDES VAT TOTAL 36.67  
TOTAL 220.00  
BALANCE DUE **£220.00**

### VAT SUMMARY

	RATE	VAT	NET
	VAT @ 20%	36.67	183.33

**P30**

# Employer's Payslip 2024/25

MONTH 12 (ENDING 5 APRIL, 2025)

## Employer Details

Employer name	St Cuthbert Without Parish Council
Employer PAYE reference	783 / UZ69221
Accounts Office reference	783PG00163389

## Income Tax

Gross tax	£52.40
Received from HMRC to refund tax	£0.00
Gross CIS deductions	£0.00
CIS deductions suffered	£0.00
Gross Student + Postgraduate Loan deductions	£0.00
<b>Net Income Tax</b>	<b>1</b> £52.40

## National Insurance Contributions

Employee National Insurance Contributions	£8.47
Employer National Insurance Contributions	£54.63
Statutory Maternity Pay recovered	£0.00
Statutory Maternity Pay NIC compensation	£0.00
Statutory Paternity Pay recovered	£0.00
Statutory Paternity Pay NIC compensation	£0.00
Statutory Adoption Pay recovered	£0.00
Statutory Adoption Pay NIC compensation	£0.00
Statutory Shared Parental Pay recovered	£0.00
Statutory Shared Parental Pay NIC compensation	£0.00
Statutory Parental Bereavement Pay recovered	£0.00
Statutory Parental Bereavement Pay NIC compensation	£0.00
Received from HMRC to pay Statutory Pay	£0.00
Employment Allowance claim	£0.00
Apprenticeship levy	£0.00
<b>Net National Insurance Contributions</b>	<b>2</b> £63.10

## Year to Date

Amount due in previous periods	£452.44
Amount paid in previous periods	£0.00
Adjustment	£0.00
<b>Shortfall amount carried forward to this period</b>	<b>3</b> £0.00


## Amount Due

**1 + 2 + 3****£115.50**

# Nicholas Phillips Month Ending 31 Mar 2025

St Cuthbert Without Parish Council

## Employee Details

Works number	4
Tax code	
National Insurance number	
National Insurance table	A

## Payments

Monthly pay	£1,153.90
<i>Total</i>	£1,153.90

## Deductions

Tax	£52.40
National Insurance	£8.47
<i>Total</i>	£60.87

## This Month

Taxable gross pay	£1,153.90
Employer National Insurance	£54.63
Net pay	£1,093.03

## Year to Date

Taxable gross pay	£11,633.60
Tax	£186.80
Employee National Insurance	£30.99
Employer National Insurance	£350.15

## Payment

£1,093.03
Paid 31/03/2025

# St Cuthbert Without Parish Council

## Clerk's Expenses March 2025

Postage

VAT

Total

Travel

Miles

@per mile

To post agendas on noticeboards (March)

17.6 £ 0.47

£ 8.25

Posters re Garden Village

17.6 £ 0.47

£ 8.25

Totals

£ - £ 16.51

£ 16.51

St Cuthbert Without Parish Council  
 14 Twickenham Court  
 CARLISLE  
 CA1 3TW

**Invoice Structure Identifier 8700089959**

Invoice Number IV02558525  
 Tax Point Date 07/03/2025  
 VAT registration number 553 7696 03  
 CCL registration number 553 7696 03 0000  
**Payment Due By 21/03/2025**  
 Invoice Page 1 of 4

## Electricity Supply Invoice

Invoice period 01/02/2025 to 28/02/2025

### Invoice Summary

Site reference	Units kWh	Energy inc SC	CCL	VAT@20%	VAT@5%	Total
AGR0155889	209.20	£69.71	£0.00	£0.00	£3.49	£73.20

See the following page(s) for the site details of how we calculated your invoice.

**Direct Debit reference 0029263**

**Balance to be collected by Direct Debit on or after 21/03/2025**

Energy inc standing charges (SC)	£69.71
Total CCL	£0.00
Total VAT	£3.49
<b>Total this invoice</b>	<b>£73.20</b>
Balance brought forward from previous invoice	£81.03
Payments received 24/02/2025	-£81.03
<b>Direct Debit due</b>	<b>£73.20</b>

Failure to make payment in full by the due date will result in a late payment charge. If you're struggling to pay, please contact us.



Voreda House  
Portland Place  
Penrith  
Cumbria  
CA11 7BF

[office@calc.org.uk](mailto:office@calc.org.uk)

St Cuthbert Without PC  
[clerk@stcuthbertwithout-pc.gov.uk](mailto:clerk@stcuthbertwithout-pc.gov.uk)

## INVOICE

Invoice No: TR3165

Invoice Date: 7<sup>th</sup> February 2025

Item	Cost
<b>Effective Councillor Module 1 Training: 6<sup>th</sup> February 2025</b> <b>Delegate(s): Emma Nanson</b>	£30.00
<b>Total Invoice Value:</b>	<b>£30.00</b>

*Please make cheques payable to Cumbria Association of Local Councils  
OR*

Bank Details for direct payments:

Unity Trust Bank  
A/c No: 20466598  
Sort Code: 60-83-01

---

Chairman: Cllr Mary Bradley

Chief Officer: Sonia Hutchinson

Cumbria Association of Local Councils Ltd is a company limited by guarantee registered in England and Wales.  
Registered number: 15107335

[www.calc.org.uk](http://www.calc.org.uk)



**St Cuthbert Without Parish Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2	Salary	27/04/2025		Unity		Salary	Nick Phillips	E	1,093.03		1,093.03
1	HMRC	27/04/2025		Unity		PAYE	HMRC	E	115.50		115.50
3	Bank charges	30/04/2025		Unity		Bank charges	Unity Trust Bank	E	6.00		6.00
4	Lighting	30/04/2025		Unity		Footway lighting	SSE Energy Solutions	L	77.17	3.86	81.03
6	Risk Management	01/05/2025		Unity		Playground and bus shelters	Solway Garden and Landsc	S	51.50	10.30	61.80
5	Grass contract	01/05/2025		Unity		Grass contract	Solway Garden and Landsc	S	862.29	172.46	1,034.75
6	Sundry repairs and Maintenanc	01/05/2025		Unity		Playground and bus shelters	Solway Garden and Landsc	S	103.00	20.60	123.60
<b>Total</b>									<b>2,308.49</b>	<b>207.22</b>	<b>2,515.71</b>

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

## 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)*

	<b>Bank Reconciliation at 28/02/2025</b>			
	Cash in Hand 01/04/2024			45,140.38
	<b>ADD</b>			
	Receipts 01/04/2024 - 28/02/2025			29,438.52
				74,578.90
	<b>SUBTRACT</b>			
	Payments 01/04/2024 - 28/02/2025			27,861.76
<b>A</b>	<b>Cash in Hand 28/02/2025</b> (per Cash Book)			<b>46,717.14</b>
	Cash in hand per Bank Statements			
	Petty Cash	31/07/2023	0.00	
	Unity	28/02/2025	11,499.94	
	Unity Savings account	28/02/2025	35,841.20	
				<b>47,341.14</b>
	Less unrepresented payments			624.00
				46,717.14
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>46,717.14</b>
	<b>A = B Checks out OK</b>			

**St Cuthbert Without Parish Council**  
**Uncashed payments\transfers out (All banks)**  
**(Upto 28/02/2025)**

<b>Voucher</b>	<b>Date</b>	<b>Cheque No.</b>	<b>Description</b>	<b>Total</b>	<b>Bank</b>
78	28/02/2025		Playground and bus shelters	180.00	Unity
84	28/02/2025	551	Defibrillators	180.00	Unity
85	28/02/2025	552	Defibrillators	264.00	Unity
			Total-----	<b>624.00</b>	

# 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:** 31/01/2025

**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

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



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
31/12/2024		Balance brought forward	£0.00	£0.00	£17,397.38
02/01/2025	Standing Order	S/O to: IAN RUMMEY	VN66 £180.00	£0.00	£17,217.38
14/01/2025	Faster Payment Debit	B/P to: London Hearts	VN71 £2,250.00	£0.00	£14,967.38
22/01/2025	Direct Debit	Direct Debit (SSE ENERGY SUPPLY)	VN82 £81.03	£0.00	£14,886.35

Page number 1 of 3

Statement number 047

**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. © Unity Trust Bank. All Rights Reserved.



Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
27/01/2025	Standing Order	S/O to: N Phillips	VN73 £924.38	£0.00	£13,961.97
27/01/2025	Standing Order	S/O to: HMRC	VN72 £32.29	£0.00	£13,929.68
28/01/2025	Faster Payment Debit	B/P to: WJP Software Ltd	VN75 £24.00	£0.00	£13,905.68
28/01/2025	Faster Payment Debit	B/P to: London Hearts	VN80 £750.00	£0.00	£13,155.68
28/01/2025	Faster Payment Debit	B/P to: Cumberland Council	VN79 £70.20	£0.00	£13,085.48
28/01/2025	Faster Payment Debit	B/P to: N Phillips	VN74 £13.98	£0.00	£13,071.50
31/01/2025	Fee	Service Charge	VN67 £6.00	£0.00	£13,065.50

# 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:** 28/02/2025

**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

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



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
31/01/2025		Balance brought forward	£0.00	£0.00	£13,065.50
07/02/2025	Faster Payment Debit	B/P to: WJP Software Ltd	VN81 £270.00	£0.00	£12,795.50
24/02/2025	Direct Debit	Direct Debit (SSE ENERGY SUPPLY)	VN83 £81.03	£0.00	£12,714.47
27/02/2025	Standing Order	S/O to: N Phillips	VN77 £1,092.83	£0.00	£11,621.64

Page number 1 of 3

Statement number 048

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

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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
27/02/2025	Standing Order	S/O to: HMRC	VN76 £115.70	£0.00	£11,505.94
28/02/2025	Fee	Service Charge	VN69 £6.00	£0.00	£11,499.94

# St Cuthbert Without Parish Council

19 March 2025 (2024-2025)

## Monthly breakdown of Receipts and Payments

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

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>PAYMENTS</b>															
<b>Income</b>															
VAT Refund															
Precept															
Bank Interest															
Grant receipt															
<b>Administration</b>															
Precept															
Payroll	120.00		120.00											120.00	
Audit	250.00		50.00				210.00							260.00	-10.00
Clerk's expenses	260.00		24.65		24.00		8.25		8.25		13.98		16.51	95.64	164.36
Insurance	1,100.00												1,109.81	1,109.81	-9.81
Post/Phone	20.00														20.00
Subscriptions	1,500.00		713.45		407.50						20.00	225.00	194.58	1,560.53	-60.53
Training	150.00		120.00										60.00	180.00	-30.00
Salary	9,155.00	891.00	891.00	891.00	891.00	891.00	891.00	891.00	1,144.19	924.38	924.38	1,092.83	1,093.03	11,415.81	-2,260.81
HMRC	2,336.00	18.35	18.35	18.35	18.35	18.35	18.35	18.35	143.71	32.29	32.29	115.70	115.50	567.94	1,768.06
Bank charges	72.00			18.00			18.00	5.40	6.00	6.00	6.00	6.00	6.00	71.40	0.60
<b>Grounds</b>															
Risk Management	300.00		50.00		700.00		650.00		50.00		108.50	50.00		1,608.50	-1,308.50
Grass contract	4,371.00		662.42	662.42	662.42	662.42	662.42	662.42						3,974.52	396.48
Sundry repairs and Mai	600.00		100.00		154.52		100.00		100.00		100.00	100.00		654.52	-54.52
Picnic area	100.00														100.00
Noticeboards								275.00						275.00	-275.00
Delivery															
Benches	1,500.00		429.00		357.00									786.00	714.00
Grit Bins	1,260.00														1,260.00
<b>Lighting</b>															
Lighting	1,000.00	77.17	74.68	77.17	74.68	77.17	77.17	74.68	77.17	74.68	77.17	77.17	69.71	908.62	91.38



## St Cuthbert Without Parish Council

19 March 2025 (2024-2025)

### Monthly breakdown of Receipts and Payments

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

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>Miscellaneous</b>															
Sundries	700.00								35.00					35.00	665.00
Grants	500.00														500.00
SID						885.64		905.24	241.40					2,032.28	-2,032.28
Defibrillators											3,000.00	370.00	183.33	3,553.33	-3,553.33
	<b>25,294.00</b>	<b>986.52</b>	<b>3,253.55</b>	<b>1,666.94</b>	<b>3,289.47</b>	<b>2,534.58</b>	<b>2,635.19</b>	<b>2,832.09</b>	<b>1,805.72</b>	<b>1,037.35</b>	<b>4,282.32</b>	<b>2,036.70</b>	<b>2,848.47</b>		
														<b>Total:</b>	<b>29,208.90</b>
														<b>Variance:</b>	<b>-3,914.90</b>

**St Cuthbert Without Parish Council**  
**Monthly breakdown of Receipts and Payments**  
 All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

19 March 2025 (2024-2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>RECEIPTS</b>															
<b>Income</b>															
VAT Refund															
Precept		27,000.00												27,000.00	27,000.00
Bank Interest				173.39			176.49			202.34				552.22	552.22
Grant receipt		610.00	1,176.30											1,786.30	1,786.30
<b>Administration</b>															
Precept	27,000.00														-27,000.00
Payroll															
Audit															
Clerk's expenses															
Insurance															
Post/Phone															
Subscriptions															
Training															
Salary															
HMRC															
Bank charges															
<b>Grounds</b>															
Risk Management															
Grass contract				100.00										100.00	100.00
Sundry repairs and Mair															
Picnic area															
Noticeboards															
Delivery															
Benches															
Grit Bins															
<b>Lighting</b>															
Lighting															

# St Cuthbert Without Parish Council

19 March 2025 (2024-2025)

## Monthly breakdown of Receipts and Payments

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

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>Miscellaneous</b>															
Sundries															
Grants															
SID															
Defibrillators															
	27,000.00	27,610.00	1,176.30	273.39			176.49			202.34					
														<b>Total:</b>	<b>29,438.52</b>
														<b>Variance:</b>	<b>2,438.52</b>

# St Cuthbert Without Parish Council

Parish Clerk: Nick Phillips (for Correspondence Only) 14 Twickenham Court,  
Carlisle CA1 3TW

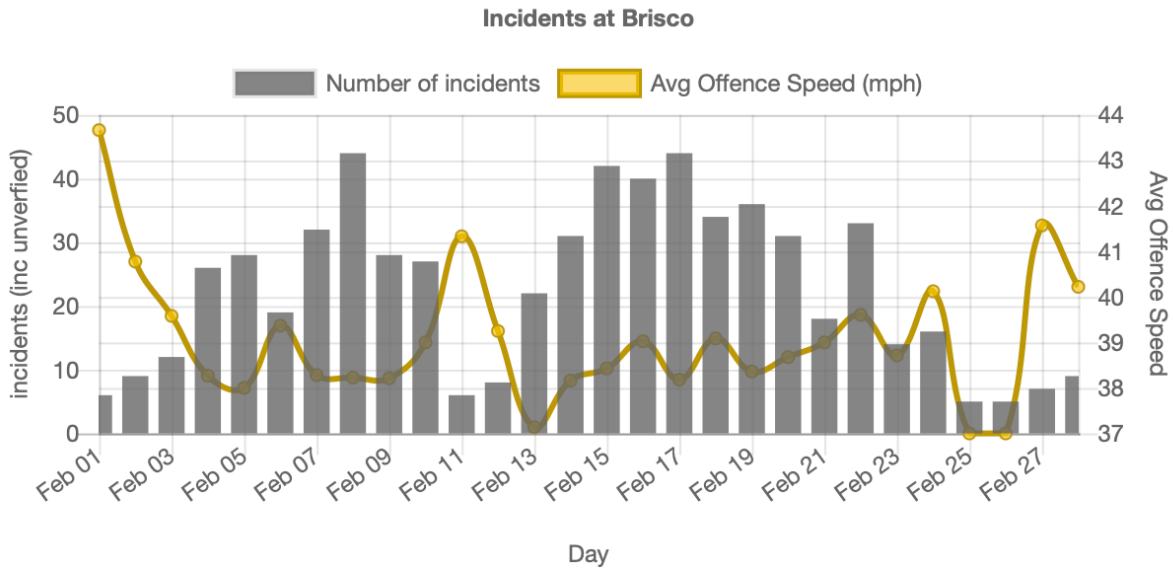
Tel: 0750 800 1602      Email: [clerk@StCuthbertWithout-PC.gov.uk](mailto:clerk@StCuthbertWithout-PC.gov.uk)

Web [www.stcuthbertwithout.org.uk](http://www.stcuthbertwithout.org.uk)

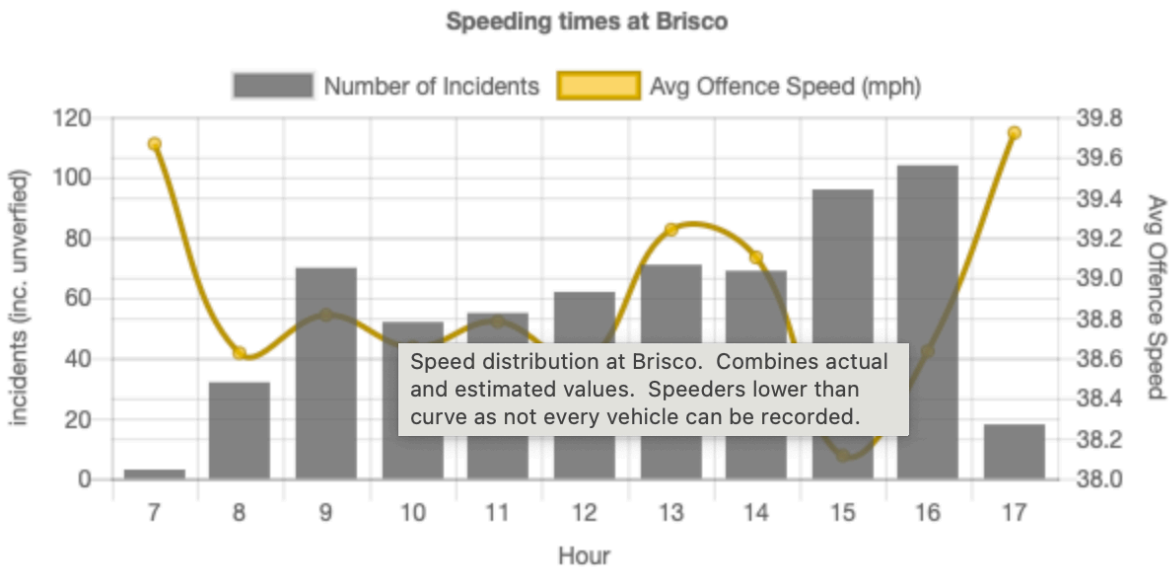
## Speed Camera Analysis – Brisco February 2025

The camera is at the following location [foal.cigar.vision](http://foal.cigar.vision) pointing in a north westerly direction.

The speed limit is 30 mph and the camera is set to record motorists exceeding 35mph. This month there have been 632 speeders travelling at higher than the trigger speed. The maximum speed was 57 mph.



The most frequent time to be caught was 16:00



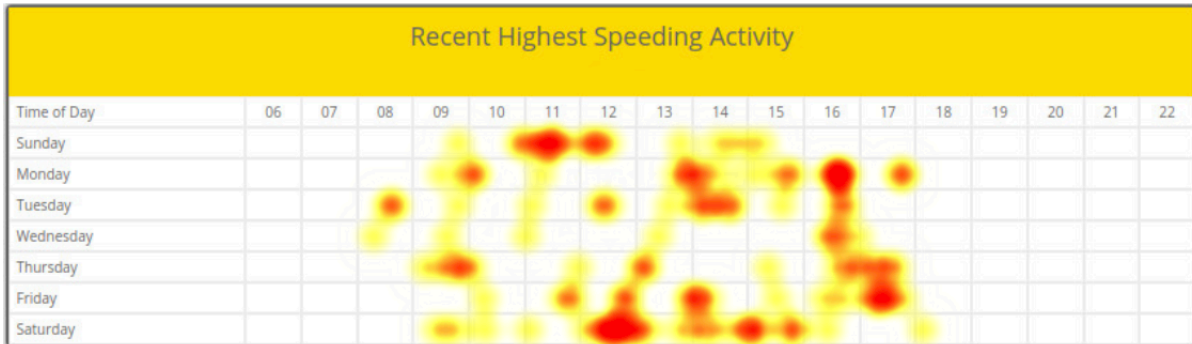
## St Cuthbert Without Parish Council

**Parish Clerk: Nick Phillips (for Correspondence Only) 14 Twickenham Court,  
Carlisle CA1 3TW**

**Tel: 0750 800 1602      Email: [clerk@StCuthbertWithout-PC.gov.uk](mailto:clerk@StCuthbertWithout-PC.gov.uk)**

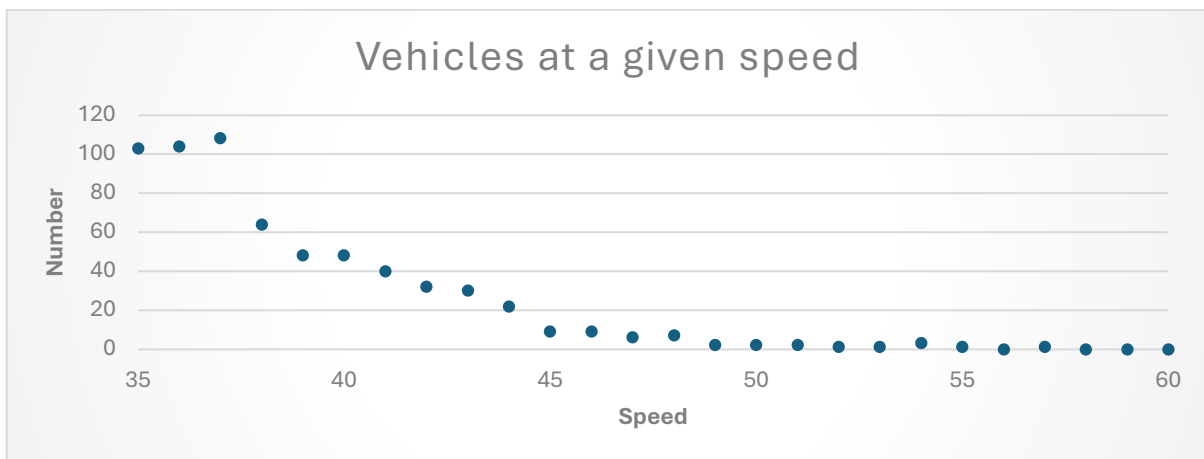
**Web [www.stcuthbertwithout.org.uk](http://www.stcuthbertwithout.org.uk)**

The heatmap shows the days and times that most speeding occurs.



### Speed distributions

Speed	Count
35-40	427
40-45	172
45-50	33
50-55	9
55+	2



### Persistent offenders

The following statistics show the number of vehicles persistently caught

No of times captured	Minimum Speed	Maximum speed
8	35	41
7	35	43
6	37	49
5	35	39

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4	36	52
4	37	46
4	39	44
4	36	42
4	38	42
4	35	38
3	36	57
3	36	48
3	35	44
3	37	43
3	36	43
3	39	43
3	38	42
3	36	42
3	35	41
3	36	40
3	38	40
3	36	40
3	35	40
3	35	39
3	35	38
3	35	38
3	35	38
3	36	38
3	36	37
2	44	54
2	48	50
2	38	48
2	35	47
2	42	46
2	37	46
2	43	44
2	39	44
2	41	44
2	37	43
2	41	43
2	38	43
2	42	43

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2	43	43
2	39	43
2	40	43
2	37	42
2	40	42
2	40	42
2	41	42
2	39	41
2	36	41
2	36	41
2	36	41
2	40	41
2	36	41
2	37	40
2	39	40
2	35	40
2	37	39
2	36	39
2	36	39
2	37	39
2	36	39
2	37	38
2	36	38
2	37	38
2	37	38
2	37	38
2	35	38
2	36	37
2	36	37
2	36	37
2	37	37
2	37	37
2	36	37
2	36	37
2	35	37
2	35	36
2	35	36
2	35	36

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2	36	36
2	35	36
2	35	36
2	35	36
2	35	35
2	35	35
2	35	35
2	35	35

Number of times caught	No of vehicles caught
2	59
3	19
4	6
5	1
6	1
7	1
8	1
9	0
10+	0

Persistent speeding motorists along with a list of all speeding offenders has been shared with Cumbria Police Community Speedwatch team with the belief that they will then write to the persistent offenders.

### Summary

The average speed recorded in the last month was 31.6 mph whilst the 85<sup>th</sup> percentile speed (the speed at which 85% of motorists are travelling below) was 37.3 mph. This shows medium adherence to the speed limit in the area.

### Recommended actions

	Recommendation	Council decision
Keep the camera at this location for the next month to build a larger picture of the speeding issues at this location	X	
Move the camera from this location to serve a different location		



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Share this report with Neighbourhood Policing Team	X	
Share this report with Cumberland Council as Highways authority.	X	

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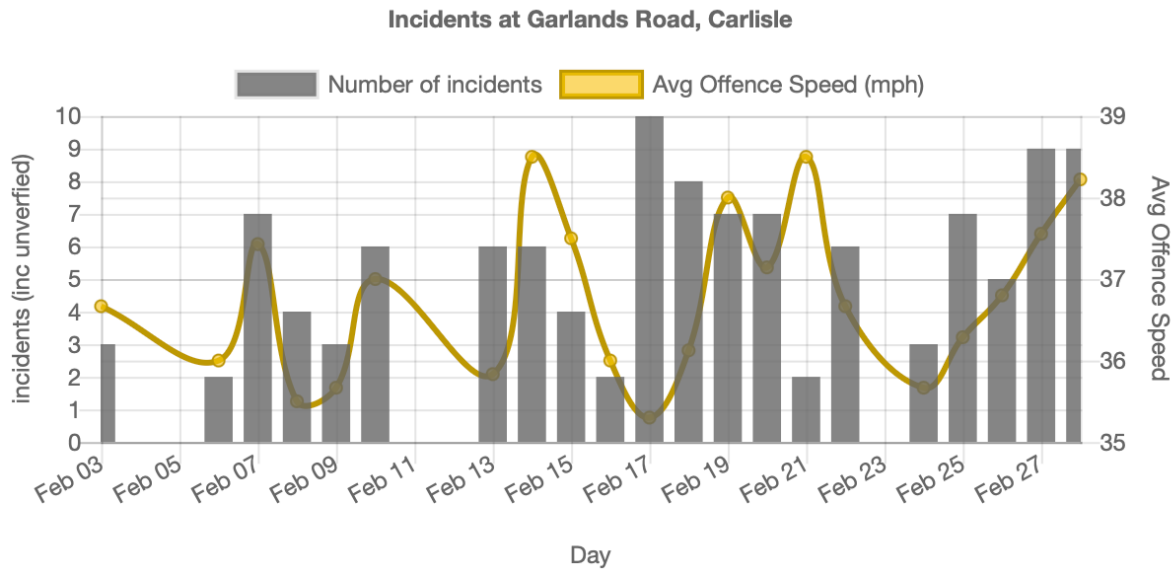
Tel: 0750 800 1602      Email: [clerk@StCuthbertWithout-PC.gov.uk](mailto:clerk@StCuthbertWithout-PC.gov.uk)

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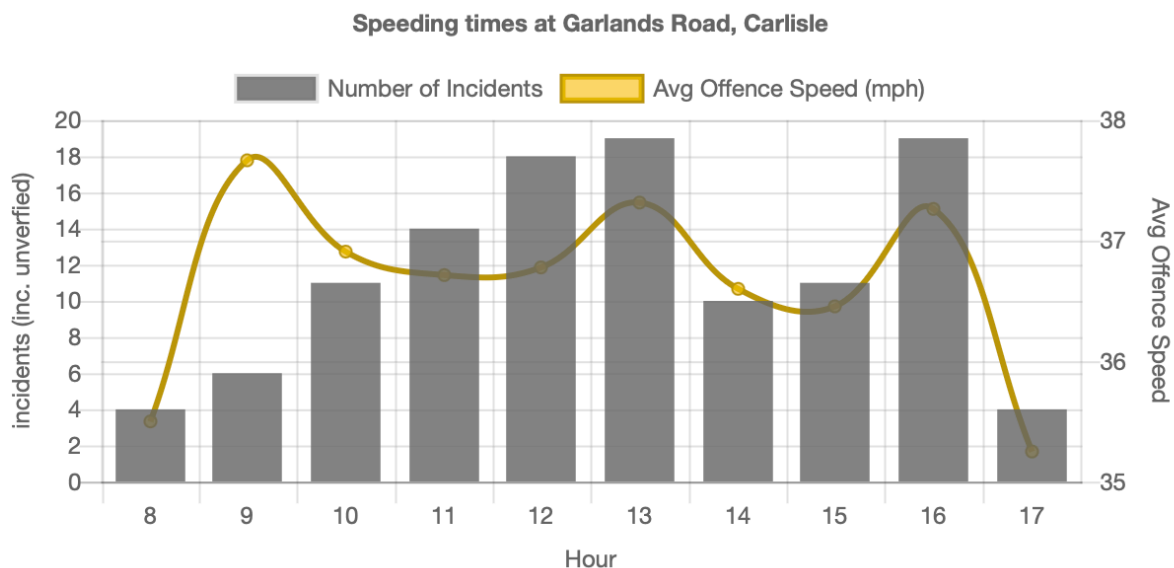
## Speed Camera Analysis – Garlands Road February 2025

The camera is at the following location [///fend.fines.lake](#) pointing in a North Easterly direction.

The speed limit is 30 mph and the camera is set to record motorists exceeding 35mph. This month there have been 116 speeders travelling at higher than the trigger speed. The maximum speed was 47 mph.



The most frequent time to be caught was 1pm



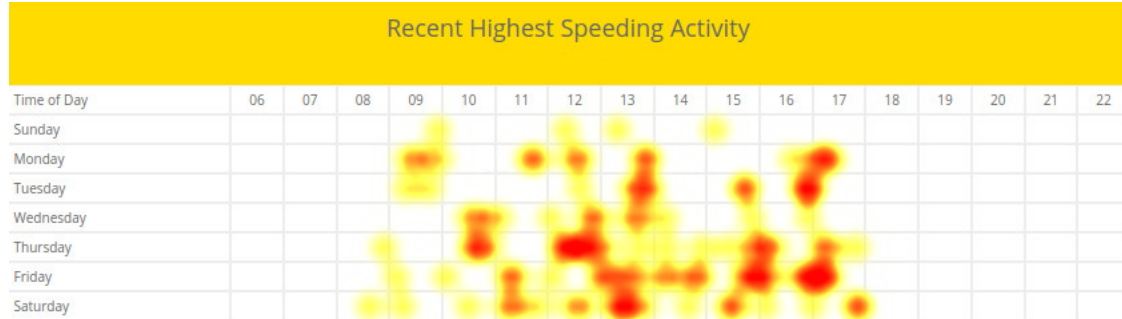
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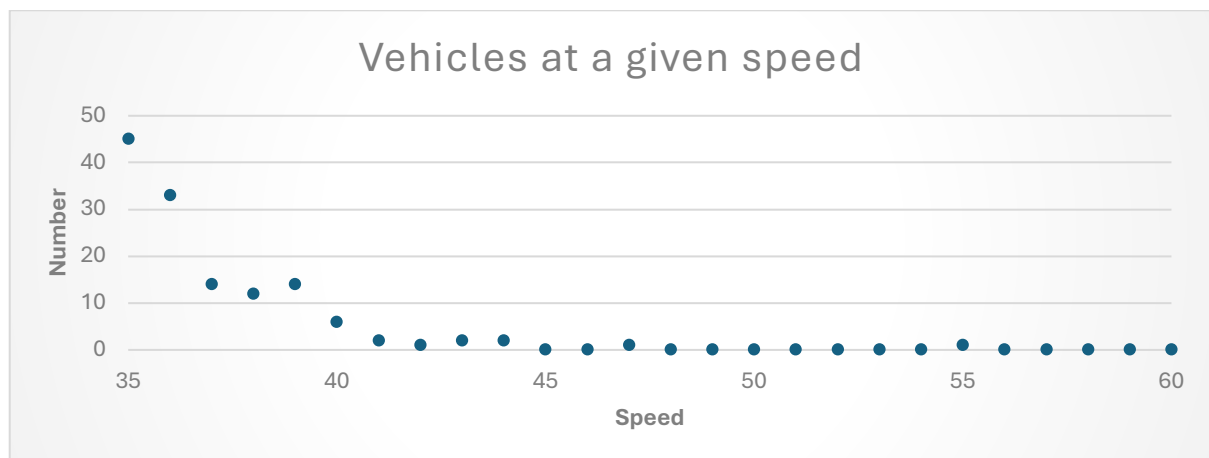
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The heatmap shows the days and times that most speeding occurs.



### Speed distributions

Speed	Count
35-40	118
40-45	13
45-50	1
50-55	0
55+	1



### Persistent offenders

The following statistics show the number of vehicles persistently

No of times captured	Minimum Speed	Maximum speed
4	36	40
4	35	39
4	35	38
3	36	43
3	35	37
3	35	36

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2	39	42
2	35	41
2	35	39
2	35	39
2	35	39
2	35	38
2	35	37
2	35	37
2	35	36
2	36	36
2	35	36
2	36	36

Number of times caught	No of vehicles caught
2	12
3	3
4	3
5	0
6	0
7	0
8	0
9	0
10+	0

Persistent speeding motorists along with a list of all speeding offenders has been shared with Cumbria Police Community Speedwatch team with the belief that they will then write to the persistent offenders.

### Summary

The average speed recorded in the last month was 29.6 mph whilst the 85<sup>th</sup> percentile speed (the speed at which 85% of motorists are travelling below) was 31.8 mph. This shows Good adherence to the speed limit in the area.

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### Recommended actions

	Recommendation	Council decision
Keep the camera at this location for the next month to build a larger picture of the speeding issues at this location	X	
Move the camera from this location to serve a different location		
Share this report with Neighbourhood Policing Team	x	
Share this report with Cumberland Council as Highways authority.	x	

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# SEXUAL HARASSMENT POLICY

### Document history

Notes of changes	Version No.	Date of approval and adoption
Sexual Harassment Policy	1	27/3/2025

**THIS SEXUAL HARASSMENT POLICY IS PUBLISHED AS APPROVED BY ST CUTHBERT WITHOUT PARISH COUNCIL IN MARCH 2025**

# St Cuthbert Without Parish Council

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## **Scope**

This policy covers all St Cuthbert Without Parish Council employees and councillors.

## **Definition of Sexual Harassment**

Sexual harassment is any unwanted behaviour of a sexual nature that makes someone feel offended, humiliated, or intimidated. It can include, but is not limited to:

- Unwelcome sexual advances.
- Inappropriate touching or physical contact.
- Sexual jokes or comments.
- Displaying sexually explicit materials.
- Sending sexually explicit emails or messages.

## **Duty to Prevent Sexual Harassment**

In accordance with the Worker Protection (Amendment of Equality Act 2010) Act 2023, effective from 26 October 2024, we have a duty to take reasonable steps to prevent sexual harassment in the workplace. This includes:

- Implementing preventive measures such as regular training and clear communication of this policy.
- Creating a culture of respect and inclusion.
- Taking proactive steps to identify and mitigate risks of sexual harassment.

## **Reporting Procedure**

If you experience or witness sexual harassment, you should report it to your line manager. If you do not feel able to do so, report it to the Chair or another councillor. Reports can be made in person or via email.

## **Handling Sexual Harassment Complaints**

All complaints will be taken seriously and handled promptly and sensitively. If proven, we will take prompt and effective action. Any employee found to have engaged in sexual harassment may face disciplinary action, which may include

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dismissal. Councillors may also be subject to appropriate actions if found to be engaged in sexual harassment.

### **Procedure**

The process will include:

- Acknowledging receipt of the complaint
- Conducting a thorough and impartial investigation
- Keeping all parties informed of the progress
- Ensuring confidentiality as much as possible

Subject to the outcome of an investigation, we may consider a range of formal and, potentially, informal options where both the council and the person making a complaint think this is appropriate.

### **Informal Action**

For example, this might include:

- Explaining to the person who's been complained about why their behaviour was not acceptable and that it needs to change.
- Arranging mediation between the people involved.

### **Formal Action**

A formal procedure will be followed either:

- When informal options have not or would not work or be appropriate or.
- A formal complaint is made at the outset.

### **Disclosure of Sensitive Communications**

We will handle sensitive communications with the utmost care. This includes:

- Maintaining the confidentiality of all parties involved
- Ensuring that any sensitive information disclosed during the investigation is protected
- Following legal guidelines on privilege and disclosure to ensure that sensitive communications are only shared with those who need to know.

### **Supporting People in Speaking Up About Sexual Harassment**



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We recognise the importance of supporting individuals in speaking up about sexual harassment. We recognise that creating and maintaining an open, respectful culture is key to doing so and, to foster a safe environment for reporting, we will:

- **Reduce Psychological Barriers:** Acknowledge the difficulty of speaking up and provide reassurance that reports will be taken seriously and handled with sensitivity.
- **Lessen Social Threats:** Make it clear that the intention of reporting is to improve the workplace environment, not to target individuals.
- **Provide Clear Reporting Channels:** Ensure that people know how and where to report incidents, and that they can do so without fear of retaliation.
- **Offer Support and Resources:** Provide access to counselling and support services for those who report harassment.
- **Encourage a Speak-Up Culture:** Regularly communicate the importance of speaking up and, if reasonably possible, provide training on how to do so effectively.

### Additional Steps for Management

We also recognise that creating an open and respectful culture is primarily the responsibility of St Cuthbert Without Parish Council. To further ensure a harassment-free workplace, management will:

- **Include in Policies and Training:** Ensure that our zero tolerance of sexual harassment is properly reflected in other policies, induction and on the job training.
- **Lead by Example:** Demonstrate zero tolerance for sexual harassment through their own behaviour and actions.
- **Communicate Clearly:** Communicate the importance of a harassment-free workplace and the steps being taken to ensure it.
- **Report Instances:** Any complaints about sexual harassment will be reported to the Chair and, if appropriate, other reporting action taken.
- **Regular Training:** Conduct annual training sessions for all employees, and councillors on recognising, preventing, and addressing sexual harassment.

### Support for Affected Individuals

We will provide support to anyone affected by sexual harassment, including access to counselling services and adjustments to work arrangements if needed.

## St Cuthbert Without Parish Council

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### Wreay Village Green.

#### Background

Wreay Village Green is owned by the Church Commissioners but the Parish Council has registered the land as a designated Village Green and has taken on responsibility for cutting the grass, ensuring surveys of the trees are carried out etc. Rachael Kelly, the previous Clerk, issued an invoice to the Church Commissioners which, after threatening legal action to recover the debt, was finally paid in May 2025.

The Clerk has been in negotiation with the church commissioners for some time regarding the purchase, for a peppercorn amount, of the Village Green.

#### Update

The Church Commissioners appointed Savills as their land agent to initiate discussions regarding the land sale. On 20 February I received a Heads of Terms document that sets out the following:

- One part of the Village Green is identified, the other is omitted.
- The purchase amount of £10,000 is quoted
- An Overage agreement is included for 500 years whereby if the PC were to dispose of the land commercially then the Church Commissioners would be entitled to 50% of the enhanced price.

I have responded and said that I would be advising the Parish Council not to go ahead on these terms but that the decision would be for the Parish Council to make. I further stated that we would need both parts of the Village Green to be included without an Overage Agreement and that the price would need to reflect the fact that, as a Village Green, the land has no commercial value.

I would like to now issue a new invoice for grass cutting to the church commissioners for 2024-25 as a retrospective payment. Our contractor states that Wreay makes up 3/8 of his time allocated for the grass cutting. = £1241 with the expectation that this will follow on an annual basis until such time as the issue is resolved. It is more difficult to quantify the ratio between the cost of the tree survey in Wreay and other areas.

#### Questions:

1. Are councillors in agreement that I reject the current offer to purchase the green?
2. Are councillors in agreement for me to continue to negotiate better terms with the caveat that any deal is subject to agreement by the full council?
3. Are councillors in agreement that I issue an invoice for grass cutting?