

KIRKOSWALD PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW Tel: 0750 800 1602

Email: KirkoswaldParishCouncil@Hotmail.co.uk Website kirkoswaldparishcouncil.co.uk

Tuesday, 6 September 2022

Dear Councillor

You are summoned to attend the **PARISH COUNCIL MEETING** that will be held at Renwick Reading Room on **Tuesday 13th September 2022** at 7.30pm. The Public and Press are invited to attend.



Clerk

AGENDA

65. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

66. MINUTES OF THE COUNCIL MEETING held on 12 July 2022

To authorise the chair to sign, as a correct record, the minutes of the meeting held on 12 July 2022 (attached).

a. To discuss any matters arising

Heat Camera (still awaiting information form Housing Department)

Defibrillators (pads cost £78 every 3 years, Battery £210 every 5 years – average cost of £68 per unit per year)

67. DECLARATIONS OF INTEREST

Members are invited to declare any personal and/or prejudicial interests relating to items on the agenda.

68. PUBLIC PARTICIPATION

PUBLIC PARTICIPATION (20 MINUTES ALLOWED) - this agenda item enables Parish Councillors to hear the views, comments and/or complaints from the public. The Parish Councillors can respond. However (unless the items are already on the agenda) no council decisions can be taken at this meeting but, if appropriate, the matters can be put onto a future agenda for decision.

69. DISTRICT COUNCILLOR AND COUNTY 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.)

70. POLICE MATTERS –

a. to resolve whether to submit any matters to the Local Focus Hub.

b. to receive any information on any Police matters

71. HIGHWAYMAN'S REPORT- to receive and discuss any matters arising.

72. CHURCH INSTITUTE – to receive a report.

73. PLANNING APPLICATIONS - You may view the details on the Eden District Council website www.eden.gov.uk (where parishioners can submit their own observations directly.)

a. To note the following applications that were emailed to councilors for comment and comments made online by the clerk.

22/0508	Selah House, Renwick.	Conversion of attached stone barn to annexed living accommodation.	Support
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22/0141	Ravenbridge Stores, Kirkoswald. Penrith	Listed Building Consent for the installation of cable and box to gable wall for broadband	Support
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b. To Note the following applications were granted approval

22/0381	HIGH COLLEGE KIRKOSWALD PNRITH CA10 1DQ	Listed Building Consent to re-open previously blocked doorway to cellar and insert 4no glass panels in the floor above the cellar.
22/0342	6 SANDHILL KIRKOSWALD PENRITH CA10 1EG	Detached Garage.
22/0353	LOWFIELD KIRKOSWALD PENRITH CA10 1EW	Eco refurbishment, improved accessibility works and extension to existing dwelling. Re-submission of 21/0843.

74. FINANCE

a. **Payments- to authorise** schedule of payments totalling £412.67 (VN 28-31)

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
VN28	01/09/2022	Hayton Parish Council	IN05	CiLCA support	90.00	-	90.00
VN29	14/09/2022	N Phillips		Salary September	293.28	-	293.28
VN30	01/09/2022	HSBC		Bank Charges September	5.00	-	5.00
VN31	6/9/2022	N Phillips		Expenses September	24.39		24.39

b. **Monthly reconciliation (July and August 2022) – to receive and note** the reconciliation and balances.

75. **Broadband** – to Receive an update

76. Honours Nomination – to resolve whether the council should support a nomination for an honour.

77. Parking in Kirkoswald – Discuss and Resolve what actions to take.

78. 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.

79. Date of next meeting

The next meeting of the Parish Council will take place on Tuesday 11th October 2022 in Kirkoswald Church Institute at 7:30pm.

Agenda items to be submitted to the Clerk by 12 noon on Friday 30 September 2022.

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Minutes of the Kirkoswald Parish Council Meeting held on Tuesday 12 July 2022 in Kirkoswald Church Institute at 7.30 PM

Present: Cllr S Quinn (Chair), Cllr I Henderson, Cllr J Haugh, Cllr A Jackson, Cllr N Jackson, Cllr H Kent, Cllr P Morgan,

Also Present: N Phillips Clerk/RFO, District Cllr M Robinson

Minutes

48. APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllr W Smith (family commitment), Cllr J Tea (prior engagement), Cllr R Raine (holiday), Cllr N Edmondson (family commitment).
Cllr J Little

49. MINUTES OF THE COUNCIL MEETING held on 14 June 2022

Authorised the chair to sign, as a correct record, the minutes of the meeting held on 14 June 2022.

50. DECLARATIONS OF INTEREST

None declared

51. PUBLIC PARTICIPATION

None present

52. DISTRICT COUNCILLOR REPORT – Received the following items

District Cllr Robinson – Levelling up fund bid should have been on 7 July, although HM Gov website not yet available. £7.2m bid being submitted for enterprise centre at junction 41 of M6. Any project needs to be complete within a timeframe of 18 -24 months, with other bids possibly being prepared.

Shared prosperity fund, £1.8m grant to be divided within a variety of different according to best fit of central government priorities. Lots of work to be done before the new authority comes into effect.

53. POLICE MATTERS –

- a. **Nothing to report to local focus hub**
- b. No information to feedback

54. HIGHWAYMAN'S REPORT- In addition to the Drainage report submitted by Cllr Morgan, the Clerk and Cllr Raine visited and mapped potholes to report. Tree branch broken off and a danger at Woodbrow. Speeding issues again in village. A speed recorder has been installed for a week monitor speeding in the village, Clerk to request information on findings.

55. CHURCH INSTITUTE –Nothing to report

56. PLANNING APPLICATIONS -

- a. Resolved to submit observations as detailed.

22/0466	Former Smithy adj. 1 Staffield Cottages, Staffield	Conversion of redundant former smithy and storage building to single detached dwelling, including a rear extension and associated external works and drainage
A concern was raised about access to the site for construction, although the application was supported.		

57. FINANCE

- a. **Payments- authorised** schedule of payments totalling £436.67 (VN VN21-24)
Noted that VN21 had already been paid as it was authorised by Cllr Quinn as a

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very overdue invoice.

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	TOTAL AMOUNT £
VN21	28/06/2022	Rocket Sites	INV 2032	Website from August 2021	95.00	19.00	114.00
VN22	01/07/2022	N Phillips	EXP July	Clerk's Expenses	24.39	-	24.39
VN23	01/07/2022	N Phillips		Salary July	293.28	-	293.28
VN24	01/07/2022	HSBC		Bank Charges (Jun)	5.00	-	5.00

b. **Payments- authorised** schedule of payments for August totalling £ 436.28 (VN VN25-27)

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	TOTAL AMOUNT £
VN25	03/07/2022	Rocket Sites	INV 2250	Website from August 2022	115	23	138
VN26	01/08/2022	HSBC		Bank Charges (Aug)	5.00	-	5.00
VN27	01/08/2022	N Phillips		Salary August	293.28	-	293.28

c. **Budget overview** – received and noted the monthly budget sheet.

d. **Monthly reconciliation (June 2022)** –

received and noted the reconciliation and balances.

e. **Receipts** -noted receipt of Bank Interest in BMM account of £0.18 (R03)

58. Parish Plan – was formally adopted and to be published on the website.

59. Village Lights – Resolved to postpone discussion until September when evening are less light.

60. Heat Loss Camera- Received an update, the camera would need to be used by a trained operator to be able to interpret the images and the findings. Clerk to contact Eden District Council regarding the powers the Parish Council has to provide this service.

61. Defibrillator expenses – to defer to next meeting to bring costings to the Parish Council.

62. CiLCA training- approved budget for Clerk to undertake CiLCA – 50% of costs CiLCA £410 + £180 for CALC Support.

63. Councillors' reports and items for future agenda

- Parking in village (September meeting)

- B4RN – want to finish work by mid August.

64. Date of next meeting

The next meeting of the Parish Council will take place on Tuesday 13th September 2022 in Renwick Reading Room at 7:30pm.

Agenda items to be submitted to the Clerk by 12 noon on Friday 2 September 2022.

2022/23 ACCOUNTS			April 8.3%	May 16.6%	June 25%	July 33.3%	August 41.6%	September 50%		
PAYMENTS	Actual	Budget ??							Total	% spend
	2021/22	2022/23								
ADMINISTRATION										
Salaries/NI/Recrt & Payroll Services	£ 3,372.00	£ 4,035.00	£ 300.93	£ 606.26	£425.28	£293.28	£293.28	£293.28	£ 2,212.31	55%
Insurance	£ 515.68	£ 516.00								0%
Audit Fees	£ 310.00	£ 310.00		£ 75.00					£ 75.00	24%
Travel & Office Expenses	£ 400.00	£ 400.00		£ 17.82	£149.29	£ 24.39		£ 24.39	£ 215.89	54%
Office Accommodation & Computer Exes	£ 260.00	£ 260.00								0%
Training	£ -	£ 0.00						£ 90.00	£ 90.00	9000000%
Room Rental	£ 247.00	£ 247.00								0%
Subscriptions	£ 209.76	£ 210.00		£ 222.86		£ 95.00	£115.00		£ 432.86	206%
Bank Charges	£ 15.00	£ 60.00	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 30.00	
B4RN project	£ 96.88	£ 100.00								0%
Repairs and maintenance	£ 720.88	£ 720.00	£ 20.00						£ 20.00	3%
Playground	£ -	£ 0.00								0%
Photocopying	£ 20.00	£ 20.00								0%
Event expenses	£ 252.32	£ 250.00								0%
Grants										
KO Methodist Church	£ 500.00	£ 1,000.00		£ 1,000.00					£ 1,000.00	100%
KO PCC	£ 500.00	£ 1,000.00		£ 1,000.00					£ 1,000.00	100%
Renwick Reading Room	£ 250.00	£ 500.00		£ 500.00					£ 500.00	100%
Fellrunner Village Bus	£ 250.00	£ 250.00		£ 250.00					£ 250.00	100%
KO Church Institue	£ 750.00	£ 0.00								0%
Lazonby & Districy S/Pool	£ 250.00	£ 0.00								0%
Renwick Church	£ -	£ 900.00		£ 900.00					£ 900.00	100%
Kirkoswald Village Shop	£ 800.00	£ 0.00								0%
Great North Air Ambulance	£ 250.00	£ 250.00		£ 250.00					£ 250.00	100%
Miscellaneous	£ -	£ 58.99		£ 58.99					£ 58.99	100%
VAT	£ -	£ 0.00			£ 28.41	£ 19.00	£ 23.00		£ 70.41	7041000%
TOTAL	£ 19,410.85	£ 11,086.99	£ 320.93	£ 4,890.93	£607.98	£436.67	£436.28	£412.67	£ 7,105.46	64%
RECEIPTS	Actual	Budget							Total	
		2021/22								
Precept inc CTRS Grant	£ 14,879.00	£ 15,615.00	£ 15,615.00						£ 15,615.00	100%
Rent	£ 341.00	£ 341.00								0%
Other Grants	£ 500.00	£ 500.00	£ 150.00						£ 150.00	30%
Bank Interest	£ 0.20	£ 0.20				£ 0.18			£ 0.18	90%
Wayleaves	£ -	£ 0.00								0%
Miscellaneous	£ -	£ 0.00								0%
VAT	£ -	£ 0.00								0%
TOTAL	£ 15,720.20	£ 16,456.20	£ 15,531.00			£ 0.18			£ 15,765.18	96%

KIRKOSWALD PARISH COUNCIL MEETING SEPTEMBER 2022 – FINANCIAL OFFICER’S REPORT

ACCOUNTS FOR PAYMENT

I present for approval the following accounts for payment – Vouchers No.28 to 31 amounting to £412.67

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	GROSS AMOUNT £	VAT INCLUDED £	NET AMOUNT £
VN28	01/09/2022	Hayton Parish Council	IN05	CiLCA support	90.00	-	90.00
VN29	14/09/2022	N Phillips		Salary September	293.28	-	293.28
VN30	01/09/2022	HSBC		Bank Charges September	5.00	-	5.00
VN31	6/9/2022	N Phillips		Expenses September	24.39		24.39

Approved - Minute No.	74a
Signatories	
Date	

HAYTON PARISH COUNCIL

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

Tel: 0750 800 1602 Email: clerkhaytonpc@gmail.com

www.haytonparishcouncil.org.uk

Invoice IN05

For Attention of Nick Phillips, Clerk Kirkoswald parish Council

Invoice for half share of CALC support for training re CiLCA

£90

Many thanks

Nick Phillips

Clerk to Hayton Parish Council

Account Details

Hayton Parish Council

Account no 

Sort Code 20-18-47

VN28



Make a bill payment

- 1. Payee details
- 2. Payment details
- 3. Check and confirm
- 4. **Done!**

✓ Done! Payment created.

Summary

From 40-36-10 [REDACTED]
 CHARITABLE
 KIRKO PARISH COU

Payment date 14 Sep 2022

Hayton PC
 IN05
 [REDACTED]

GBP 90.00

✓ Payment has been successfully created
 Your payment instructions have been received and are bei
 To guarantee your payment will be made please ensure yc
 sufficient covering formal overdraft facility available by the

Authorisation

Authorised by
 GBHBEU1003867766PHILLIPSNICHOL

Date and time
 06 Sep 2022 at 10:40:16

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Date : 12/09/2022

Kirkoswald Parish Council

Page : 1 of 1

Time : 16:50:02

Payment Summary (Part 1) Portrait

Tax Month : 6 Week : 23 Payment Frequency: Monthly

<u>E'ee Ref</u>	<u>Employee Name</u>	<u>Total Gross</u>	<u>Taxable Gross</u>	<u>Other Payments</u>	<u>Student/ Postgrad Loan</u>	<u>PAYE</u>	<u>Employee NIC</u>	<u>Employer NIC</u>	<u>Employee Pension*</u>	<u>Statutory Payments</u>	<u>Other Deductions</u>	<u>Net Pay</u>
1	N Phillips	293.28	293.28	293.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	293.28
<u>1</u>	<u>Employees</u>	<u>293.28</u>	<u>293.28</u>	<u>293.28</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>293.28</u>

*Please note this value does not include any contribution made to a salary sacrifice pension scheme.



VN29

Make a bill payment

- 1. Payee details
- 2. Payment details
- 3. Check and confirm
- 4.

✔ Done! Payment created.

Summary

From	40-36-10 [REDACTED] CHARITABLE KIRKO PARISH COU
Payment date	14 Sep 2022

Nicholas Phillips KO Council [REDACTED]	GBP 293.28
---	------------

✔ Payment has been successfully created

Your payment instructions have been received and are bei
To guarantee your payment will be made please ensure yc
sufficient covering formal overdraft facility available by the

Authorisation

Authorised by
GBHBEU1003867766PHILLIPSNICHOL

Date and time
06 Sep 2022 at 10:41:24

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Kirkoswald Parish Council

Clerk's Expenses September 2022

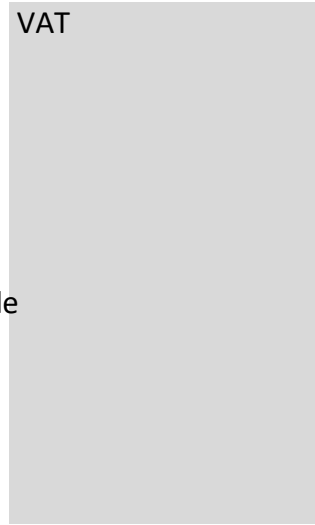
Postage

Travel
Agenda/Mins July

Miles @per mile
52 £ 0.47

VAT Total

Totals £ - £ 24.39





VN31

Make a bill payment

- 1. Payee details
- 2. Payment details
- 3. Check and confirm
- 4. **Done!**

Done! Payment created.

Summary

From	CHARITABLE KIRKO PARISH COU	
Payment date	14 Sep 2022	
Nicholas Phillips KO Council	GBP 24.39	<p>Payment has been successfully created</p> <p>Your payment instructions have been received and are bei To guarantee your payment will be made please ensure yc sufficient covering formal overdraft facility available by the</p>

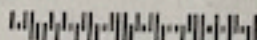
Authorisation

Authorised by GBHBEU1003867766PHILLIPSNICHOL	Date and time 06 Sep 2022 at 10:42:10
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Mr Nicholas Phillips
 Kirkcaldy Parish Council
 14 Twickenham Court
 Carlisle
 CA1 3TW

Your Statement



Account Summary

Opening Balance	17,729.47
Payments In	0.00
Payments Out	322.67
Closing Balance	17,406.80

1 July to 31 July 2022

Account Name
 Kirkcaldy Parish Council

Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
30 Jun 22	BALANCE BROUGHT FORWARD			17,729.47
13 Jul 22	DP Nicholas Phillips Exp July VN22	24.39		
	BP Nicholas Phillips Salary July VN23	298.28		17,411.80
21 Jul 22	DR TOTAL CHARGES TO 29/JUN/2022 VN24	5.00		17,406.80
31 Jul 22	BALANCE CARRIED FORWARD			17,406.80

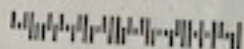
Information about the Financial Services Compensation Scheme

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

Debit Interest Rates	balance	EAR variable
Debit interest		21.34%

Mr Nicholas Phillips
 Kirkcaldy Parish Council
 14 Twickenham Court
 Carlisle
 CA1 3TW

Your Statement



Account Summary	
Opening Balance	17,406.80
Payments In	0.00
Payments Out	436.28
Closing Balance	16,970.52

1 August to 31 August 2022

Account Name
 Kirkcaldy Parish Council



Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 Jul 22	BALANCE BROUGHT FORWARD			
01 Aug 22	BP Rocket Sites Ltd INV2250 KOPC VN25			17,406.80
10 Aug 22	BP Nicholas Phillips Salary August VN27	138.00		17,268.80
21 Aug 22	DR TOTAL CHARGES TO 30/JUL/2022 VN28	293.28		16,975.52
31 Aug 22	BALANCE CARRIED FORWARD	5.00		16,970.52
				✓ 16,970.52

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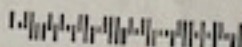


Debit Interest Rates	balance	EAR variable
Debit interest		21.34%

Contact tel 03457 60 60 60
see reverse for call times
 Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

Mr Nicholas Phillips
 Kirkoswald Parish Council
 14 Twickenham Court
 Carlisle
 CA1 3TW

Your Statement



Account Summary

Opening Balance	1,420.31
Payments In	0.00
Payments Out	0.00
Closing Balance	1,420.31

Interest Rate - Valid as at end date of the statement period
0.15% AER

1 August to 31 August 2022

Account Name
 Kirkoswald Parish Council

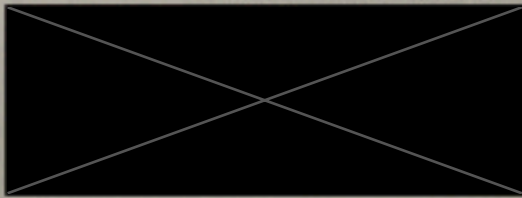


Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
31 Jul 22	BALANCE BROUGHT FORWARD			1,420.31
31 Aug 22	BALANCE CARRIED FORWARD			1,420.31

Information about the Financial Services Compensation Scheme

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KIRKOSWALD PARISH COUNCIL

Bank Reconciliation as at 2 September 2022

Opening Balance at 1/4/22

9,318.44

		From Accounts spreadsheet				
		Previous Month	Current	This month	In year surplus/deficit	
Receipts	£	15,765.18	£ 15,765.18	£ -		
Payments	£	5,913.84	£ 6,692.79	£ 758.95	9,072.39	18,390.83

		Balance - All Bank Accounts		
		GMM	Charity Account	
Previous balance (last month)	£	1,420.31	£ 17,729.47	
Payments out	£	-	£ 758.95	758.95
Payment in	£	-	£ -	-
Calculated Balance	£	1,420.31	£ 16,970.52	
Actual balance	£	1,420.31	£ 16,970.52	Total at Bank £ 18,390.83
Deduct unpresented cheques	Cheque No	Amount £		



Actual Balance	£0.00	Total unpresented cheques	18,390.83
Variance	0.00	Bank Balance - Unpresented cheques	18,390.83
Closing Balance	18,390.83	Closing Balance	0.00