

# 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

Sunday, 2 April 2023

Dear Councillor

You are summoned to attend the **PARISH COUNCIL MEETING** that will be held at Kirkoswald Church Institute on **Tuesday 11 April 2023** at 7.30pm. The Public and Press are invited to attend.



Clerk

## AGENDA

### 1. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

### 2. MINUTES OF THE COUNCIL MEETING held on 14 March 2023

To authorise the chair to sign, as a correct record, the minutes of the meeting held on 14 March 2023 (attached).

a. To discuss any matters arising

i. Telephone kiosk in Staffield – Clerk contacted BT, now owned by Community Heartbeat trust, have applied to transfer ownership cost of £25+ VAT (£30)

### 3. DECLARATIONS OF INTEREST

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

### 4. 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.

5. **Westmorland and Furness 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.)

### 6. POLICE MATTERS –

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

b. to receive any information on any Police matters

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

8. **CHURCH INSTITUTE** – to receive a report.

9. **PLANNING APPLICATIONS** - You may view the details on the Eden District Council website [www.eden.gov.uk](http://www.eden.gov.uk) (where parishioners can submit their own observations directly.)

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

23/0180	Townfoot Farm, Renwick, Penrith	Proposed two story extension to dwelling and general refurbishments including replacement roof and rebuilding of front elevation	No objections
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b. To Note the following applications were granted approval

22/0967	LAND AND BUILDINGS TO THE NORTH OF RENWICK RENWICK PENRITH CA10 1JL	Erection of roof over existing yard area
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23/0049	SAND HILL KIRKOSWALD PENRITH CA10 1EN	Refurbishment and alterations to existing out buildings to form two bedroom annex accommodation, utility room and first floor laundry room to existing domestic property and garage area. Part retrospective.
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c. To Note that the following application(s) have been refused

22/0112	BUSKRIGG RENWICK PENRITH CA10 1LA	Listed Building Consent to enable conversion of barn to dwelling.
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### 10. FINANCE

a. **Payments- to authorise** schedule of payments totalling £607.35 (VN 01-06)

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
VN01	12/04/2023	N Phillips		Salary April	309.88	-	309.88
VN02	12/04/2023	HMRC	475PQ00171766	PAYE	9.40	-	9.40
VN03	12/04/2023	Cumbria Payroll Services Ltd	SI-9540	Annual Payroll	174.00	34.80	208.80
VN04	12/04/2023	N Phillips		Expenses April	49.27	-	49.27
VN06	12/04/2023	Community Heartbeat Solutions Ltd	TB-0139	Payment for adoption of telephone kiosk	25.00	5.00	30.00

b. **Monthly reconciliation (March 2023) – to**

**receive and note** the reconciliation and balances. (to Follow)

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

d. **Receipt – to note** receipt from various payees for Dig Grant £200 R26, Grant from Cumbria Community fund for war memorial railings £1000 R01, from HMRC VAT refund £124.93 R27, Rent for the pound £1 R28. .

e. **To note** – that the clerk has moved the expenditure for the War Memorial Project and income to 2023-24 budget.

11. War Memorial Railings- To discuss and resolve what action to take in light of the revised costings – Attached.

12. The Pound in Renwick – to resolve whether to sell the land

13. Fence on Parish Field, to discuss and resolve what actions to take

14. Fence on permissive footpath- to discuss and resolve what actions to take

15. Parking near war memorial – to discuss and resolve what actions to take.

### 16. 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.

### 17. Date of next meeting

**The next meeting of the Parish Council** will take place on Tuesday 9<sup>th</sup> May 2023 immediately after the Annual General Meeting and Electors Meeting of Kirkoswald Parish Council in Kirkoswald Church Institute at 7:30pm.

Agenda items to be submitted to the Clerk by 12 noon on Friday 28 April 2023.

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## Minutes of the Kirkoswald Parish Council Meeting held on Tuesday 14 March 2023 in Kirkoswald Church Institute at 7.30 PM

**Present:** Cllr J Little (Chair), Cllr J Haugh, Cllr A Jackson, Cllr N Jackson, Cllr H Kent, Cllr P Morgan, Cllr R Raine, Cllr J Tea  
**Also Present:** N Phillips Clerk/RFO, WAFC Shadow Cllr M Hanley

### Minutes

#### 144. APOLOGIES FOR ABSENCE

Received apologies and approved reasons for absence from Cllr Quinn and Cllr Smith, Cllr I Henderson, Cllr N Edmondson, District Cllr M Robinson.

#### 145. MINUTES OF THE COUNCIL MEETING held on 14 February 2023

**Authorised the chair to sign, as a correct record,** the minutes of the meeting held on 14 February 2023.

- a. To discuss any matters arising
  - i. Historic signposts added to the refurbishment list for next financial year.
  - ii. Electrical supply at Memorial, quote exceeded £4000, not good value for money.

#### 146. DECLARATIONS OF INTEREST

No new declarations.

147. **PUBLIC PARTICIPATION** -No members of the public present.

148. **DISTRICT COUNCILLOR AND COUNTY COUNCILLOR REPORTS** – **received** items for information from WAFC shadow Cllr Hanley – Highlights of the previously circulated reports from WAFC meetings were shared - Concern about the number of second homes and tourist rental homes in the area. Locality boards to be set up in the areas previously covered by district councils.

#### 149. POLICE MATTERS –

- a. **Resolved** not to submit any matters to the Local Focus Hub.
- b. **Received** no new information on Police matters.

150. **HIGHWAYMAN'S REPORT**- The overhanging trees are being cut back on Friday. There was a general feeling of unhappiness regarding highways. Cllr Tea reported that potholes she had reported had been repaired and that the repairs now needed repairing. Cllr Morgan reported that there were still issues with blocked drains. The Clerk to write to John Banks to appraise him of the situation.

151. **CHURCH INSTITUTE** – Received the following information – Coronation Celebration 7 May, Church square to be cleared.

#### 152. PLANNING APPLICATIONS -

- a. Noted the following applications were granted approval

23/0012	<b>HUDDLESCEUGH HALL FARM RENWICK PENRITH CA10 1LB</b>	<b><i>Prior Notification for an extension to an existing agricultural building.</i></b>
23/0016	<b>17 Eden Park, Kirkoswald</b>	<b><i>Non Material Amendment for a reduction in size of extension and alteration to rear elevation windows, attached to approval 22/0225.</i></b>

#### 153. FINANCE

- a. **Payments- authorised** schedule of payments totalling £1554.62 (VN 59-63)

**NB – VN59 already paid**

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
VN59	15/02/2023	SRW Welding Ltd		Deposit for work on War memorial	950.00	-	950.00
VN60	15/03/2023	N Phillips		Salary March	319.28	-	319.28
VN61	15/03/2023	N Phillips		Expenses March inc WFH allowance	245.34	-	245.34
VN62	15/03/2023	Kirkoswald Church Institute		Room hire Feb + March	35.00	-	35.00

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VN63	21/03/2023	HSBC		Bank Charges	5.00	-	5.00
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b. **Monthly reconciliation (February 2023) – received and noted** the reconciliation and balances.

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

d. **Receipt – noted** receipt from Dig Grants from Johnson (£40 R22) O’Brien (£150 R23) Wood (£50 R25) Rent for Parish field (£340 R24).

154. Adopting Stafford Telephone Kiosk – resolved to make an application to adopt the telephone kiosk as per request from resident.

155. Parish Field – resolved to accept the offer from Hannah Jackson to rent the field for the sum of £360 for the next year.

156. Memorial Trees – discussed and resolved to take the following actions regarding a memorial tree for the late Queen Elizabeth II and the coronation of King Charles III – site has been agreed as have the species of trees.

157. War Memorial Railings – received a verbal update from the Clerk and resolved to wait for further information.

158. Election 2023- received a verbal report from the clerk and registration paperwork.

### 159. Councillors’ reports and items for future agenda

Request to purchase the Pound in Renwick

Fence on parish field

Fence on permissive footpath

Parking near War Memorial in Kirkoswald

### 160. Date of next meeting

**The next meeting of the Parish Council** will take place on Tuesday 11 April 2023 in Kirkoswald Church Institute at 7:30pm.

Agenda items to be submitted to the Clerk by 12 noon on Friday 31 March 2023.

**Payment Summary (Part 1) Portrait**

Tax Month : 1      Week : 1      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	319.28	319.28	319.28	0.00	9.40	0.00	0.00	0.00	0.00	0.00	309.88
<u>1</u>	<u>Employees</u>	<u>319.28</u>	<u>319.28</u>	<u>319.28</u>	<u>0.00</u>	<u>9.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>309.88</u>

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



## Make a bill payment

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

Done! Payment created.

### Summary

From	40-36-10 90508217 CHARITABLE KIRKO PARISH COU	
Payment date	12 Apr 2023	
Nicholas Phillips Salary April 40-47-83 30836982	GBP 309.88	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 31 Mar 2023 at 11:46:59
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## Make a bill payment

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

Done! Payment created.

### Summary

From	40-36-10 90508217 CHARITABLE KIRKO PARISH COU	
Payment date	12 Apr 2023	
HMRC PAYE/NIC CUMB 475PQ00171766 08-32-10 12001039	GBP 9.40	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 31 Mar 2023 at 11:48:30
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**Cumbria Payroll Services Ltd**

54 Warwick Road  
Carlisle, Cumbria, CA1 1DR  
United Kingdom

Website [www.cumbriapayroll.co.uk](http://www.cumbriapayroll.co.uk)  
Telephone: 01228 402010  
Email [mail@cumbriapayroll.co.uk](mailto:mail@cumbriapayroll.co.uk)

**Invoice To:**

Nick Philips  
Kirkoswald Parish Council  
14 Twickenham Court  
Carlisle  
Cumbria  
CA1 3TW

**SALES INVOICE**

**Invoice Date** 31/03/2023  
**Due Date** 30/04/2023  
**Invoice Number** SI-9540

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net
CALC01	Payroll monthly - email service Annual invoice	12.00	14.50	20.00	174.00

VAT Rate	Net	VAT	Total Net	174.00
Standard 20.00% (20.00%)	£174.00	£34.80	Total VAT	34.80
			<b>TOTAL</b>	<b>£208.80</b>

**Pay Now**

We accept online payments. It's a fast, secure and very easy way to pay.  
Simply click the "Pay Now" button to pay this invoice using your credit or debit card.

**Notes:**

Bank Details:  
Bank: Barclays PLC  
Sort Code: 20-18-47  
Account No: 70317624

If you do not already use our Direct Debit service and wish to do so, please contact us and we will email a quick and simple set up link.  
[mail@cumbriapayroll.co.uk](mailto:mail@cumbriapayroll.co.uk)





## Make a bill payment

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

✔ Done! Payment created.

### Summary

From	40-36-10 90508217 CHARITABLE KIRKO PARISH COU	
Payment date	12 Apr 2023	
Cumbria Payroll SI-9540 20-18-47 70317624	GBP 208.80	<span style="color: green;">✔</span> 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 31 Mar 2023 at 11:50:27
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**From:** Royal Mail Support no-reply@royalmail.com  
**Subject:** Royal Mail - Postage Confirmation for WP-2473-1043-401  
**Date:** 20 March 2023 at 11:58  
**To:** kirkoswaldparishcouncil@hotmail.co.uk

RS



Thank you for your order.

**You have made a payment of £0.95 to the Royal Mail Group Ltd.**

**Reference:** WP-2473-1043-401

**Date & time:** Monday, 20 March 2023 11:58

You have confirmed that you are not sending any item which is [prohibited or restricted](#) in the UK.

A summary of your purchase is set out below, and details of this purchase - along with links to re-download your documents and view your QR codes, and request refunds - will remain available for you to view for up to 21 days on the [payment confirmation page](#).

## Purchased postage

**Destination:** Randal Raine, Outhwaite Farm, Renwick, Penrith, Cumbria, CA10 1JT

**Postage service:** Royal Mail 1st Class

**Postage cost:** £0.95

**Item must be posted by:** Monday, 27 March 2023



**Payment service provider:** WorldPay

## Next Steps

**Option 1: Print your label at home, attach your label to your item, then drop your item off at one of the following locations:**

- Drop off into a post box - available if your item is small enough, you don't require proof of postage, and you've not selected a tracked or signature service
- Drop off at one of our new Parcel Postboxes - [find one near you](#)
- Drop off any item at a [Royal Mail Delivery Office](#).
- Or drop off at a [Post Office®](#) branch



## Make a bill payment

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

**Done!** Payment created.

### Summary

From	40-36-10 90508217 CHARITABLE KIRKO PARISH COU	
Payment date	12 Apr 2023	
Nicholas Phillips Expenses April 40-47-83 30836982	GBP 49.27	<b>Payment has been successfully created</b> 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 31 Mar 2023 at 11:52:40
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**INVOICE****Invoice  
Number****#TB-0139****The Community Heartbeat Solutions Ltd**

The Community Heartbeat Trust Solutions PO Box 168  
Haverhill Suffolk CB9 1AX  
office@communityheartbeat.org.uk 0330 124 3067

14 Twickenham Court  
Carlisle, Cumbria, CA13TW

**TOTAL****£30.00****Received:** Sunday, April 2, 2023

Description	Amount
<b>Telephone Box Transfer Fee</b> £25.00 x 1	£25.00
Subtotal	£25.00
V.A.T	£5.00
<b>Total</b>	<b>£30.00</b>

Telephone Box Transfer Fee

Payable via BACs or Cheque. Please ensure using either method that you use the invoice number in the top right (e.g TB-XXXX) as a reference for BACS or alternatively write the invoice number on the back of the cheque and post to the above address.

**Bank Details**

**Barclays Bank plc**  
**Melton Mowbray**  
**Sort Code: 20-52-69**  
**Account No: 23750442**

**VAT - Reg 187 5510 82****THANK YOU**



# Make a bill payment

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

✔ Done! Payment created.

## Summary

From	40-36-10 90508217 CHARITABLE KIRKO PARISH COU
Payment date	12 Apr 2023

Community Heartbea TB-0139 20-52-69 23750442	GBP 30.00
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✔ 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  
02 Apr 2023 at 10:18:25

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# QUOTE

Nick phillips

**Date**  
16 Mar 2023

**Expiry**  
23 Mar 2023

**Quote Number**  
QU-0056

SRW Welding Limited  
Attention: Shaun Warwick  
154 Lowry Hill Road  
Carlisle  
Cumbria  
CA3 0ER  
GBR

Description	Quantity	Unit Price	Amount GBP
War memorial railings to be removed and replaced with new steel railings.  Design to match the old railings, fabrication welded and powder coated in matte black.  Including all fixtures/ fittings and fully installed.  1 broken post to be welded on site, all posts to be sanded and hand painted using steel satin black undercoat and top coat.	1.00	3,850.00	3,850.00
		Subtotal	3,850.00
		TOTAL NO VAT	0.00
		<b>TOTAL GBP</b>	<b>3,850.00</b>

## Terms

Quotation is valid for 7 days.  
On quotation approval, a 50% deposit shall be invoiced to cover costs before the job proceeds. Final invoice shall be delivered on job completion.



# QUOTE

Nick phillips

**Date**  
22 Mar 2023

**Expiry**  
29 Mar 2023

**Quote Number**  
QU-0057

SRW Welding Limited  
Attention: Shaun Warwick  
154 Lowry Hill Road  
Carlisle  
Cumbria  
CA3 0ER  
GBR

Description	Quantity	Unit Price	Amount GBP
Removal of war memorial gate and railings.	1.00	2,750.00	2,750.00
Replace existing brackets with welded on longer ones to be able to bolt to posts.			
Weld broken post as discussed.			
Sand blast and powder coat all steelwork.			
Re- install all steelwork with new fixtures and fittings.			
		Subtotal	2,750.00
		TOTAL NO VAT	0.00
		<b>TOTAL GBP</b>	<b>2,750.00</b>

## Terms

Quotation is valid for 7 days.

On quotation approval, a 50% deposit shall be invoiced to cover costs before the job proceeds. Final invoice shall be delivered on job completion.