

# 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

Monday, 3 July 2023

Dear Councillor

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



Clerk

## AGENDA

### 36. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

### 37. MINUTES OF THE COUNCIL MEETING held on 13 June 2023

To authorise the chair to sign, as a correct record, the minutes of the meeting held on 13 June 2023 (attached).

#### a. Matters arising:

### 38. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION

- a. Register of Interests: Councillors are reminded of the need to update their register of interests
- b. To declare any personal interests in items on the agenda and their nature
- c. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items)
- d. To make any requests for dispensation

### 39. 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

### 40. PUBLIC PARTICIPATION

**PUBLIC PARTICIPATION (20 MINUTES ALLOWED)** - this agenda item enables Parish Councillors to hear the views, comments and/or complaints from the public. The Parish Councillors can respond. However (unless the items are already on the agenda) no council decisions can be taken at this meeting but, if appropriate, the matters can be put onto a future agenda for decision. Comments limited to 5 minutes per person.

### 41. 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.)

### 42. POLICE MATTERS – to resolve

whether to submit any matters to the Local Focus Hub.

### 43. Church Institute – To receive a report

## 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

### 44. FINANCE

#### a. Payments- to authorise schedule of payments totalling £1254.84 (VN 22-29)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
22	11/07/2023	Nick Phillips	0	Salary	314.88	0	314.88
23	11/07/2023	HMRC	0	HMRC - tax	4.4	0	4.4
24	11/07/2023	Nick Phillips	0	Clerk's Expenses	24.39	0	24.39
24	11/07/2023	Nick Phillips	0	Clerk's Expenses	1.85	0	1.85
25	12/07/2023	Hayton Parish Council	0	Clerk's Expenses	14.04	0	14.04
26	12/07/2023	Starboard Systems Limited (Scribe)	0	Subscription	276	55.2	331.2
26	12/07/2023	Starboard Systems Limited (Scribe)	0	Subscription	89	17.8	106.8
28	09/08/2023	HMRC	0	HMRC - tax	4.4	0	4.4
27	09/08/2023	Hayton Parish Council	0	Salary	314.88	0	314.88
29	3/7/2023	Rocket Sites Ltd	2527	Web Hosting	115.00	23.00	138.00

#### b. Monthly reconciliation (June 2023) – to

receive and note the reconciliation and balances checked by Cllr Smith,.

#### c. Monthly budget update- to receive and note (attached)

#### d. Receipt – to note receipt as detailed.

#### Kirkoswald Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
3 B4RN	13/06/2023		Charity		DIG Grant	Andrew Jackson	Z	100.00		100.00
4 B4RN	13/06/2023		Charity		DIG Grant	Carol Edmondson	Z	50.00		50.00
5 Parish Field	16/06/2023		Charity		Rent	Natural Leaders Limited	Z	360.00		360.00
<b>Total</b>								<b>510.00</b>		<b>510.00</b>

45. **HIGHWAY MATTERS:** To receive, for information, any items relating to the highway and **Resolve** which to ask the Clerk to report to the Highways Authority.

46. **B4RN funds-** to discuss and resolve what allocations to make from the community fund. (attached)

47. **EV Charging Point-** To resolve whether the council would like to investigate the installation of EV charging points outside the Church Institute – please see [Chargemystreet.co.uk](http://Chargemystreet.co.uk)

48. **VILLAGE LIGHTS** – To discuss issues and resolve what the Clerk should report

## **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

49. **Noticeboards** – To discuss and resolve what action to take

**50. 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.

51. **Date of next meeting**

**The next meeting of the Parish Council** will take place on 12 September 2023 in Renwick Reading Room at 7.30 pm.

Agenda items to be submitted to the Clerk by 12 noon on Friday 1<sup>st</sup> September 2023.

# 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

## Minutes of the Kirkoswald Parish Council Meeting held on Tuesday 13 June 2023 in Renwick Reading Room at 7.30 PM

**Present** Cllr J Little (Chair), Cllr I Henderson, Cllr J Haugh, Cllr A Jackson, Cllr N Jackson, Cllr H Kent, Cllr P Morgan, Cllr S Quinn, Cllr R Raine

**Also Present:** N Phillips Clerk/RFO, WaF Cllr M Robinson, 4 members of the public

### Minutes

**18. Election of Chair** – Cllr J Little was elected as Chair

**19. Acceptance of declaration of office form for new chair** – received the signed declaration of acceptance of office.

### 20. APOLOGIES FOR ABSENCE

received apologies and approved reasons for absence from Cllr Tea and Cllr Smith

### 21. MINUTES OF THE COUNCIL MEETING held on 9 May 2023

Authorised the chair to sign, as a correct record, the minutes of the meeting held on 9 May 2023

### 22. DECLARATIONS OF INTEREST

No new declarations were offered

### 23. PUBLIC PARTICIPATION

**PUBLIC PARTICIPATION (20 MINUTES ALLOWED)** – 4 members of the public attended to voice their objections to planning application 23/0297

**24. WaF councillor reports** – **received** from Cllr Robinson Carried forward the young persons youth education bursary travel at £500,000. It has been arranged for John Banks (Highways) to attend the area to see the issues with roads, please could all potholes be reported using the online system. £8.5m for pothole repairs in WaF. Shared prosperity fund, short deadline for application and has to be spent on the old Eden footprint.

### 25. POLICE MATTERS –

a. **resolved** not to submit any matters to the Local Focus Hub.

b. No new information received

**26. HIGHWAYMAN'S REPORT-** received the following – reported that weed spraying has taken place. Potholes reported on Renwick to Hartside road – Scale Hill to Scalehouses and at Greigate.

**27. CHURCH INSTITUTE** – received information that Kettle Calling continues to meet on a Friday. The renovation of the toilets is going ahead. Quotes being sought to replace the cement based mortar with lime based to help with damp issues.

### 28. PLANNING APPLICATIONS -

a. resolved to submit observations on the following application as detailed

23/0297	LAND ADJACENT TO RAVEN BRIDGE FARM RENWICK PENRITH CA10 1JJ	Development of 7no sustainable eco glamping pods and associated infrastructure, car parking and landscaping
To note that the clerk has received two emails opposing this application at the time of writing.		
Kirkoswald Parish Council objects to the application for the following reasons:		
<ul style="list-style-type: none"><li>Whilst the applicant has helpfully provided a traffic survey it is noted that this was conducted in March 2021, when a stay at home order was in place and therefore gives both a lower indication of number of vehicles on the road and possibly a lower average speed. The applicant has therefore claimed that the visibility splay of 215m in either direction is not necessary.</li><li>To achieve the visibility splays, either reduced or 215m the applicant would need to remove significant amounts of the boundary hedgerow and walls, the former requiring permission</li></ul>		

## 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

from the planning authority under the Hedgerow Regulations 1997, requiring a further consultation with Kirkoswald Parish Council. Removal would cause a reduction in biodiversity and councillors would like to see a plan of how this will be addressed.

- There is a concern that increasing the traffic along this road would be likely to cause accidents; the road is part of the Coast to Coast cycle network, which is heavily used by cyclists during the warmer summer months. It is noted that the traffic survey was conducted at a time when cyclists would not have been able to use the route in large numbers because of the “lockdown” and due to the time of year the survey was carried out.
- Councillors and residents were concerned about noise pollution. There is not noise management plan and no on site manager who would be able to intervene should visitors be overly noisy, music being played outside was mentioned as a concern.
- The area is on the edge of an area of outstanding natural beauty and as such benefits from dark skies at night, there is a concern that adequate steps have not been taken to limit the impact of light pollution.
- The applicant states that the pods will not be connected to mains sewerage but will have an on site treatment plant. The applicant does not state how they will tackle nutrient neutrality.
- Part of policy ENV3 of the Eden Local Plan states “Development within or affecting the North Pennines Area of Outstanding Natural Beauty (AONB) will only be permitted where each of the following criteria apply: It does not lessen or cause harm to the distinctive character of the area, the historic environment, heritage assets and their setting.” Councillors were concerned that the development was not in keeping with the local architecture which is mainly stone built houses and as such the development is not in keeping with the historic environment or the setting of heritage assets.

The Parish Council therefore requests that the application is considered at committee and that their objections are taken on board.

- b. noted the following application that were emailed to the planning committee for comment and comments made online by the clerk.

23/0146	3 The Square Kirkoswald	Listed Building Consent for the retention of double glazed timber sash windows and timber door	Support
---------	----------------------------	--	---------

- c. noted the following application were granted approval

23/0180	TOWNFOOT FARM RENWICK PENRITH CA10 1JT	Proposed two story extension to dwelling and general refurbishments including replacement roof and rebuilding of front elevation.
---------	--	---

### 29. FINANCE

- a. **authorised** schedule of payments totalling £622.75 (VN 18-21) NB VN21 not paid as taken from money owed by HMRC.

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
VN18	14/06/2023	CALC	KO PC	Annual Subs	240.64	-	240.64
VN19	14/06/2023	N Phillips		Expenses June	62.83	-	62.83
VN20	14/06/2023	N Phillips		Salary June	314.88	-	314.88
VN21	14/06/2023	HMRC	475PQ00171766	PAYE	4.40	-	4.40

- b. **Monthly reconciliation (May 2023) –**

**received and noted** the reconciliation and balances.

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

30. Asset Register – received and noted the updated asset register

31. Risk Management policy – resolved to adopt the updated risk management policy

## 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

32. Parish Land – finalised the list of rents for parish land – Parish Field (Currently £360) with the need to review the grazing agreement. The Pinfold (£25), The Pound (£1) with a rental agreement to be formulated, Wood Brow Cllr Quinn and the Clerk to look into options for the land.

33. Proposal to adopt Scribe Accounts – resolved to adopt scribe accounts

**34. Councillors' reports and items for future agenda**

Lights in the villages

Noticeboards

B4RN fund

**35. Date of next meeting**

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

Agenda items to be submitted to the Clerk by 12 noon on Friday 30 June 2023.

**Kirkoswald Parish Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
22 Salary	11/07/2023		Charity		Salary	Nick Phillips	E	314.88		314.88
23 HMRC	11/07/2023		Charity		HMRC - tax	HMRC	Z	4.40		4.40
24 Travel	11/07/2023		Charity		Clerk's Expenses	Nick Phillips	Z	24.39		24.39
24 Expenses	11/07/2023		Charity		Clerk's Expenses	Nick Phillips	Z	1.85		1.85
25 Expenses	12/07/2023		Charity		Clerk's Expenses	Hayton Parish Council	Z	14.04		14.04
26 Subscriptions	12/07/2023		Charity		Subscription	Starboard Systems	S	276.00	55.20	331.20
26 Subscriptions	12/07/2023		Charity		Subscription	Starboard Systems	S	89.00	17.80	106.80
27 Salary	09/08/2023		Charity		Salary	Hayton Parish Council	E	314.88		314.88
28 HMRC	09/08/2023		Charity		HMRC - tax	HMRC	Z	4.40		4.40
29 Subscriptions	13/07/2023		Charity		Website hosting	Rocket Sites Ltd	S	115.00	23.00	138.00
<b>Total</b>								<b>1,158.84</b>	<b>96.00</b>	<b>1,254.84</b>

Chair's Signature

Minute reference

Date


**Kirkoswald Parish Council**
**40-36-10 90508217**

Charitable - Kirko parish cou

**GBP 29,939.70**


GBP 29,939.70 available

## Pending payments

View all of your pending payments below.

Last updated on 03 Jul 2023 11:35  [Refresh](#)

Payment date	Payee name	Reference	Payment type	Amount	Action
12 Jul 2023	Starboard systems	Inv-4302	Bill Payment	GBP 438.00	<a href="#">Details &gt;</a>
12 Jul 2023	Nicholas phillips	Salary july	Bill Payment	GBP 314.88	<a href="#">Details &gt;</a>
12 Jul 2023	Rocket sites ltd	Inv2527	Bill Payment	GBP 138.00	<a href="#">Details &gt;</a>
12 Jul 2023	Nicholas phillips	Expenses july	Bill Payment	GBP 26.24	<a href="#">Details &gt;</a>
12 Jul 2023	Hayton pc	In02	Bill Payment	GBP 14.04	<a href="#">Details &gt;</a>
12 Jul 2023	Hmrc paye/nic cumb	475pq00171766	Bill Payment	GBP 4.40	<a href="#">Details &gt;</a>
16 Aug 2023	Nicholas phillips	Salary august	Bill Payment	GBP 314.88	<a href="#">Details &gt;</a>
16 Aug 2023	Hmrc paye/nic cumb	475pq00171766	Bill Payment	GBP 4.40	<a href="#">Details &gt;</a>

 [Back to top](#)

© Copyright HSBC Group. All rights reserved. No endorsement or approval of any third parties or their advice, opinions, information, products or services is expressed or implied by any information on this Site or by any hyperlinks to or from



any third party websites or pages. Your use of this website is subject to the terms and conditions governing it. Please read these terms and conditions before using the website.



## Your Statement

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



### Account Summary

Opening Balance	1,426.81
Payments In	5.05
Payments Out	0.00
Closing Balance	1,431.86

**Interest Rate - Valid as at end date of the statement period**  
 1.57% AER

**1 June to 30 June 2023**

### International Bank Account Number

GB67HBUK40361021154222

### Branch Identifier Code

HBUKGB4148T

### Account Name

Kirkoswald Parish Council

### Sortcode

40-36-10

### Account Number Sheet Number

21154222 396

### Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
31 May 23	BALANCE BROUGHT FORWARD			1,426.81
30 Jun 23	CR GROSS INTEREST TO 29JUN2023	R06	5.05	1,431.86
30 Jun 23	BALANCE CARRIED FORWARD			1,431.86

### 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](http://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/](http://hsbc.co.uk/fscs/)).

## Your Statement

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



### Account Summary

Opening Balance	30,057.45
Payments In	510.00
Payments Out	627.75
Closing Balance	29,939.70

**1 June to 30 June 2023**

### International Bank Account Number

GB42HBUK40361090508217

### Branch Identifier Code

HBUKGB4148T

### Account Name

Kirkoswald Parish Council

### Sortcode

40-36-10

### Account Number Sheet Number

90508217 473

### Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
<b>31 May 23</b>	<b>BALANCE BROUGHT FORWARD</b>			<b>30,057.45</b>
13 Jun 23	CR JACKSON M/S JR+S <b>R03</b> B JACKSON/JR JACKS		100.00	
	CR CAROL EDMONDSON <b>R04</b> Barn connection		50.00	30,207.45
14 Jun 23	BP CALC <b>VN17</b> KO PC subscription	240.64		
	BP Nicholas Phillips <b>VN18</b> Expenses June	62.83		
	BP Nicholas Phillips <b>VN19</b> Salary June	314.88		29,589.10
16 Jun 23	CR NATURAL LEADERS LI <b>R05</b> Parish field		360.00	29,949.10
21 Jun 23	DR TOTAL CHARGES <b>VN21</b> TO 30MAY2023	5.00		29,944.10
23 Jun 23	BP HMRC PAYE/NIC CUMB <b>VN20</b> 475PQ00171766	4.40		29,939.70
<b>30 Jun 23</b>	<b>BALANCE CARRIED FORWARD</b>			<b>29,939.70</b>

### 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](http://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/](http://hsbc.co.uk/fscs/)).

## Monthly breakdown of Receipts and Payments

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

**PAYMENTS**

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>Income</b>															
Precept															
Parish Field															
The Pound															
Bank interest															
<b>Miscellaneous</b>															
Wayleaves															
B4RN															
Miscellaneous	60.00	25.00												25.00	35.00
<b>Staff</b>															
Salary	2,968.16	309.88	319.28	314.88	314.88	314.88								1,573.80	1,394.36
HMRC		9.40		4.40	4.40	4.40								22.60	-22.60
<b>Admin</b>															
Payroll	208.60	174.00												174.00	34.60
Audit															
Travel	250.00	49.27	24.39	62.83	24.39									160.88	89.12
Expenses	110.00				15.89									15.89	94.11
Working from Home	240.00														240.00
Subscriptions	500.00			240.64	365.00									605.64	-105.64
Room rental															
Bank Charges	60.00	7.80	8.60	5.00										21.40	38.60
Event Expenditure	250.00														250.00
<b>Training</b>															
Training	200.00														200.00
<b>Repairs and Maintenance</b>															
Repairs and maintenance	1,800.00		1,800.00											1,800.00	
<b>Grants</b>															
KO PCC	1,000.00		1,000.00											1,000.00	
Renwick Reading room	500.00		500.00											500.00	

## 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**

### B4RN community fund

The fund currently has £8131.88

It has been suggested that the following would be good uses for the fund:

Defibrillators for Parkhead, Highbank Hill and Staffield – Each defibrillator has a purchase cost of about £850 plus £450 for a cabinet. Staffield has an obvious location with the Telephone Kiosk. The other two need to have a suitable location identified.

Renwick Church Renovations – no costs associated. NB would be better to give to a specific community group as a grant to be used towards the renovations.

History Noticeboard in Renwick – The Parish Council has a spare one could this be gifted or given in exchange for a transfer of B4RN funds to KOPC?

Replacement of Parish Benches – Approximately £450 per bench, although does not include fixing. These are recycled plastic and so do not require painting or upkeep. Putting in benches in new locations would require explicit permission from the highway authority.

Gritting machine for Renwick -Cost – From £200 for hand operated to £900 ex vat for the cheapest towable machine.

Additional Noticeboards – from £200 for the noticeboards the PC already upwards – NB new board may require highway authority permission.

Points to note -if items such as gritter are purchased they need to be put onto the council asset register, if they are “given away” then we cannot claim the VAT back. It does then mean that there is an expectation that it would be maintained and that this would then be at a cost.

**Payment Summary (Part 1) Portrait**

Tax Month : 5      Week : 19      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	4.40	0.00	0.00	0.00	0.00	0.00	314.88
<b><u>1</u></b>	<b><u>Employees</u></b>	<b><u>319.28</u></b>	<b><u>319.28</u></b>	<b><u>319.28</u></b>	<b><u>0.00</u></b>	<b><u>4.40</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>314.88</u></b>

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

# Kirkoswald Parish Council

## Clerk's Expenses July 2023

Postage  
Declaration forms

VAT

Total

£ 1.85

Travel  
Agenda/Mins

Miles

@per mile

52 £ 0.47

£ 24.39

Totals

£ -

£ 26.24



**From:** Royal Mail Support no-reply@royalmail.com  
**Subject:** Royal Mail - Postage Confirmation for WP-2696-2374-601  
**Date:** 14 June 2023 at 11:35  
**To:** kirkoswaldparishcouncil@hotmail.co.uk

RS



Thank you for your order.

**You have made a payment of £1.85 to the Royal Mail Group Ltd.**

**Reference:** WP-2696-2374-601

**Date & time:** Wednesday, 14 June 2023 11:34

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:** Ian Bonfig, Democratic Services Officer, Westmorland & Furness Council, Town Hall, Corney Square, Penrith, Cumbria, CA11 7QF

**Postage service:** Royal Mail 2nd Class

**Postage cost:** £1.85

**Item must be posted by:** Wednesday, 21 June 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.

## **Option 2: Use our free label printing service available at your local Royal Mail Delivery Office**

- Simply show the QR code from within your email and we will print your label for you at a [Royal Mail Delivery Office](#)
- Drop your item off at the same time.

## **Option 3: Arrange a collection**

- Visit the [payment confirmation page](#), choose 'Arrange collection' and follow the steps to book your collection.
- Your item(s) will be collected by us on the selected collection day.

And finally, make sure you've posted your item by the date shown on the label

For services with tracking, you can track the latest status of your item on the app or at our [Track and Trace page](#). You can find the tracking reference number above or below the barcode on your label.

---

If you have purchased a Royal Mail Tracked service, please note the price includes VAT at the standard rate.

Your purchase is subject to our [Terms & Conditions](#) which you have accepted: You have a right to cancel and request a refund of the purchase you have made as long as the request is submitted within 14 calendar days, and that you have not already presented the item into a Royal Mail Group network. Inappropriate or fraudulent claims for refunds will not be honoured. Royal Mail Group reserves its right to prosecute fraudulent activity relating to the Royal Mail Online Postage channel.

If you have any queries about payments, please [contact us](#). If you would like to apply for a refund, please refer to our '[Applying for a refund](#)' help article.

Thank you,  
The Royal Mail Team

This is an automatically generated email, please do not reply to it.

Copyright 2023 Royal Mail. All rights reserved.

Royal Mail is a trading name of Royal Mail Group Ltd. Registered in England and Wales. Registered number 4138203. Registered Office: 185 Farringdon Road, London, EC1A 1AA. VAT Registration Number GB 243 1700 02.

# Hayton Parish Council

14 Twickenham Court,  
Carlisle CA1. 3TW

Kirkoswald Parish Council  
Nick Phillips  
14 Twickenham Ct,  
Carlisle,  
Cumbria,  
CA1 3TW

## INVOICE

Invoice No **2**

Account No

22 June 2023

Due 20 July 2023

Item Details	NET	VAT
Invoice		
Paper	6.45	0.00
Antivirus Software	7.59	0.00
<b>SUB TOTAL</b>	14.04	

**TOTAL £** **14.04**

Sort code 20-18-47  
Acc No 80453005



# INVOICE

Kirkoswald Parish Council

**Invoice Date**  
14 Jun 2023

**Invoice Number**  
INV-4302

**Reference**  
2023/06

**VAT Number**  
941 7451 20

Starboard Systems  
Limited  
t/a Scribe Accounts  
PO Box 120  
North Walsham  
Norfolk  
NR28 8BH  
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Scribe Accounts Annual Subscription @£23 per month Commencing 1 July 2023 Unlimited User Logins Please include Council name in reference and advise us of payment by email	1.00	276.00	20%	276.00
Scribe Accounts Initial Set Up Fee	1.00	89.00	20%	89.00
			Subtotal	365.00
			TOTAL VAT 20%	73.00
			<b>TOTAL GBP</b>	<b>438.00</b>

**Due Date: 24 Jun 2023**

For BACS Payments :

Account Name: Starboard Systems Limited

Sort Code - 20-62-68

Account No. 33077306

Please see our website [www.scribeaccounts.com](http://www.scribeaccounts.com) for Terms and Conditions



[View and pay online now](#)



# PAYMENT ADVICE

To: Starboard Systems Limited  
t/a Scribe Accounts  
PO Box 120  
North Walsham  
Norfolk  
NR28 8BH  
UNITED KINGDOM

**Customer** Kirkoswald Parish Council  
**Invoice Number** INV-4302

**Amount Due** **438.00**  
**Due Date** 24 Jun 2023

**Amount Enclosed**

Enter the amount you are paying above

**Payment Summary (Part 1) Portrait**

Tax Month : 4      Week : 14      Payment Frequency: Monthly

E'ee Ref	Employee Name	Total Gross	Taxable Gross	Other Payments	Student/ Postgrad Loan	PAYE	Employee NIC	Employer NIC	Employee Pension*	Statutory Payments	Other Deductions	Net Pay
1	N Phillips	319.28	319.28	319.28	0.00	4.40	0.00	0.00	0.00	0.00	0.00	314.88
<u>1</u>	<u>Employees</u>	<u>319.28</u>	<u>319.28</u>	<u>319.28</u>	<u>0.00</u>	<u>4.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>314.88</u>

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

**Rocket Sites Ltd**  
3 Winder Farm Close  
Dearham, Cumbria CA15 7JH  
United Kingdom

BILL TO  
**Kirkoswald Parish Council**  
Nick Phillips

kirkoswaldparishcouncil@hotmail.co.uk

**Invoice Number:** 2527

**Invoice Date:** July 3, 2023

**Payment Due:** July 3, 2023

**Amount Due (GBP):** £138.00

Items	Price	Amount
<b>Cloud Hosting</b> kirkoswaldparishcouncil.co.uk	£95.00	£95.00
<b>Domain</b> kirkoswaldparishcouncil.co.uk	£20.00	£20.00

<b>Subtotal:</b>	£115.00
VAT 20% (225119533):	£23.00
<b>Total:</b>	£138.00
<b>Amount Due (GBP):</b>	<b>£138.00</b>

**Notes / Terms**

BACS Details:  
Rocket Sites Ltd  
Sort Code: 60-83-71  
Account Number: 43058523