

# UNDERSKIDDAW PARISH COUNCIL

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

Email: [Underskiddawparishclerk@hotmail.com](mailto:Underskiddawparishclerk@hotmail.com) Website [underskiddawparishcouncil.co.uk](http://underskiddawparishcouncil.co.uk)

Thursday, 2 May 2024

Dear Councillor

You are summoned to attend the **ANNUAL PARISH MEETING** followed by **THE ANNUAL MEETING OF UNDERSKIDDAW PARISH COUNCIL** that will be held at The church room Underskiddaw on **Monday 13 May** at 8.00 PM. The Public and Press are invited to attend.



Clerk

## AGENDA

### Annual Parish Meeting

- 1. APOLOGIES FOR ABSENCE**  
To receive apologies and approve reasons for absence
- 2. 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.
- 3. Chair's report 2023-24 – to note that a report is not available**

### Annual Meeting

- 1. ELECTION OF CHAIR 2023/24**
- 2. DECLARATION OF OFFICE-** To receive the Chair's signed declaration of acceptance of office.
- 3. Co-option of D Burn to the parish council – to resolve whether to co-opt Mr Burn to the Parish Council**
- 4. MINUTES OF THE COUNCIL MEETING held on 24 January 2024**  
To authorise the chair to sign, as a correct record, the minutes of the meeting held on 24 January 2024 (attached).
- 5. 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

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6. Accounting statement – to receive and note the annual accounts.
7. To approve the annual return 2023/24 and sign the Statement of Governance (papers attached).
  - a. To receive for information the auditor’s report
  - b. To discuss the Annual internal Audit report and any actions necessary
  - c. To complete the Annual Governance Statement
  - d. To agree and sign the accounting statement
8. **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
9. **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.)
10. **POLICE MATTERS – to resolve** whether to submit any matters to the Local Focus Hub.
11. **PLANNING APPLICATIONS** -You may view the details on the Planning Authority website ([Lakedistrict.gov.uk](http://Lakedistrict.gov.uk)) where parishioners can submit their own observations directly
  - a. To resolve whether to submit any observations on the following applications

<b>7/2024/2070</b>	<b>Croft Head Farm, Applethwaite, Keswick, CA12 4PN</b>	<b>Single storey extension to domestic property complete with open fronted timber porch to existing rear doorway</b>
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## 12. FINANCE

- a. **Payments- to authorise** schedule of payments totalling £699.77 (VN 1-3)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
01	02/05/2024	CPSL	SI-10936	Annual Payroll	174.00	34.80	208.80
02	27/04/2024	Zurich Municipal		Insurance premium	339.94	0.00	339.94
03	4/04/2024	CALC		Annual membership	151.03	0.00	151.03

- b. **Receipt – to note** receipt Cumberland council £3708, R01 Precept half yearly payment.

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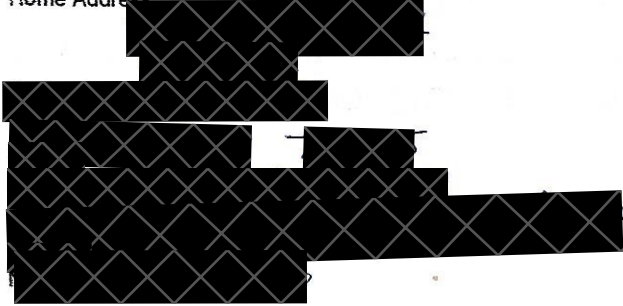
13. Banking – to resolve whether to add Cllr Griffiths and the locum Clerk to the banking mandate.
14. Clerk’s hours – to note that the locum clerk will bill by the hour plus expenses and authorise CPSL to process pay claims for payment through the banking system and report back at the next meeting.
15. To resolve whether to adopt Scribe accounts for an accounting system at the Professional level and authorise the clerk to set up the account.
16. Advertising the vacant Clerk position: to resolve whether to advertise on the CALC website and set hours and pay scale.
17. **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.
18. **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.
19. **Date of next meeting**  
**The next meeting of the Parish Council** will take place on 16 July 2024 in Undewrskiddaw Church Room at 4.30pm.  
Agenda items to be submitted to the Clerk by 12 noon on Thursday 4 July 2024.

# Underskiddaw Parish Council

## Co-Option Application Form.

Full Name **DAVID STANLEY BURN**

Home Address



Please answer the Yes/No Questions carefully as they set out the Legal Qualifications for being a Parish Councillor

### Qualifications:

1. Are you a British Citizen, a Commonwealth Citizen or a Citizen of a European Union Country?  Yes  No

2. Are you 18 or Over?  Yes  No

You only need one of the following four qualifications but please say Yes to all that apply)

3. Are you on the Electoral Register for the Underskiddaw Parish area? Yes/No

4. Have you lived either in the Parish, or within three miles of its boundary, for at least a year?  Yes  No

5. Have you been the owner or tenant of land in the Parish for at least a year? Yes/No

6. Have you had your only or main place of work in Parish for at least a year? Yes/No

### Disqualifications:

1. Are you subject of a bankruptcy restrictions order or interim order?  Yes  No

2. Have you within the last five years been convicted of an offence in the UK, the Channel Islands, or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?  Yes  No

3. Are you disqualified by order of a court from being a member of a local authority?  Yes  No

### Skills:

Do you have anything you wish to contribute to the Parish Council in terms of experience, knowledge or skills?

I WAS A COUNCILLOR WITH KESWICK TOWN COUNCIL FROM 2011 TO MAY 2023

## Reason for applying to join the Parish Council

Please tell us your reasons for wishing to become a Parish Councillor?

I DID NOT STAND FOR RE-ELECTION TO KESWICK TOWN COUNCIL IN MAY 2023 AS I HAD ALREADY SERVED FOR 12 YEARS AND THOUGHT IT WAS TIME TO MOVE ON. I DID NOT EXPECT TO MISS MY WORK AS A COUNCILLOR TO THE EXTENT I HAVE. I WOULD WELCOME AN OPPORTUNITY TO USE MY EXPERIENCE TO CONTINUE HELPING THE COMMUNITY.

## Attendance at Meetings

Are there any factors, other than exception circumstances that might prevent you from regularly attending Bi-monthly Parish Meetings (held on a Tuesday afternoon at 14:00)?

I ALREADY HAVE HOLIDAY BOOKINGS WHICH, DEPENDING ON WHICH TUESDAYS ARE CHOSEN FOR COUNCIL MEETINGS, MAY CLASH BUT OTHERWISE WOULD BE AVAILABLE TO ATTEND

## Local Interests

Are there any local issues that you are particularly interested in that you believe could be of benefit to the Community?

- LOCAL HOUSING NEEDS
- HOLIDAY LETS
- SAFETY IN THE COMMUNITY

## Questions

Are there any questions you would like to ask Underskiddaw Parish Council?

As a councillor representing your community you will help keep it a great place to live & work. You will be supported in your role and will be offered training if required. You should be comfortable working electronically (Council papers are distributed via email).

Signed   
Dated 21 DECEMBER 2023

Please return via email to [clerk@Underskiddaw.org.uk](mailto:clerk@Underskiddaw.org.uk)

## **Underskiddaw Parish Council Minutes**

Minutes of the meeting of the Underskiddaw Parish Council Annual Council meeting held in Underskiddaw Church Rooms at 16:30 on the Tuesday 16<sup>th</sup> January 2024

**Present:** David Horsburgh (in the Chair), Jan Boniface, Jana Lambert, Diane Griffiths

**In Attendance:** Becx Carter (Clerk & RFO), 1 member of the public

**Apologies:** Ellen Barker (Work commitments)

With 4 councillors present the meeting was quorate.

### **01/2024 Apologies for absence**

**Resolved** by all present that the above-mentioned apologies be noted as received.

### **02/2024 Approval of Minutes of the Meeting held on the 14<sup>th</sup> November 2023**

**Resolved** by all present that the minutes of the meeting held on the 14<sup>th</sup> November 2023 be signed as a true and accurate record by Cllr David Horsburgh

**Action:** Clerk to upload the minutes to the website and circulate to all.

### **03/2024 Request for Dispensations & Declarations of Interest**

None

### **04/2024 Exclusion of Press & Public (Public Bodies Admission to Meetings Act 1960).**

None

### **05/2024 Public Participation**

None

### **06/2024 To consider applications for co-option.**

An application for co-option has been received from a Mr David Burns. The Clerk confirmed that legally Mr D Burns was eligible for co-option.

For a person to be co-opted to the Council the Clerk confirmed there needs to be a proposer and a seconder and the majority of those present need to be in favour.

**Resolved** by all present that this application be deferred until the May meeting when Mr Burns could be invited to attend in person and introduce himself to the council before Councillors take a decision.

**Action:** Clerk to take this forward.

### **07/2024 Update from other bodies (If present)**

- i. *Cumberland Council*

Cllr J Perry has sent her apologies to the meeting, any updates will be circulated to all via email.

### **08/2024 Clerks report**

i. *To consider Parish Maintenance/Grass Cutting*

The Clerk had circulated maps for the areas that Underskiddaw Parish Council would like to employ a contractor to maintain, the Clerk has tried to formally request a lengthsman agreement from Cumberland Council for these works, but the answer thus far from Cumberland is:

*“Cumberland Council are not aware of any lengthsman agreements setup during the first 9 months of Cumberland Council, but there is a section on the Council’s webpage referring to the scheme, although most of the references seem to be old CCC ones, so it looks like what was on the old CCC website has been transferred over, but not updated.*

*For the old CCC scheme there was a nominated lead officer who engaged with the Parish Councils and other volunteer groups, but I don’t believe there is such a person in the new authority at present”*

Cumberland Cllr J Perry noted that this seems to be another one of those things that has fallen through the gaps as a result of LGR.

**Resolved** by all present that a Parish Maintenance contract be advertised in the Keswick Reminder and on the Underskiddaw Parish Council website for the areas covered in the maps circulated by the Clerk. Quotation responses should be received by the 1<sup>st</sup> March 2024, and should be accompanied by copies of the insurance certificates. The decision on who to let the tender to will be taken on the 12<sup>th</sup> March 2024 with the contract to commence on the 1<sup>st</sup> April 2024.

**Action: Clerk to take this forward and upload documents to the website.**

**09/2024 Finance & Accounts**

i. *To receive note of the Bank Balances*

**Resolved** by all present that the bank balance be noted as

Current Account £14,421.35 at 31<sup>st</sup> December 2023

ii. *Invoices for approval*

To	For	Amount
Crosthwaite Church	Room Hire	£25.00

**Resolved** by all present that these invoices be paid.

**Action: Clerk to organise the payment of these accounts.**

iii. *To consider & approve the bank reconciliation & spend against budget report*

**Resolved** by all present that these be approved as a true and accurate record.

iv. *To consider the draft budget for 24/25*

The Clerk had circulated a draft budget to all with the meeting papers, based upon the actual and expected expenditure for the current financial year the Clerk is recommending a 0% change in the precept.

**Resolved** by all present that the precept for Underskiddaw Parish Council for 24/25 be held at £7,416 a 0% rise.

**Action: Clerk to file the precept demand**

v. *To consider a S.137 Donation to the Great North Air Ambulance*

**Resolved** by all present that a S.137 donation of £200 be made the Great North Air Ambulance in recognition of the valuable work that it undertakes.

**Action: Clerk to pay this donation.**

- vi. *To consider and adopt the below policies*
- a. *Planning Policies & Guidance*
  - b. *Scheme of delegation*

**Resolved** by all present that the above policies be adopted with immediate effect.

**Action: Clerk to upload these policies to the Underskiddaw Parish Council Website.**

### **10/2024 Lake District National Park Authority**

i. *Decisions*

**Resolved** by all present that the below decisions be noted as received:

<b>Ref</b>	<b>Location</b>	<b>Proposal</b>	<b>Decision</b>
7/2023/2171	Village Hall, Millbeck	Replace all windows and external doors	Granted with conditions
7/2023/2208	Former Keswick Garden Centre	Approval of details reserved by conditions no's 8 (landscaping) and 10 (renewable energy) on planning approval 7/2023/2090 etc.	Granted
7/2023/2236	Former Keswick Garden Centre	Amendment to condition 6 (roof covering) of planning permission 7/2023/2090	Refused
7/2023/2241 and (2240)	Scar House, Applethwaite	Extension & alterations following withdrawal of 7/2023/2121	Granted (and listed building consent) with conditions

ii. *Planning Applications for Consideration*

None

### **11/2024 Members Reports**

i. *Village Hall*

New double glazed roof lights were delivered but one was damaged in fitting, this replacement is being covered by contractors' insurance.

The new windows and doors (the subject of planning application 7/2023/2171) have been ordered and they are aiming to be fitted by the end of March.

A revised planning application has been submitted for the replacement of men's toilets this has not been validated yet as a bat survey is required.

The site continues to be well used.

### **12/2024 Dates of next meeting.**

**Resolved** by all present that dates for the forthcoming meeting of Underskiddaw Parish Council be set as:



12<sup>th</sup> March 2024-16:30- Underskiddaw Church Room  
14<sup>th</sup> May 2024-16:30- Underskiddaw Church Room  
16<sup>th</sup> July 2024-16:30- Underskiddaw Church Room  
17<sup>th</sup> September 2024-16:30- Underskiddaw Church Room  
19<sup>th</sup> November 2024-16:30- Underskiddaw Church Room  
21<sup>st</sup> January 2025-16:30- Underskiddaw Church Room

Meeting Closed 16:53

**Cash Book 2023-24****Current Account**

<b><u>Cheque</u></b>	<b><u>No</u></b>	<b><u>Description</u></b>	<b><u>Code</u></b>	<b><u>Item</u></b>	<b><u>Paid out</u></b>	<b><u>Paid In</u></b>	<b><u>Balance</u></b>
		Opening Balances					10,707.70
		Cumberland Council	1	Precept		3,708.00	14,415.70
		Andrew Wilson	20	Grass cutting	205.75		14,209.95
	SO	Becx Carter	10	Clerk's Salary	419.25		13,790.70
	SO	HMRC	11	Employer's tax	279.20		13,511.50
	BACS	Becx Carter	15	Clerk's Expenses	93.36		13,418.14
	BACS	CPSL	41	Payroll services	79.20		13,338.94
	BACS	Rachael Kelly	40	Audit Fee	50.00		13,288.94
	BACS	CALC	60	CALC Subscription	136.77		13,152.17
	BACS	Zurich	25	Insurance	333.58		12,818.59
	BACS	HMRC	6	VAT Reclaim		125.34	12,943.93
	BACS	Crosthwaite PCC	35	Hall Hire	25.00		12,918.93



# Allerdale Borough Council

Allerdale House  
Workington  
Cumbria  
CA14 3YJ

VAT Registration: 257 1999 15  
Telephone: 0303 123 1702  
Email: [invoice.section@allerdale.gov.uk](mailto:invoice.section@allerdale.gov.uk)

UNDERSKIDDAW P.C.  
MISS REBECCA CARTER  
40 WINDEBROWE AVENUE  
KESWICK  
CUMBRIA  
CA12 4JA

**Ref 1**

**Payment No.:** AP003625  
**Date:** 04/04/2023  
**Creditor Id:** 11375

**Page :** 1 of 1

## Remittance Advice

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<i>Date</i>	<i>Reference</i>	<i>Description</i>	<i>Amount</i>
4 Apr 2023	PARISH PRECEPT 1ST INSTALMENT	PARISH PRECEPT 1ST INSTALMENT	3,708.00
<b>Payment Amount:GBP:</b>			3,708.00

**The Total Amount has been transferred direct to the bank account of: UNDERSKIDDAW P.C.**

**Bank Name:** 608301  
**Bank Account:** 204\*\*\*\*\*  
**Amount:** 3,708.00  
**Payment No.:** AP003625  
**Date:** 04/04/2023

REF2

Andrew JB Wilson  
Gardening Services  
Beckside Cottage  
Applethwaite  
CA12 4PN

24<sup>th</sup> March 2023

### Invoice for services to Underskiddaw Parish Council January and February 2023

Date	Work undertaken	Amount
Jan 14 <sup>th</sup>	2 hours @£20 – clearing drains near Rose Cottage	£40
Feb 3 <sup>rd</sup>	6 hours @ £20 – pruning back hedge near Dobbie Garth, and clearing hedge between Thrushwood and the Roundabout, and pollarding tree that had fallen into the road	£120
Jan 19 2023	Yak trax ice clearing equipment for Parish use	£36.75
	1 can of fuel @ £9	£9
	<b>Total</b>	<b>£205.75</b>

Ref.	Employee Name	Process Date	N.I. Number
1	Miss. RA Carter	30/06/2023	XXXXXX

Payments	Units	Rate	Amount
Salary	1.00	698.4400	698.44
REF3			

Deductions	Amount
PAYE Tax	279.20
National Insurance	0.00

Miss. RA Carter 40 Windebrowe Avenue Keswick Cumbria  CA12 4JA  <b>Underskiddaw Parish Council</b> Tax Code: D0    Dept:    Tax Period: 3	<b>This Period</b>		<b>Year To date</b>	
	Total Gross Pay	698.44	Total Gross Pay TD	698.44
	Gross for Tax	698.44	Gross for Tax TD	698.44
	Earnings for NI	0.00	Tax paid TD	279.20
			Earnings For NI TD	0.00
	Payment Period	Monthly	National Insurance TD	0.00
			<b>Net Pay                      419.24</b>	

Payment Method: Quarterly

**Underskiddaw Parish Council**  
**Form P32 - Employer Payment Record**

Tax Month From: 1                      Date From: 06/04/2023                      Tax District/Reference: 475/RA69503  
Tax Month To: 3                          Date To: 05/07/2023                          Accounts Office Reference: 475PH00312433

1 - PAYE Income Tax:		279.20
2 - Student/Postgraduate Loan Deductions:		0.00
3 - Net Income Tax:		279.20 ( 1 + 2 )
4 - Gross National Insurance:		0.00
5 - Employment Allowance:		0.00
6 - Total SMP Recovered:		0.00
7 - NIC Compensation on SMP (if due):	REF4	0.00
8 - Total SPP Recovered:		0.00
9 - NIC Compensation on SPP (if due):		0.00
10 - Total ShPP Recovered:		0.00
11 - NIC Compensation on ShPP (if due):		0.00
12 - Total SAP Recovered:		0.00
13 - NIC Compensation on SAP (if due):		0.00
14 - Total SPBP Recovered:		0.00
15 - NIC Compensation on SPBP (if due):		0.00
16 - Total NIC Deductions:		0.00
17 - Net National Insurance:		0.00 ( 4 minus 5 minus 16 )
18 - Apprenticeship Levy:		0.00
19 - Termination Payments Class 1A NICs		0.00
20 - Employer NI to Pay:		0.00
21 - Total Amount Due:		279.20 ( 3 + 17 + 18 + 19 )

Note: If there is a value in box 16 displayed above you must submit an Employer's Payment Summary (EPS) to HMRC.

Tax Refund Received	0.00
SMP/SPP/ShPP/SAP/SPBP Funding Receive	0.00
Total SMP	0.00
Total SPP	0.00
Total ShPP	0.00
Total SAP	0.00
Total SPBP	0.00
Small Employer Statutory NIC Compensation Percentage	%

You can pay your employers' PAYE and National Insurance online at <https://www.tax.service.gov.uk/pay-online/epaye>

# 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)

Ref 6



## Invoice To:

UNDERSKIDDAW PARISH COUNCIL  
40 Windebrowe Avenue  
Keswick  
Cumbria  
CA12 4JA

## SALES INVOICE

**Invoice Date** 02/05/2023  
**Due Date** 01/06/2023  
**Customer Code** UNDERSKI  
**Invoice Number** SI-9668

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net
CALC03	Payroll quarterly - email service Annual Charge 2023-24	4.00	16.50	20.00	66.00

VAT Rate	Net	VAT	Total Net	66.00
Standard 20.00% (20.00%)	£66.00	£13.20	Total VAT	13.20
			<b>TOTAL</b>	<b>£79.20</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)

## Deliver To:

UNDERSKIDDAW PARISH COUNCIL  
40 Windebrowe Avenue  
Keswick  
Cumbria  
CA12 4JA

**From:** Zurich Insurance Renewals.team@uk.zurich.com  
**Subject:** Underskiddaw Parish Council: Thank you for your recent payment  
**Date:** 18 May 2023 at 16:01  
**To:** underskiddawparishclerk@hotmail.com

Thank you for your payment

[Visit Website](#) |



## Payment Receipt

**Date:** 17/05/2023  
**Contact Reference:** 3706853

Dear Becx,

Thank you for your recent payment, full details are below for your records.

Customer Name	Underskiddaw Parish Council
Payment Type	Bank Transfer
Date Received	17/05/2023
<b>Total amount paid:</b>	<b>£333.58</b>

If you have any questions about this payment, please call us on 0800 917 9531 or email us [finance.team@uk.zurich.com](mailto:finance.team@uk.zurich.com)

Kind Regards,

Jack O'Connor  
Head of Finance

Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

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Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Ref.	Employee Name	Process Date	N.I. Number
1	Miss. RA Carter	30/09/2023	XXXXXX

Payments	Units	Rate	Amount
Salary	1.00	698.4400	698.44
<b>REF15</b>			

Deductions	Amount
PAYE Tax	279.20
National Insurance	0.00

Miss. RA Carter 40 Windebrowe Avenue Keswick Cumbria  CA12 4JA	<b>This Period</b>		<b>Year To date</b>	
	Total Gross Pay	698.44	Total Gross Pay TD	1396.88
	Gross for Tax	698.44	Gross for Tax TD	1396.88
	Earnings for NI	0.00	Tax paid TD	558.40
			Earnings For NI TD	0.00
			National Insurance TD	0.00
	Payment Period	Monthly		
<b>Underskiddaw Parish Council</b>				
Tax Code: D0	Dept:	Tax Period: 6	Payment Method: Quarterly	

<b>Net Pay</b>	<b>419.24</b>
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**Underskiddaw Parish Council**  
**Form P32 - Employer Payment Record**

Tax Month From: 4                      Date From: 06/07/2023                      Tax District/Reference: 475/RA69503  
Tax Month To: 6                          Date To: 05/10/2023                          Accounts Office Reference: 475PH00312433

1 - PAYE Income Tax:		279.20
2 - Student/Postgraduate Loan Deductions:		0.00
3 - Net Income Tax:		279.20 ( 1 + 2 )
4 - Gross National Insurance:		0.00
5 - Employment Allowance:		0.00
6 - Total SMP Recovered:		0.00
7 - NIC Compensation on SMP (if due):	REF16	0.00
8 - Total SPP Recovered:		0.00
9 - NIC Compensation on SPP (if due):		0.00
10 - Total ShPP Recovered:		0.00
11 - NIC Compensation on ShPP (if due):		0.00
12 - Total SAP Recovered:		0.00
13 - NIC Compensation on SAP (if due):		0.00
14 - Total SPBP Recovered:		0.00
15 - NIC Compensation on SPBP (if due):		0.00
16 - Total NIC Deductions:		0.00
17 - Net National Insurance:		0.00 ( 4 minus 5 minus 16 )
18 - Apprenticeship Levy:		0.00
19 - Termination Payments Class 1A NICs		0.00
20 - Employer NI to Pay:		0.00
21 - Total Amount Due:		279.20 ( 3 + 17 + 18 + 19 )

Note: If there is a value in box 16 displayed above you must submit an Employer's Payment Summary (EPS) to HMRC.

Tax Refund Received	0.00
SMP/SPP/ShPP/SAP/SPBP Funding Receive	0.00
Total SMP	0.00
Total SPP	0.00
Total ShPP	0.00
Total SAP	0.00
Total SPBP	0.00
Small Employer Statutory NIC Compensation Percentage	%

You can pay your employers' PAYE and National Insurance online at <https://www.tax.service.gov.uk/pay-online/epaye>

UNPAID



TSOHOST

Paragon Internet Group t/a tsoHost

252-254 Blyth Road

Hayes

UB3 1HA

VAT number: GB 182 1470 21

Sort Code: 30-80-12.

Account Number: 13603660.

Please use invoice number as reference.

## Invoice #7570259

REF19

Invoice Date: 01/06/2023

Due Date: 01/07/2023

### Invoiced To

Underskiddaw Parish Council  
ATTN: Underskiddaw Parish Council  
40 Windebrowe Avenue  
Keswick, Cumbria, CA12 4JA  
United Kingdom

Description	Total
Standard SSL Certificate - underskiddawparishcouncil.co.uk (01/07/2023 - 30/06/2024)	£49.99
<b>Sub Total</b>	<b>£49.99</b>
<b>20.00% UK VAT</b>	<b>£10.00</b>
<b>Credit</b>	<b>£0.00</b>
<b>Total</b>	<b>£59.99</b>

### Transactions

Transaction Date	Gateway	Transaction ID	Amount
No Related Transactions Found			
		<b>Balance</b>	<b>£59.99</b>



# Cumberland Council

Allerdale House  
Workington  
Cumbria  
CA14 3YJ

VAT Registration: 434 547 685  
Telephone: 0300 373 3730  
Email: [invoice.section@cumberland.gov.uk](mailto:invoice.section@cumberland.gov.uk)

REF20

UNDERSKIDDAW P.C.  
MISS REBECCA CARTER  
40 WINDEBROWE AVENUE  
KESWICK  
CUMBRIA  
CA12 4JA

**Payment No.:** AP003760  
**Date:** 27/09/2023  
**Creditor Id:** 11375

**Page :** 1 of 1

## Remittance Advice

<i>Date</i>	<i>Reference</i>	<i>Description</i>	<i>Amount</i>
25 Sep 2023	APJ000413	Parish Precept 2nd Instalment 2023/24	3,708.00
<b>Payment Amount:GBP:</b>			3,708.00

**The Total Amount has been transferred direct to the bank account of: UNDERSKIDDAW P.C.**

**Bank Name:** 608301  
**Bank Account:** 204\*\*\*\*\*  
**Amount:** 3,708.00  
**Payment No.:** AP003760  
**Date:** 27/09/2023

# Annual Governance and Accountability Return 2023/24 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities\* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

## Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
  - a) does not meet the qualifying criteria for exemption; or
  - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
  - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2024**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
  - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
    - c) **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
    - d) **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
    - e) **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement **before** approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.

## Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2023/24**, page 4
- **Section 1 – Annual Governance Statement 2023/24**, page 5
- **Section 2 – Accounting Statements 2023/24**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

## Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2023/24 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2023/24, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2024. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2024**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide\** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2024</b> been reconciled to Box 8?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? ( <i>Local Councils only</i> )		

\* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## Certificate of Exemption – AGAR 2023/24 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2024, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2023/24, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2023/24:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2023/24:

ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2020
- In relation to the preceding financial year (2022/23), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2024.

**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

\*Published web address

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2024. Reminder letters for late submission will incur a charge of £40 + VAT.**



# Annual Internal Audit Report 2023/24

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Lake District  
National Park

Clerk, Underskiddaw Parish Council  
NO ADDRESS PROVIDED

26-Apr-2024

Dear Sir/Madam

**What is the formal view of your council on this application?**

**Reference:** 7/2024/2070  
**Location:** Croft Head Farm, Applethwaite, Keswick, CA12 4PN  
**Proposal:** Single storey extension to domestic property complete with open fronted timber porch to existing rear doorway  
**Reply by:** 24 May 2024  
**Reply to:** [planning@lakedistrict.gov.uk](mailto:planning@lakedistrict.gov.uk)

We invite the formal view of your council. Please [click on this link](#) to view the application forms and documents.

Alternatively you can visit <https://planning.agileapplications.co.uk/ldnpa> and enter 7/2024/2070 into the reference search field.

If your council supports or objects, please give us their planning reasons. A neutral view such as no objections is equally acceptable.

We hope you find our online planning guide for town and parish councils and parish meetings useful. You can see it on our website by clicking on:  
[www.lakedistrict.gov.uk/parishplanningadvice](http://www.lakedistrict.gov.uk/parishplanningadvice)

For further information about how we publicise planning applications and to read our policy and procedure for public speaking at meetings, please see our practice guidance at <https://www.lakedistrict.gov.uk/planning/gettingplanningadvice/planningguides>. If the application is to be reported to committee and your council would wish to speak at the meeting please register this intent with the formal views.

When made, the decision will be published on our website.

Yours faithfully

Development Management Support Team

You can help us by telling us if your email changes – thank you

# 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:

UNDERSKIDDAW PARISH COUNCIL  
14 Twickenham Court  
Carlisle  
Cumbria  
CA1 3TW

**Invoice Date** 02/05/2024  
**Due Date** 01/06/2024  
**Customer Code** UNDERSKI  
**Invoice Number** SI-10936

## SALES INVOICE

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net
CALC01	Payroll monthly - email service 12 Monthly payroll runs.	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)

**From:** Zurich Insurance Renewals.team@uk.zurich.com  
**Subject:** Underskiddaw Parish Council - Your insurance policy is due for renewal  
**Date:** 27 April 2024 at 11:01  
**To:** underskiddawparishclerk@hotmail.com

ZI

[Visit Website](#) | [View as Web Page](#)



Follow Us   

Dear Becx,

We'd like to remind you that your insurance for Underskiddaw Parish Council (Policy Number: YLL-2720431053) is due for renewal on 01 June 2024, and we hope that you continue to insure with Zurich for the coming year.

We recently sent you an email containing details of your renewal premium and a link to your [online account](#) (if you don't recall your password, you can reset it [here](#)). [Here](#) you'll find all your renewal documents and it's important that you read them carefully and check that we've included all the covers you want for the coming year.

Your premium for the year, including Insurance Premium Tax and VAT where applicable, is **£339.94**. To ensure your cover continues, your renewal premium is due by 01 June 2024.

To pay by bank transfer please use the following details:

**Account Name:** Zurich Town & Parish, Insurer Trust Account

**Account Number:** 23110249

**Sort Code:** 20-65-82

**Bank:** Barclays Bank PLC

To pay by cheque, please use the following details:

Please make your cheque payable to **Zurich Municipal**

Please send your cheque to: **Zurich Town and Parish Council Team, PO Box 726, Chichester, PO19 9PS.**

If for any reason you are unable to make payment by the due date, your needs have changed, or you do not wish to renew your insurance, please email us or call 0800 917 9531. Our offices are open 9am to 5pm, Monday to Friday.



**Fire and Rescue Service Headquarters**  
Carleton Avenue  
Penrith  
Cumbria, CA10 2FA

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

April 2024

VACANT  
Clerk  
Underskiddaw PC

Dear Colleague,

### **ANNUAL SUBSCRIPTION 2024/25**

I would like to thank your Council for its valued membership of the Cumbria Association of Local Councils over the past year. Annual subscriptions to the Association for 2024/25 are now due.

The subscription for your Council is made up of two payments, one to the Cumbria Association of Local Councils (CALC) and one to the National Association of Local Councils (NALC). Each portion of the subscription fee is itemised separately. The NALC portion of the fee for 2024/25 is calculated at 7.94p per elector and the CALC portion is calculated in proportion to the square root of your electorate.

For 2024/25 your CALC/NALC subscription fee is: **£151.03**

This sum is made up of:  
NALC subscription at £14.53  
CALC subscription at £136.50

**Please note that a member council cannot be a member of CALC without being a member of NALC and vice versa.**

Could you please put this membership subscription request before the next meeting of your Council so that continuation of membership can be authorised for payment? I enclose a note as a reminder of the benefits of CALC membership.

**Please note that payment must be received by 31<sup>st</sup> August 2024. CALC services will be put on hold for Parish Councils who do not pay by that date.**

You may pay us by cheque at the address shown at the top of this letter or alternatively pay by BACS as follows: Cumbria Association of Local Councils, Unity Trust Bank, A/C:

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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)

20466598, Sort Code: 608301. **(Please note change of Bank details from HSBC to Unity Trust Bank).**

It would be very helpful if you would please amend as necessary and return the enclosed form giving contact details for your parish council.

I look forward to receiving your Council's subscription.

Kind regards,

*Sonia Hutchinson*

Chief Officer

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Chairman: Cllr Mary Bradley

Chief Officer: Sonia Hutchinson

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Registered number: 15107335

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# Cumberland Council

Allerdale House  
Workington  
Cumbria  
CA14 3YJ

VAT Registration: 434 547 685  
Telephone: 0300 373 3730  
Email: [invoice.section@cumberland.gov.uk](mailto:invoice.section@cumberland.gov.uk)

UNDERSKIDDAW P.C.  
MISS REBECCA CARTER  
40 WINDEBROWE AVENUE  
KESWICK  
CUMBRIA  
CA12 4JA

**Payment No.:** AP003902  
**Date:** 27/03/2024  
**Creditor Id:** 11375

**Page :** 1 of 1

## Remittance Advice

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<i>Date</i>	<i>Reference</i>	<i>Description</i>	<i>Amount</i>
27 Mar 2024	APJ000681	Parish Precept 1st Instalment 2024/25	3,708.00
<b>Payment Amount:GBP:</b>			3,708.00

**The Total Amount has been transferred direct to the bank account of: UNDERSKIDDAW P.C.**

**Bank Name:** 608301  
**Bank Account:** 204\*\*\*\*\*  
**Amount:** 3,708.00  
**Payment No.:** AP003902  
**Date:** 27/03/2024

Based on an approximate precept of:  
**£3,708**

### Lite (R&P Only)

**£12**

per month  
+ £0 initial payment

Aimed at councils <£10,000  
precept, wishing to save time!

- ✓ 20 Fixed Cost Codes
- ✓ Budgets & Reserves
- ✓ AGAR
- ✓ Asset Register
- ✓ 2 users

#popular

### Professional

**£15**

per month  
+ £99 initial payment

for the super clerks, who want  
to supercharge their  
efficiency

- ✓ Invoices & PO's
- ✓ Making Tax Digital
- ✓ Advanced Reports & Filtering
- ✓ Attached Files
- ✓ 5 users

### Premium

**£18**

per month  
+ £99 initial payment

For bigger teams, with needs  
for more customisation

- ✓ Flexed Budget and Forecasts
- ✓ Detailed Audit Log
- ✓ Roles and Permissions
- ✓ Custom Reports
- ✓ Unlimited users



Proposal for

# **Underskiddaw Parish Council**

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Created by  
India Greenwood

Prepared for  
Nick Phillips

# About Scribe

Scribe is a dedicated partner to local councils in England and Wales, offering a suite of intuitive, cloud-based applications to facilitate efficient and secure management of your council's core operations. Our software - Scribe Accounts, Scribe Cemetery, Scribe Bookings, and Scribe Allotments - enables precise control over your financial accounts, cemetery records, venue bookings, and allotments.

Crafted with a user-friendly design, Scribe reduces technological complexity, freeing up your time to focus on your community. We ensure secure management of public funds, facilities, and cemeteries, enhancing transparency and reducing risks of mismanagement.

Compliant with UK and EU data protection regulations, we provide comprehensive data protection with AWS London hosting. Our software prioritises clear, accurate reporting, bolstered by advanced record searching, filtering, and centralised CRM.

As the fastest-growing software and training provider in the local government sector, Scribe offers robust customer support, including free, unlimited training from the Scribe Academy. Our impressive 4.9-star rating on Trustpilot, coupled with our 'No Lock-in' contracts, underscores our commitment to customer satisfaction.

Join Scribe, the trusted community of over 1200 customers, and work smarter to enhance your council's effectiveness, transparency, and public trust.

# About Underskiddaw Parish Council

## Executive Summary

With the ever-increasing responsibilities of town and parish councils, it's essential to have a comprehensive and efficient tool for managing financial administration tasks. While spreadsheets and general commercial software packages may have sufficed in the past, they lack specific functionalities and expertise required by councils. Scribe fills this gap by offering a purpose-built solution with the depth of functionality and expert support that councils need.

**Designed Specifically for Councils:** Scribe's suite of features has been developed with the unique requirements of town and parish councils in mind. This focus ensures that Scribe is fully equipped to handle the nuances of council financial administration that generic accounting software often overlooks.

**Comprehensive Functionality:** With Scribe, councils have access to features such as AGAR and Year-End support, reserves management, Making Tx Digital, and can add-on special modules like bookings, allotments, cemetery management, and asset register maintenance to future-proof your council's future. These features offer a breadth and depth of functionality that surpasses what is available in spreadsheets and generic solutions.

**Compliance Assurance:** Scribe supports compliance with Section 137, UK GDPR, data protection, and provides audit trails, and the ability to log powers used for spend, giving councils the peace of mind of knowing they're meeting all necessary regulations.

**Excellent User Experience:** Scribe's user-friendly interface, customisable reports, and robust budgeting and forecasting tools improve efficiency and decision-making. Moreover, users have highlighted Scribe's top-notch customer support, intuitive design, professional reports, and time-saving capabilities in their positive reviews.

**Continuous Improvement:** Regular updates and improvements demonstrate Scribe's commitment to adapting and growing to meet the evolving needs of its users.

**Value for Money:** In considering the total cost of ownership, Scribe provides exceptional value. The time savings, increased efficiency, risk reduction, and improved decision-making facilitated by Scribe far outweigh the costs of the software.

In summary, Scribe provides a superior solution for council financial administration. With a combination of comprehensive, council-specific functionality, an excellent user experience, and robust support, Scribe is a sound investment for any town or parish council looking to improve their financial administration and ensure compliance with relevant regulations.

# Joining Scribe

## Onboarding

- Day 1 - Upon joining us, you will receive a call from our customer support team, who will provide your account access, and advise on the steps you can take to add your data, so you can get started immediately.
- Day 30 - You will join our exclusive training academy for Scribe customers. Holding weekly training events to get you familiar with our software and principles and practices.
- Day 60 - After you have completed your 30-day onboarding, you will be assigned a dedicated Customer Success Manager to ensure your happiness and success forever.

## Count on us, every single day with unlimited support

Included in your subscription is access to our support team, which are qualified and part-qualified accountants, expert trainers and problem solvers. All our calls, emails and messages are responded to within minutes.



Jane Dafforn  
Chief Customer Officer



Hannah Driver (MAAT),  
Senior Accountant



Jess Shackley (AATQB)  
Customer Support



Tracy Russell (AATQB)  
Customer Support



Jo Peters (CILCA)  
Customer Success



Training Webinars



Knowledgebase



Phone support



Email Support



Community Support



Customer Success

# Free Training – Webinars and Toolkits

## Free webinars and conferences

[Scribe Academy™ - Free Training for Council Clerks and Councillors](#)

[Scribefest - Free Conference for Parish, Town and Community Councils.](#)

## Free Community Support

[The Clerks` Corner](#) - 1,700 members

[The Councillor's Corner](#) - 600 members

## Free Toolkits and Guides

[Free Code Of Conduct Guide For Councillors](#)

[The Ultimate Marketing Checklist For Village & Town Halls](#)

[A-Z Of Grant Funding For Town And Parish Councils](#)

[Free Parish & Town Council Budgeting Spreadsheet](#)

[Free Parish & Town Council Year-End Checklist](#)

[Council Accounting Whitepaper](#)



 **Scribefest**  
Bringing Town and Parish Communities Together



**Jackie Weaver**

## What our customers say



**"Scribe saved me so much time, I have managed to secure £50,000 in grants"**

Sally Ferguson, Clerk at North Petherton Town Council, Loxton and Lympsham Parish Council



**"Scribe is easy & intuitive. My quarterly budget report used to take 3-4 days, now it takes 1 hour"** -> [watch here](#)

Nicola Gray - Corfe Mullen Town Council



**"Scribe listened and upgraded the bookings system based on my suggestions"** -> [watch here](#)

Wendy Alcock - Eye Town Council