

# 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)

**Minutes of the Underskiddaw Parish Council and Annual Parish meeting held on Monday 13 May 2024 at 8.00pm in The Church Room, Underskiddaw.**

**Present:** J Boniface, D Griffiths, J Perry, D Burn (co-opted as item 3)

**Also Present:** N Phillips (Clerk/RFO) and 3 members of the public

## Minutes

### Annual Parish Meeting

**1. APOLOGIES FOR ABSENCE**

None received.

**2. PUBLIC PARTICIPATION (20 MINUTES ALLOWED)** – questions were asked about the process for recruiting more parish councillors, comments made about highway repairs.

**3. Chair's report 2023-24 –noted that a report was not available**

### Annual Meeting

**1. ELECTION OF CHAIR 2023/24 – Cllr Perry elected as chair for this meeting only**

**2. DECLARATION OF OFFICE-** Not applicable

**3. Co-option of D Burn to the parish council –resolved to co-opt Mr Burn to the Parish Council**

**4. MINUTES OF THE COUNCIL MEETING held on 24 January 2024**

authorised the chair to sign, as a correct record, the minutes of the meeting held on 24 January 2024.

**5. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION – no new declarations**

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

**6. Accounting statement –received and noted the annual accounts.**

**7. Approved the annual return 2023/24 and signed the Statement of Governance, accounting statement and certificate of exemption.**

a. received for information the auditor's report

b. discussed the Annual Internal Audit report and noted no actions necessary

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- c. completed the Annual Governance Statement
- d. agreed and signed 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- none
- 9. **CUMBERLAND COUNCILLOR REPORTS–received** the following items for information: Policy for implementation of 20mph speed limits where requests have been made and provisions met. Currently consulting on climate and biodiversity strategy.
- 10. **POLICE MATTERS –resolved** not to submit any matters to the Local Focus Hub.
- 11. **PLANNING APPLICATIONS -**
  - a. resolved to submit observations on the following application

<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>
<b>No objections</b>		

## 12. FINANCE

- a. **Payments- authorised** 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 –noted** receipt Cumberland council £3708, R01 Precept half yearly payment.

- 13. Banking –resolved whether to add the following signatories to the banking mandate:
  - Nicholas Phillips
  - Jillian Perry
  - Diane Griffiths
  - David Burn

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14. Clerk's hours –noted 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. Resolved to adopt Scribe accounts for an accounting system at the Professional level and authorised the clerk to set up the account.
16. Advertising the vacant Clerk position: resolved to advertise on the CALC website and set hours and pay scale as follows 16 hours per month in range LC1
17. **HIGHWAY MATTERS:** no issues reported by councillors but members of the public reported that recently repaired roads had been patched but edges are deteriorating.

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

Parish maintenance and grass cutting

Village Hall, windows and doors have been done, planning process for toilets has been started.

Sewerage discharge into beck and rivers.

**19. Date of next meeting**

**The next meeting of the Parish Council** will take place on 16 July 2024 in Underskiddaw Church Room at 2.00pm.

Agenda items to be submitted to the Clerk by 12 noon on Thursday 4 July 2024.

Meeting closed at 20:55