

UNDERSKIDDAW PARISH COUNCIL

Locum Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW Tel: 0750 800 1602
Email: Underskiddawparishclerk@hotmail.com Website underskiddawparishcouncil.co.uk

Monday, 8 July 2024

Dear Councillor

You are summoned to attend the **Underskiddaw Parish Council Meeting** that will be held at Underskiddaw Church Room on **Tuesday 16 July** at 2.00 PM. The Public and Press are invited to attend.



Clerk

AGENDA

65. ELECTION OF CHAIR 2023/24

66. **DECLARATION OF OFFICE**- To receive the Chair's signed declaration of acceptance of office.

67. **APOLOGIES FOR ABSENCE** - To receive apologies and approve reasons for absence

68. **MINUTES OF THE COUNCIL MEETING held on 13 May 2024** - To authorise the chair to sign, as a correct record, the minutes of the meeting held on 13 May 2024 (attached).

69. 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

70. Exclusion of Press and Public (**Public Bodies Admission to Meetings Act 1960**)

To decide whether there are any items of business other than item 82 which require exclusion of the press and public

71. **Councillor Co-option** – to resolve whether to co-opt Mr T Butcher as a councillor.

72. **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.

73. **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.)

74. **POLICE MATTERS** – to resolve whether to submit any matters to the Local Focus Hub.

75. **PLANNING APPLICATIONS** - You may view the details on the Planning Authority website (Lakedistrict.gov.uk) where parishioners can submit their own observations directly

- a. To resolve whether to submit any observations on the following applications

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| | | |
|-------------|--|--|
| 7/2024/2125 | Gorselees, Minor Road From Underskiddaw To Applethwaite Country House, Applethwaite, Cumbria, CA12 4PP | Demolition of existing kitchen extension and balcony. Construction of new kitchen extension |
|-------------|--|--|

b. To Note the following applications were granted approval

| | | |
|-------------|--|--|
| 7/2024/2070 | Croft Head Farm, Applethwaite, Keswick, CA12 4PN | Single storey extension to domestic property complete with open fronted timber porch to existing rear doorway |
|-------------|--|--|

76. FINANCE

a. **Payments- to authorise** schedule of payments totalling £1088.29 (VN 4-16)

| VN | Inv. Date | PAYEE | CHQ. NO/ Ref no | Purpose of Expenditure | AMOUNT £ | VAT INCLUDED £ | NET AMOUNT £ |
|----|------------|---|-----------------|------------------------|----------|----------------|--------------|
| 12 | 31/05/2024 | Nick Philips | 0 | Clerk Salary | 204.64 | 0.00 | 204.64 |
| 4* | 31/05/2024 | HMRC | 0 | PAYE | 51.00 | 0.00 | 51.00 |
| 5 | 30/06/2024 | Nick Philips | 0 | Clerk Salary | 202.06 | 0.00 | 202.06 |
| 6* | 30/06/2024 | HMRC | 0 | PAYE | 50.60 | 0.00 | 50.60 |
| 13 | 17/07/2024 | Nick Philips | 0 | Clerk Salary | 217.40 | 0.00 | 217.40 |
| 14 | 17/07/2024 | HMRC | 0 | PAYE | 47.80 | 0.00 | 47.80 |
| 10 | 30/06/2024 | Unity Trust Bank | 0 | Bank Charges | 18.00 | 0.00 | 18.00 |
| 8 | 17/07/2024 | Starboard Systems Ltd | INV-6054 | Scribe Subscription | 99.00 | 19.80 | 118.80 |
| 9 | 17/07/2024 | Starboard Systems Ltd | INV-6055 | Scribe Subscription | 15.00 | 3.00 | 18.00 |
| 11 | 17/07/2024 | Rachael Kelly Bookkeeping Services | IA2024/12 | Annual Audit Fee | 50.00 | 0.00 | 50.00 |
| 15 | 17/07/2024 | Crossthwaite Parish Room | URH | Room rental May | 25.00 | 0.00 | 25.00 |
| 16 | 17/07/2024 | Crossthwaite Parish Room | URH | Room rental July | 25.00 | 0.00 | 25.00 |
| 7 | 17/07/2024 | TSO Host To be paid to N Phillips | Expenses | Website | 49.99 | 10.00 | 59.99 |

NB VN4 and VN6 already paid to avoid late payment fee at HMRC

- b. **Monthly reconciliation** – to nominate a councillor to receive and check the monthly bank reconciliation.
- c. **To resolve** whether to set up a direct debit for Scribe accounts.
- d. **Monthly budget update- to receive and note**

77. **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.

78. Parish Maintenance and Grass cutting –

- a. to resolve what level of maintenance and grass cutting is required and authorise the Clerk to obtain quotations.

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- b. To authorise a small subcommittee to approve any quotations ahead of the September meeting.
79. Sewerage discharge into becks and rivers – to discuss and agree which areas the Clerk should report.
- 80. Clerk's verbal report:** to receive feedback on the following items
- a. Councillor co-option
- 81. 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.
- 82. Part B discussion about Clerk recruitment.**
- a. To discuss any applications received and resolve whether to invite any candidates for interview or whether to just appoint from the applications.
 - b. To resolve who should be on any interview panel and delegate responsibility to them to
 - i. Appoint the candidate they feel most appropriate
 - ii. Agree a contract start date (suggest 1/8/2024)
 - iii. Agree the salary within the range identified in the advert
 - iv. Agree any other conditions as necessary
- 83. Date of next meeting**
- The next meeting of the Parish Council** will take place on Tuesday 17 September 2024 in Underskiddaw Church Room at 2.00pm.
- Agenda items to be submitted to the Clerk by 12 noon on Thursday 5 September 2024.

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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

| | | |
|----------------------|---|--|
| 7/2024/2070 | Croft Head Farm, Applethwaite, Keswick, CA12 4PN | Single storey extension to domestic property complete with open fronted timber porch to existing rear doorway |
| No objections | | |

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



Lake District
National Park

Clerk, Underskiddaw Parish Council

27-Jun-2024

Dear Sir/Madam

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

Reference: 7/2024/2125

Location: Gorselees, Minor Road From Underskiddaw To Applethwaite Country House, Applethwaite, Cumbria, CA12 4PP

Proposal: Demolition of existing kitchen extension and balcony. Construction of new kitchen extension

Reply by: 25 July 2024

Reply to: 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 7/2024/2125 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

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

UNDERSKIDDAW PARISH COUNCIL MEETING JULY 2024 – FINANCIAL OFFICER’S REPORT

ACCOUNTS FOR PAYMENT

I present for approval the following accounts for payment – Vouchers No.4 to 16 amounting to £1088.29

| VN | Inv. Date | PAYEE | CHQ. NO/ Ref no | Purpose of Expenditure | AMOUNT £ | VAT INCLUDED £ | NET AMOUNT £ |
|---|------------------|---|------------------------|-------------------------------|---------------------|-------------------------------|-----------------------------|
| 12 | 31/05/2024 | Nick Philips | 0 | Clerk Salary | 204.64 | 0.00 | 204.64 |
| 4* | 31/05/2024 | HMRC | 0 | PAYE | 51.00 | 0.00 | 51.00 |
| 5 | 30/06/2024 | Nick Philips | 0 | Clerk Salary | 202.06 | 0.00 | 202.06 |
| 6* | 30/06/2024 | HMRC | 0 | PAYE | 50.60 | 0.00 | 50.60 |
| 13 | 17/07/2024 | Nick Philips | 0 | Clerk Salary | 217.40 | 0.00 | 217.40 |
| 14 | 17/07/2024 | HMRC | 0 | PAYE | 47.80 | 0.00 | 47.80 |
| 10 | 30/06/2024 | Unity Trust Bank | 0 | Bank Charges | 18.00 | 0.00 | 18.00 |
| 8 | 17/07/2024 | Starboard Systems Ltd | INV-6054 | Scribe Subscription | 99.00 | 19.80 | 118.80 |
| 9 | 17/07/2024 | Starboard Systems Ltd | INV-6055 | Scribe Subscription | 15.00 | 3.00 | 18.00 |
| 11 | 17/07/2024 | Rachael Kelly Bookkeeping Services | IA2024/12 | Annual Audit Fee | 50.00 | 0.00 | 50.00 |
| 15 | 17/07/2024 | Crossthwaite Parish Room | URH | Room rental May | 25.00 | 0.00 | 25.00 |
| 16 | 17/07/2024 | Crossthwaite Parish Room | URH | Room rental July | 25.00 | 0.00 | 25.00 |
| 7 | 17/07/2024 | TSO Host To be paid to N Phillips | Expenses | Website | 49.99 | 10.00 | 59.99 |
| NB VN4 and VN6 already paid to avoid late payment fee at HMRC | | | | | | | |

| | |
|-----------------------|------------|
| Approved - Minute No. | 76a |
| Chair signature | |
| | |
| Date | |

Underskiddaw Parish Council
Form P32 - Employer Payment Record

Tax Month From: 2 Date From: 06/05/2024 Tax District/Reference: 475/RA69503
Tax Month To: 2 Date To: 05/06/2024 Accounts Office Reference: 475PH00312433

| | |
|---|-----------------------------|
| 1 - PAYE Income Tax: | 51.00 |
| 2 - Student/Postgraduate Loan Deductions: | 0.00 |
| 3 - Net Income Tax: | 51.00 (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): | 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: | 51.00 (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 | 3.00 % |

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

| Ref. | Employee Name | Process Date | N.I. Number |
|------|-----------------|--------------|-------------|
| 1 | Mr. NM Phillips | 30/06/2024 | XXXXXX |

| Payments | | | | Deductions | |
|----------------|-------|---------|--------|--------------------|--------|
| | Units | Rate | Amount | | Amount |
| Salary | 16.00 | 14.9500 | 239.20 | PAYE Tax | 50.60 |
| Pension Refund | 1.00 | 13.4600 | 13.46 | National Insurance | 0.00 |

Underskiddaw Parish Council

Tax Period: 3
 Tax Code: BR
 Department:
 Payment Method: Cheque
 Payment Period: Monthly

This Period

Total Gross Pay 252.66
 Gross for Tax 252.66
 Earnings for NI 0.00
 Employer NI 0.00

Year To date

Total Gross Pay TD 521.76
 Gross for Tax TD 508.30
 Tax paid TD 101.60
 Earnings For NI TD 0.00
 National Insurance TD 0.00
 Employer NI TD 0.00

Net Pay 202.06

Underskiddaw Parish Council
Form P32 - Employer Payment Record

Tax Month From: 3 Date From: 06/06/2024 Tax District/Reference: 475/RA69503
Tax Month To: 3 Date To: 05/07/2024 Accounts Office Reference: 475PH00312433

| | |
|---|-----------------------------|
| 1 - PAYE Income Tax: | 50.60 |
| 2 - Student/Postgraduate Loan Deductions: | 0.00 |
| 3 - Net Income Tax: | 50.60 (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): | 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: | 50.60 (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 | 3.00 % |

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

VN07

PAID



TSOHOST

Paragon Internet Group t/a tsoHost

252-254 Blyth Road

Hayes

UB3 1HA

VAT number: GB 182 1470 21

Invoice #7971679

Invoice Date: 01/06/2024

Due Date: 01/07/2024

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 (01/07/2024 - 30/06/2025) | £49.99 |
| Sub Total | £49.99 |
| 20.00% UK VAT | £10.00 |
| Credit | £0.00 |
| Total | £59.99 |

Transactions

| Transaction Date | Gateway | Transaction ID | Amount |
|------------------|---------|-------------------|--------------|
| 29/06/2024 | PayPal | 67N84484D6432701Y | £59.99 |
| | | Balance | £0.00 |



INVOICE

Underskiddaw Parish Council

Invoice Date
20 May 2024

Invoice Number
INV-6054

Reference
Invoice 1 of 1 Service
period: Jun 1, 2024 - No
end date Total invoiced:
£99 of £99

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 Set Up Fee (2024) | 1.00 | 99.00 | 20% | 99.00 |
| | | | Subtotal | 99.00 |
| | | | TOTAL VAT 20% | 19.80 |
| | | | TOTAL GBP | 118.80 |

Due Date: 3 Jun 2024

For BACS Payments :
Account Name: Starboard Systems Limited
Sort Code - 20-62-68
Account No. 33077306
Please see our website 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 Underskiddaw Parish Council
Invoice Number INV-6054
Amount Due **118.80**
Due Date 3 Jun 2024

Amount Enclosed

Enter the amount you are paying above



INVOICE

Underskiddaw Parish Council

Invoice Date
1 Jun 2024

Invoice Number
INV-6055

Reference
Invoice 1 for subscription
Service period: Jun 1,
2024 – Jul 1, 2024

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 Subscription (2024) | 1.00 | 15.00 | 20% | 15.00 |
| | | | Subtotal | 15.00 |
| | | | TOTAL VAT 20% | 3.00 |
| | | | TOTAL GBP | 18.00 |

Due Date: 15 Jun 2024

For BACS Payments :
Account Name: Starboard Systems Limited
Sort Code - 20-62-68
Account No. 33077306
Please see our website 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 Underskiddaw Parish Council
Invoice Number INV-6055

Amount Due **18.00**
Due Date 15 Jun 2024

Amount Enclosed _____
Enter the amount you are paying above



29 GREYSTOKE PARK AVENUE, PENRITH, CUMBRIA, CA11 9DB.
TEL: 07456 467420: EMAIL: RACHAEL_E_KELLY@OUTLOOK.COM

INVOICE

To:
Underskiddaw Parish Council

DATE: 01/05/2024
INVOICE NUMBER: IA2024/12

| Description | Cost |
|---------------------------------------|-------|
| Internal Audit work for YE 31.03.2024 | 50.00 |

Total 50.00

Payment details:
R Kelly
Lloyds Bank
Sort code: 30-14-44
Account Number: 00030455
or by cheque to Mrs R E Kelly

| Ref. | Employee Name | Process Date | N.I. Number |
|------|-----------------|--------------|-------------|
| 1 | Mr. NM Phillips | 31/05/2024 | |

| Payments | Units | Rate | Amount | Deductions | Amount |
|----------|-------|---------|--------|--------------------|--------|
| Salary | 18.00 | 14.9500 | 269.10 | PAYE Tax | 51.00 |
| | | | | National Insurance | 0.00 |
| | | | | Ee Pension | 13.46 |

| | | | | |
|---|--------------------|---------|-----------------------|--------|
| Mr. NM Phillips 14 Twickenham Court Carlisle Cumbria | This Period | | Year To date | |
| | Total Gross Pay | 269.10 | Total Gross Pay TD | 269.10 |
| | Gross for Tax | 255.64 | Gross for Tax TD | 255.64 |
| | Earnings for NI | 0.00 | Tax paid TD | 51.00 |
| CA1 3TW | Payment Period | Monthly | Earnings For NI TD | 0.00 |
| | Er Pension | 8.07 | National Insurance TD | 0.00 |
| | | | Ee Pension TD | 13.46 |
| | | | Er Pension TD | 8.07 |

| | | | | | |
|------------------------------------|-------|---------------|------------------------|----------------|--------|
| Underskiddaw Parish Council | | | | Net Pay | 204.64 |
| Tax Code: BR | Dept: | Tax Period: 2 | Payment Method: Cheque | | |

| Ref. | Employee Name | Process Date | N.I. Number |
|------|-----------------|--------------|-------------|
| 1 | Mr. NM Phillips | 31/07/2024 | XXXXXX |

| Payments | | | Deductions | |
|---------------------|-------|---------|------------|-------------------------|
| | Units | Rate | Amount | Amount |
| Salary | 16.00 | 14.9500 | 239.20 | PAYE Tax 47.80 |
| Work From Home Allo | 1.00 | 26.0000 | 26.00 | National Insurance 0.00 |

| | | | | |
|---|--------------------|--------|-----------------------|--------|
| Mr. NM Phillips 14 Twickenham Court Carlisle Cumbria | This Period | | Year To date | |
| | Total Gross Pay | 265.20 | Total Gross Pay TD | 786.96 |
| | Gross for Tax | 239.20 | Gross for Tax TD | 747.50 |
| | Earnings for NI | 0.00 | Tax paid TD | 149.40 |
| | | | Earnings For NI TD | 0.00 |
| | | | National Insurance TD | 0.00 |
| | | | Ee Pension TD | 13.46 |
| | | | Er Pension TD | 8.07 |

CA1 3TW

Underskiddaw Parish Council

Tax Code: BR Dept: Tax Period: 4 Payment Method: Cheque

Net Pay 217.40

Underskiddaw Parish Council
Form P32 - Employer Payment Record

Tax Month From: 4 Date From: 06/07/2024 Tax District/Reference: 475/RA69503
Tax Month To: 4 Date To: 05/08/2024 Accounts Office Reference: 475PH00312433

| | |
|---|-----------------------------|
| 1 - PAYE Income Tax: | 47.80 |
| 2 - Student/Postgraduate Loan Deductions: | 0.00 |
| 3 - Net Income Tax: | 47.80 (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): | 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: | 47.80 (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 | 3.00 % |

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

Underskiddaw Parish Council

8 July 2024 (2024 - 2025)

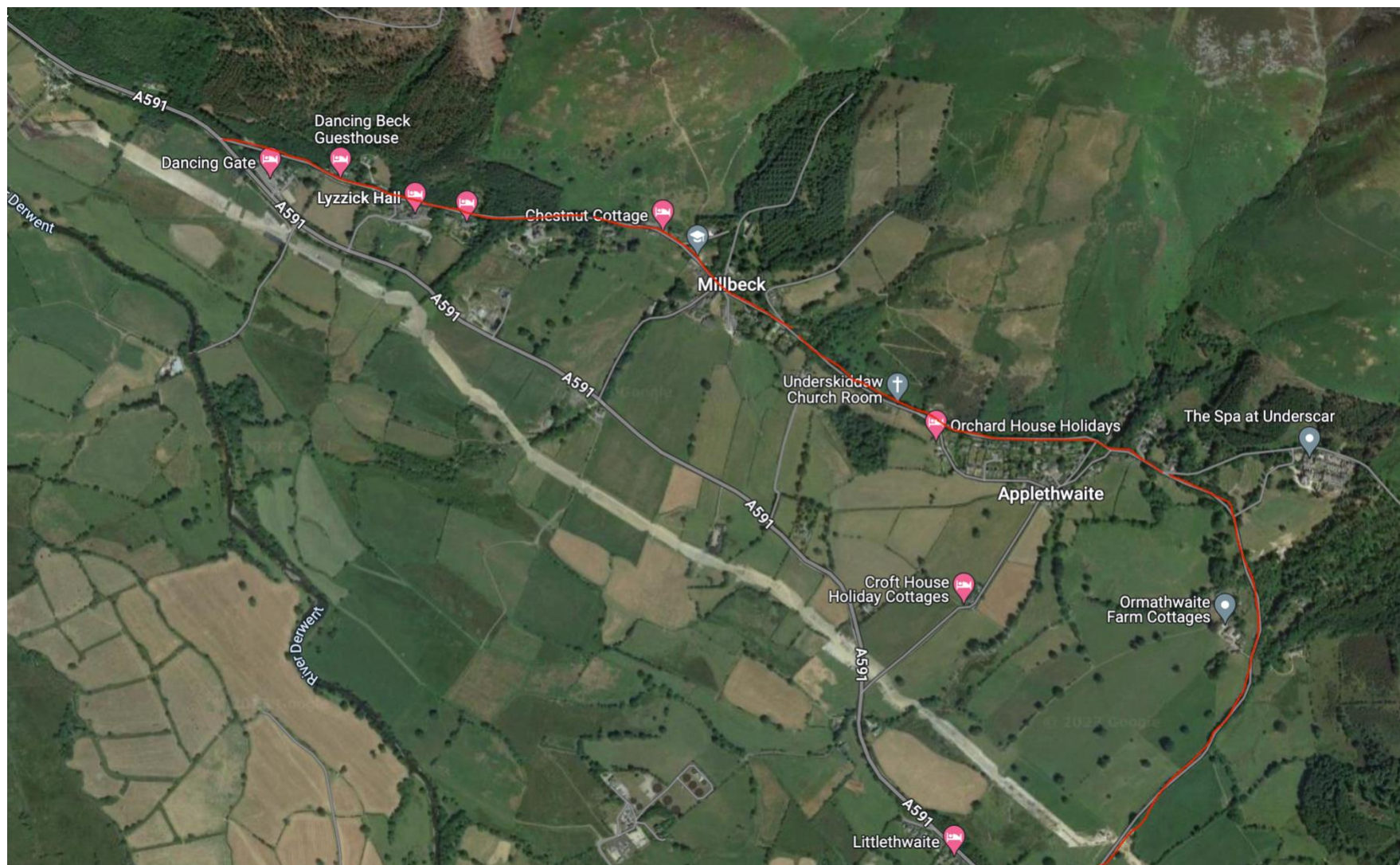
Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

| | Budget | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | Variance |
|--------------------|--------|-----|---------------|---------------|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|------------------|------------------|
| PAYMENTS | | | | | | | | | | | | | | | |
| Admin | | | | | | | | | | | | | | | |
| Salaries | | | 204.64 | 202.06 | 217.40 | | | | | | | | | 624.10 | -624.10 |
| PAYE | | | 51.00 | 50.60 | 47.80 | | | | | | | | | 149.40 | -149.40 |
| Audit fees | | | | | 50.00 | | | | | | | | | 50.00 | -50.00 |
| Travel and Office | | | | | | | | | | | | | | | |
| Office costs | | | | | | | | | | | | | | | |
| Training | | | | | | | | | | | | | | | |
| Room Rental | | | | | 50.00 | | | | | | | | | 50.00 | -50.00 |
| Subscriptions | | | 174.00 | | 265.03 | | | | | | | | | 439.03 | -439.03 |
| Bank charges | | | | | 18.00 | | | | | | | | | 18.00 | -18.00 |
| Insurance | | | | | 333.58 | | | | | | | | | 333.58 | -333.58 |
| Website | | | | | 49.99 | | | | | | | | | 49.99 | -49.99 |
| Maintenance | | | | | | | | | | | | | | | |
| Grass Cutting | | | | | | | | | | | | | | | |
| Income | | | | | | | | | | | | | | | |
| Precept | | | | | | | | | | | | | | | |
| VAT | | | | | | | | | | | | | | | |
| Bank Interest | | | | | | | | | | | | | | | |
| | | | 429.64 | 252.66 | 1,031.80 | | | | | | | | | | |
| | | | | | | | | | | | | | | Total: | 1,714.10 |
| | | | | | | | | | | | | | | Variance: | -1,714.10 |



1. Area around War Memorial adjacent to Underskiddaw Church Room
Task & Frequency: 2 or 3 times a year (AFTER bulbs have finished), grass cutting and clearance



2. Shelf Road from Junction with A591 at Crosthwaite Roundabout through to its junction with the a591 at Dancing Gate
Task & Frequency: Clear leaves/vegetation from around all drains 2/3 times a year



3. Shelf road to the A591 (Via Millbeck & Applethwaite) & Millbeck Bus Shelter

Task & Frequency: Clear leaves/vegetation from around all drains 2/3 times a year. Strim around Millbeck Bus Shelter (2 per year)



4. Cut back/keep clear footpath along the side of A591 from where it commences (between Applethwaite road junction, and Thrushwood) through to the A591 junction with Crosthwaite Roundabout.

Task & Frequency: Cut back/keep clear of over grown vegetation. 2 times per annum



5. Public right of way from A591 (Thrushwood) to Field View

Task & Frequency: Cut back/strim over grown vegetation to keep this PROW clear for use. 2 times per annum



6. Raven Lane

Task & Frequency: Strim/cut back vegetation from Orchard House up to Shelf Road once a year (end of the summer).

Task & Frequency: Clear leaves off the narrow stretch of the road from Orchard House up to Shelf Road 3 times per season (Oct/Nov/Dec)