

UNDERSKIDDAW PARISH COUNCIL

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

Email: Clerk@Underskiddaw-pc.gov.uk Website underskiddawparishcouncil.co.uk

Minutes of the Annual Meeting of Underskiddaw Parish Council held on Tuesday 6 May 2025 at 4.45pm in The Church Room, Underskiddaw.

Present: D Burn (Chair), P Cooke, D Griffiths until 5.15, D Horsburgh

Also Present: N Phillips (Clerk/RFO) Cumberland Councillor J Perry

Minutes

1. **APOLOGIES FOR ABSENCE** - received apologies and approve reasons for absence from Cllrs Boniface, Butcher and Daniels
2. **Election of Chair** –elected Cllr Burn as chair for 2025-26
3. **Chair’s Declaration of Acceptance of Office** - received the Chair’s declaration
4. **MINUTES OF THE COUNCIL MEETING held on 4 March 2025** - authorised the chair to sign, as a correct record, the minutes of the meeting held on 4 March 2025.
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). Cllr Cooke declared an interest in item 14
 - To make any requests for dispensation
6. Year End Accounts –received and noted the attached statements of accounts
7. Internal Auditor 2025-26 –
 - received the internal audit report
 - resolved to re-appoint the existing internal auditor
8. Risk assessment and internal audit policy –resolved to adopt the policy.
9. Annual AGAR Return 2024-25
 - resolved to apply for an exemption from external audit
 - answered the questions on the Annual Governance Statement and authorised the Clerk and Chair to sign.
 - resolved to authorise the Chair to Sign the Accounting Statement
10. **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
11. **PUBLIC PARTICIPATION none present**
12. **CUMBERLAND COUNCILLOR REPORTS**–received the following items for information:
Bus Stop at the View – Little Dodd Garden Centre has been approved, thanks were

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expressed to the Parish Council for supporting this. Residents concerned about visibility at the View compounded by the speed of vehicles on the A591 and have petitioned for a mirror. Waste collection changes will take place from end of May 2025 with waste every other week, all will have kerb side recycling by end of September if they don't already have it. Housing needs survey will be published in July. Cumberland Council website has updated guidance for events management.

13. POLICE MATTERS –resolved not to submit any matters to the Local Focus Hub.

14. PLANNING APPLICATIONS -

- noted the following applications that were delegated to the Clerk for decision following consultation with councillors and the comments below made online.

7/2025/2065&6	Scar House, Applethwaite, Keswick, Cumbria, CA12 4PN	Extension & alterations	No observations
7/2025/2064	Ormathwaite Hall, Ormathwaite, Keswick, Cumbria, CA12 4PQ	Change of use of land to allow commercial renting of a sauna	No observations

15. FINANCE

- **Payments- authorised** schedule of payments totalling £1383.52 (VN 5-17)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
5	14/05/2025	Cumbria Association of Local Councils	Underskiddaw	Subscription	154.16	0.00	154.16
6	14/05/2025	Cumbria Payroll Services Ltd	SI-12011	Annual Payroll	189.00	37.80	226.80
9	14/05/2025	Crossthwaite Parish Room	URH	Room rental	25.00	0.00	25.00
8	14/05/2025	Starboard Systems Ltd	0	Scribe Subscription	15.00	3.00	18.00
14	14/05/2025	Nick Philips	0	Clerk Salary	199.48	0.00	199.48
14	14/05/2025	Nick Philips	0	WFH	26.00	0.00	26.00
15	14/05/2025	HMRC	0	PAYE	49.80	0.00	49.80
7	31/05/2025	Unity Trust Bank	0	Bank Charges	6.00	0.00	6.00
10	14/06/2025	Nick Philips	0	Clerk Salary	199.48	0.00	199.48
11	14/06/2025	HMRC	0	PAYE	49.80	0.00	49.80
13	14/06/2025	Starboard Systems Ltd	0	Scribe Subscription	15.00	3.00	18.00
10	14/06/2025	Nick Philips	0	WFH	26.00	0.00	26.00
12	30/06/2025	Unity Trust Bank	0	Bank Charges	6.00	0.00	6.00
16	07/05/2025	Zurich Municipal		Insurance	300.86	0.00	300.86
17	07/05/2025	Jean Airey	Underskiddaw	Audit	75.00	0.00	75.00

- **Monthly reconciliation (February and March 2025) –received and noted** the reconciliation and balances checked by Cllr Burn.
- **resolved** to appoint Cllr Horsburgh to check the monthly reconciliation.
- **Monthly budget update- received and noted**

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- **Receipt –noted** receipt from Cumberland Council R01, Precept £7416 and 2024-25 R03 VAT Refund £193.35.
- **noted and authorised the following payments to be made by direct Debit or Standing Order**

Type	Purpose	Payee	Regularity	Amount	VAT	Net Amount
SO	Salary	N Phillips	Monthly	£199.48	£0	£199.48
SO	WFH Allowance	N Phillips	Monthly	£26.00	£0	£26.00
SO	PAYE	HMRC	Monthly	£49.80	£0	£49.80
DD	Scribe subscription	Scribe	Monthly	£15.00	£3.00	£18.00
DD	Information Commissioner fee	ICO	Yearly	£47.00	£0	£47.00

16. **HIGHWAY MATTERS:** received, for information, the following items relating to the highway: Double white lines on A 591 have been repainted.
17. Standing Orders- resolved to re-adopt the model standing orders
18. Financial Regulations –resolved to re-adopt the financial regulations.
19. Meeting Dates –noted and agreed the dates for forthcoming meetings.
20. -Parish Council Survey - received the results from the survey and resolved to take the following actions:
 - Clerk to work with Cllr Horsburgh and Cllr Perry to identify areas for grounds care and appoint a contractor.
 - Resolved to provide visibility mirrors, Clerk to work with Cllr Horsburgh to identify the land owners and provide the mirrors and have them fitted at the following locations –The View – Little Dodd Garden Centre and Applethwaite Lane/A591 Junction.
 - Flooding – Cllrs mentioned that much of the issue is with blocked drains, clerk to contact survey respondents and ask for locations of blocked drains.
 - Clerk to create an action plan for those actions that the Parish Council can carry out and identify what can only be completed by others.
 - Footpaths – Cllr Cooke to compile a list of areas where footpaths ate an issue for the clerk to report.
 - Survey action plan be a standing item on agenda in future to monitor.

21. Councillors' reports and items for future agenda

none

22. Date of next meeting

The next meeting of the Parish Council will take place on Tuesday 1 July 2025 in The Church Room, Underskiddaw at 2.00pm.

Agenda items to be submitted to the Clerk by 12 noon on Friday 20 June 2025.

Meeting closed at 17.55

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Underskiddaw Parish Meeting

All residents of Underskiddaw Parish are invited to the Annual Parish meeting to be held on 6 May 2025 at 6.00pm to be held in The Church Room, Underskiddaw.

Present – 4 members of the public, Cllr's Burn and Cooke, Nick Phillips Clerk to Underskiddaw Parish Council, Libby Bateman – Fibrus.

Agenda

1. Chairman's report –received a report from the 2024-25 Chairman of Underskiddaw Parish Council.
2. Fibrus update –received the following verbal update on the Fibrus broadband rollout project from Libby Bateman: We recognise that many residents had been frustrated that we were not able to connect their properties as they were covered by the planned rollout of infrastructure from a different provider who has subsequently not delivered. There has now been a change to the contract and now an additional 108 properties in the parish are eligible to be connected by Fibrus. There are still some properties that are very isolated that are not included in the Fibrus contract, these are still eligible for the government's Project Gigabit funding. Fibrus will provide the clerk with a full list of properties that will be connected. There is also a postcode checker on the Fibrus website and the hyperfastgb website that allows residents to check their postcode. Residents who are not due to be connected can email Correspondence@dsit.gov.uk to ask what support is available to them. Fibrus are aiming to complete the work by December 2025 although some properties may be able to connect before then.
3. Public participation – Residents raised the following points:
 - The Junction of Applethwaite Lane and the A591 would benefit from a mirror, Cllr Burn confirmed that this had been discussed at the Council meeting and that the Parish Council was looking to provide this.
 - A resident also stated that visibility from their property onto the road would also benefit from a mirror – unfortunately the council can not provide this.
 - Concern was raised about the occasional campervan site and visibility for vehicles entering and leaving the campsite.
 - It was suggested that the hedge on side of road being cut lower may help with visibility.
 - Potholes on Applethwaite Lane, were mentioned. The Clerk discussed the best ways to report highway issues, either directly via the Cumberland Council website or by sending a What3Words address and photo directly to him to report.