

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 Underskiddaw Parish Council meeting held on Tuesday 28 October 2025 at 2.00pm in The Church Room, Underskiddaw.

Present: D Burn (Chair), J Boniface, A Daniels, D Griffiths (arrived at 14.08) + D Fernandez from item 56

Also Present: N Phillips (Clerk/RFO)

Minutes

53. **APOLOGIES FOR ABSENCE** - received apologies and approved reasons for absence from Cllrs Cooke and Horsburgh

54. **MINUTES OF THE COUNCIL MEETING held on 2 September 2025** - authorised the chair to sign, as a correct record, the minutes of the meeting held on 2 September 2025.

55. 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

56. **Co- option – resolved to Co-opt Dorothy Fernandez as a councillor**

57. **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

58. **PUBLIC PARTICIPATION - none present**

59. **CUMBERLAND COUNCILLOR REPORTS – Cllr Perry not present**

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

61. **PLANNING APPLICATIONS -**

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

7/2025/2165	Stelvio, Applethwaite, Keswick, CA12 4PN	Extend existing bungalow replacing loft space/roof with new storey, including external insulation with rendered finish, new windows, and raised terrace/deck to the front	Councillors are happy to support this application, the increase in roof height will greatly improve the property and they see no reasons why this should be an issue.
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62. **FINANCE**

- a. **Payments- authorised** schedule of payments totalling £611.39 (VN 44-52)

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VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
Already paid							
44	11/09/2025	K A Gardening	Invoice 183	Grounds care	60.00	0.00	60.00
45	29/09/2025	RocketSites	INV 3041	Website	140.00	28.00	168.00
To be paid							
52	16/10/2025	Nick Philips	0	Expenses	33.11	0.00	33.11
46	01/11/2025	Starboard Systems Ltd	0	Scribe Subscription	15.00	3.00	18.00
51	01/11/2025	Crossthwaite Parish Room	URH	Room rental	25.00	0.00	25.00
48	14/11/2025	Nick Philips	0	Clerk Salary	205.88	0.00	205.88
48	14/11/2025	Nick Philips	0	Clerk Salary	26.00	0.00	26.00
49	14/11/2025	HMRC	0	PAYE	51.40	0.00	51.40
50	30/11/2025	Unity Trust Bank	0	Bank Charges	6.00	0.00	6.00
47	01/12/2025	Starboard Systems Ltd	0	Scribe Subscription	15.00	3.00	18.00

- b. **Monthly reconciliation (August and September 2025) –received and noted** the reconciliation and balances checked by Cllr Horsburgh.
 - c. **Monthly budget update- received and noted**
 - d. **Receipt –noted** receipt from Unity Trust Bank – Interest R02 £46.23.
63. **New Clerk** –resolved to approve the recommendation of the recruitment panel and agree that the new Clerk, Lynda Walker, will start on 24 November 2025 with a one week period for handover.
- a. signed the relevant paperwork from Unity Trust Bank to allow the new clerk to access the account and remove N Phillips from the accounts.
64. Budget 2026-27 –received and discussed the proposed draft budget and resolved to accept as the budget for 2026-27. Resolved to levy a precept of £6000 on Cumberland Council
65. **Clerk and Councillors’ reports/items for future agenda**
Clerk thanked councillors for their support and wished them well going forward and was thanked by the council for his input and support.
66. **Date of next meeting**
The next meeting of the Parish Council will take place on Tuesday 6 January 2026 in Underskiddaw Church Room at 2.00pm.
 Agenda items to be submitted to the Clerk by 12 noon on 19 December 2025.
Meeting closed at 14.35