

MATTERDALE PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW

Tel: 0750 800 1602 Email: MatterdaleParishClerk@gmail.com

www.matterdaleparishcouncil.org

Tuesday, 9 May 2023

Dear Councillor

You are summoned to attend the **ANNUAL PARISHONERS' MEETING** that will be held at Watermillock Village Hall on **Monday 15 May 2023** at 7.00pm immediately followed the **ANNUAL GENERAL MEETING AND ORDINARY MEETING OF MATTERDALE PARISH COUNCIL**. The Public and Press are invited to attend.



Clerk

ANNUAL PARISHONERS' MEETING AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

2. MINUTES OF THE PARISHONERS' MEETING held on 23 MAY 2022

To authorise the chair to sign, as a correct record, the minutes of the meeting held on 23 MAY 2022 (attached).

3. CHAIR'S REPORT

4. PUBLIC PARTICIPATION – ALL ELECTORS INVITED TO ATTEND

To note any matters/ideas raised by the parishioners will be included in a report from the Clerk for consideration at the next Parish Council meeting on 3 July 2023.

ANNUAL GENERAL MEETING

1. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

2. ELECTION OF CHAIR- to elect a chair of the council for the following year.

3. CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE – to receive the Chair's Declaration of acceptance of Office

4. Election of Vice Chair

5. MINUTES OF THE COUNCIL MEETING held on 16 March 2022

To authorise the chair to sign, as a correct record, the minutes of the meeting held on 6 March 2023 (attached).

a. Any matters arising

6. DECLARATIONS OF INTEREST

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- a. Members are invited to declare any personal and/or prejudicial interests relating to items on the agenda.

7. Appointment of Councillors to working groups

- a. Matterdale planning group
- b. Watermillock planning group
- c. Finance committee

8. PUBLIC PARTICIPATION

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.

9. WESTMORLAND AND FURNESS 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. ANNUAL GOVERNANCE AND ACCOUNTABILITY FORM 2022/23

- a. To resolve whether to apply for exemption and sign the certificate of exemption
- b. To discuss the Annual internal Audit report and any actions necessary
- c. To complete the Annual Governance Statement and authorise the chair and clerk to sign
- d. To agree and authorise the chair to sign the accounting statement

11. POLICE MATTERS – to resolve

- a. whether to submit any matters to the Local Focus Hub.

12. PLANNING APPLICATIONS - You may view the details on the Lake District National Park Authority website (Lakedistrict.gov.uk) where parishioners can submit their own observations directly

- a. To note the following applications that were delegated to the relevant planning committee for decision and the comments below made online.

7/2023/3028	Another Place, The Lake, Watermillock, Penrith, CA11 OLP	Removal of existing stone slate cladding and replacement with hung slate cladding	
After a site inspection with the General Manager of the Hotel. It was accepted that the existing cladding has to be replaced, but there was a recommendation that the owners should reconsider their proposal to clad with imported slate; the preference of the committee would be a rendered finish to match that on the older part of the Hotel. Failing that, wood facing or stone cladding would be more acceptable than imported slate which would not naturally dull as Westmorland Slate does.			
7/2023/3053	Undercragg, Ulcat Row, Matterdale, Penrith, CA11 OLE	Replace the existing septic tank with a treatment plant	No objections

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7/2023/3021	1, High Birch Close, Penruddock, Penrith, CA11 OSD	Proposed alterations and extension	No objections
7/2023/3019	Grove Foot Farm Campsite, Grove Foot Farm, Thackthwaite, Penrith, CA11 ONA	Replace seven touring unit pitches with seven static caravans	No objections
7/2023/3036	2 High Longthwaite, Watermillock, Penrith, CA11 OLR	Two storey extension to domestic property	No objections

b. To Note the following applications were granted approval

7/2023/3015	The Boathouse, Watermillock, Penrith, CA11 0JJ	Continued residential use of the boathouse
7/2023/3020	Finkle Laithe, Matterdale End, Penrith, CA11 0LF	Amendment to condition 2 (plans) on planning permission 7/2021/3212 - Extension to create additional living space, alterations and extension to existing garage block to provide guest suite and fitness room
7/2023/3014	Gillsrow House, Troutbeck, Penrith, CA11 0ST	Proposed alterations and extensions to the house and existing annexe (resubmission of 7/2022/3106)
7/2023/3026	Croft Head Farm, Thackthwaite, Penrith, CA11 0NB	Approval of the reserved matters of appearance, landscaping, layout, scale of development and the means of access thereto pursuant to Outline Planning Permission ref. 7/2022/3003 for erection of two storey agricultural workers dwelling
7/2022/3168	Denton Hill, Lowthwaite, Matterdale, Penrith, CA11 0LE	Continuation of the reinstatement of the dwellinghouse with annexe including conversion of existing hayloft, and domestic curtilage with poly tunnel and terracing

13. FINANCE

a. **Payments- to authorise** schedule of payments totalling £937.39 (VN 3-12)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	Total AMOUNT £
VN03	28/04/2023	HSBC	0	Bank Charges	7.80	-	7.80
VN04	16/05/2023	N Phillips	0	Expenses May	36.35	-	36.35
VN05	31/05/2023	N Phillips	0	Salary may	150.00	-	150.00

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VN06	16/05/2023	Green Team Garden Services	INV302	Grounds maintenance	155.00	-	155.00
VN07	12/03/2023	WaterPlus	4084263930	Water Bill	17.61	-	17.61
VN08	16/05/2023	Kate Beatty	MPC	Annual Audit	100.00	-	100.00
VN09	16/05/2023	Watermillock Village Hall	0	Room Hire	16.00	-	16.00
VN10	30/06/2023	N Phillips	0	Salary June	150.00	-	150.00
VN11	16/05/2023	CALC	Matterdale	Annual Subscription	176.95	-	176.95
VN12	05/05/2023	TW Relph	899335	Fence posts for field	112.90	22.58	135.48

b. Monthly reconciliation (April 2023) – to

receive and note the reconciliation and balances authorised by Cllr Firth.

c. Monthly budget update- to receive and note

d. Receipt – to note receipt from Westmorland and Furness Council R01 for Precept (£5000). Jane Newport R02 Grazing licence £150, to be banked.

e. Current Bank Balances.

14. 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.

15. DLUHC consultation on changing planning for short term lets – to resolve what, if any response to make – see attached paper.

16. 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.

17. Proposal to replace Town End Noticeboard – To resolve whether to accept the kind proposal from Mr & Mrs Brown to replace, at their cost, the noticeboard at Town End.

18. Date of next meeting

The next meeting of the Parish Council will take place on Monday 3 July 2023 in Matterdale Church Room at 7pm.

Agenda items to be submitted to the Clerk by 12 noon on Thursday 22 June 2023.

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Minutes of the Annual Parish Meeting which took place on Monday 23rd May 2022 at Matterdale Church Meeting Room.

Present: Cllrs Lloyd (in the chair), McAlpine, Shaw, Crofts, Mrs Beaumont, Holder, Mrs Gore, Mrs Bray, Mrs Wilson and Mr Dobinson. I

n attendance: Mr B Clark, Mr D Trelease, Cllr N Hughes and five other residents plus the Clerk, Mr Brown.

Annual Parish Meeting

1. No apologies had been received, save from Cllr Firth.

2. The minutes of the Annual Parish Meeting on 17th May 2021 were approved.

3. Matterdale School Foundation- Clerk's report

3.1 New Education/Community Building. The Architect's design for the building for which planning consent had been granted (having been estimated in April 2011 to cost c £500k) had been put to a Quantity Surveyor for assessment in October 2011; he had assessed the cost as £1m plus (2021 having seen very substantial and unexpected increases in the cost of labour and materials). The Council, having concluded that grants could not be expected to make up the difference between available cash (c£450k) and the expected cost of even a reduced size building, had appointed a steering committee to look at alternatives to the Architect-designed building. The steering committee had met several times already and would be making its recommended alternatives known to the Parish Council in early course. Further consultation with local residents is likely to take place.

3.2 Land adjacent to the Knotts, Matterdale.

Planning consent had been approved by LDNPA Development Control Committee and a s106 Agreement entered into, selling agents had been appointed and instructed, but the requirement for a Habitat's Regulations Assessment had been recently introduced at National level (nutrient neutrality being a national concern in relation to developments) and LDNPA were having to follow the new guidelines before any planning consent can be given.

4. Parish Council-Chairman's report

The Council had worked very hard during the year and Councillors had given their time to be involved in many initiatives. The number of planning applications considered and the work of the steering group had added to the work load, for which he thanked all Councillors and the Clerk, who had all played their part in the Council's work.

5. Other business.

5.1 Cllr Hughes invited comments on any highway problems. Cllr Mrs Wilson referred to earlier reported areas of the "new" Douthwaite head to A5091 road and also part of the A5091 between Matterdale Church and Dockray. Cllr Hughes asked that these be reported to the County Council via the recently introduced on-line reporting facility.

5.2 Cllr Mrs Wilson also was concerned at the traffic speeds on A5091, particularly through Dockray. Cllr Hughes could give no assurance that any suggested speed limit would be introduced, speed limits on A5091 having been rejected several times by the County Council. Flashing speed signs or other measures might be introduced by the Parish Council, if funds were available, it was thought; it was left to the Parish Council to investigate such possibilities.

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Minutes of the Matterdale Parish Council meeting which took place at 7.00pm on Monday 6 March 2023 in Matterdale Church Room.

Present: Cllrs V Gore (Chair), E Bray, R Dobinson, M Firth, D Harrison, D Holder, R Lloyd, W McAlpine, B Shaw, J Wilson

In attendance: N Phillips (Clerk), D Brown 2 Member of the public County Cllr N Hughes, J Derbyshire (WAFC designate)

34. APOLOGIES FOR ABSENCE

Received apologies and approved reasons for absence from Cllr Beaumont (prior engagement)

35. MINUTES OF THE COUNCIL MEETING held on 9 January 2023

Authorised the chair to sign, as a correct record, the minutes of the meeting held on 9 January 2023.

a. Matters arising not covered elsewhere:

i. Grazing land at Troutbeck – Court claim issued and now settled.

36. DECLARATIONS OF INTEREST

No new items were declared.

37. PUBLIC PARTICIPATION

PUBLIC PARTICIPATION (20 MINUTES ALLOWED) – two issues raised: parking by Mell Fell, communication about the work of Matterdale School Foundation and how the public can have a greater input.

38. **DISTRICT COUNCILLOR AND COUNTY COUNCILLOR REPORTS** – received the following items for information: County Cllr Hughes offered his thanks and best wishes as Cumbria County Council ceasing to exist shortly, these were reciprocated. He also apologised for continuing poor communication on A595 and lack of updates.

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

40. PLANNING APPLICATIONS -

a. resolved to submit observations on the following applications as detailed

7/2023/3020	Finkle Laithe, Matterdale End, Penrith, CA11 0LF	Amendment to condition 2 (plans) on planning permission 7/2021/3212 - Extension to create additional living space, alterations and extension to existing garage block to provide guest suite and fitness room
No comment		
7/2023/3026	Croft Head Farm, Thackthwaite, Penrith, CA11 0NB	Approval of the reserved matters of appearance, landscaping, layout, scale of development and the means of access thereto pursuant to Outline Planning

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		Permission ref. 7/2022/3003 for erection of two storey agricultural workers dwelling
Permitted under Matterdale Neighbourhood Plan section 4.		

- b. noted the following applications that were delegated to the relevant planning committee for decision and the comments below made online.

7/2023/3014	Gillsrow House, Troutbeck, Penrith, CA11 OST	Proposed alterations and extensions to the house and existing annexe (resubmission of 7/2022/3106)	No objections
7/2022/3168	Denton Hill, Lowthwaite, Matterdale, Penrith, CA11 OLE	Continuation of the reinstatement of the dwellinghouse with annexe including conversion of existing hayloft, and domestic curtilage with poly tunnel and terracing	No objections

- c. Noted the following applications were granted approval

7/2022/3136	Aira Farmhouse, Dowthwaite Head, Dockray, CA11 OLG	Internal and external alterations, full renovation, addition of attached barn
7/2022/3131	Aira Farmhouse, Dowthwaite Head, Dockray, CA11 OLG	Renovation of existing house extended into attached barn
7/2022/3133	Tast Barn, Lowthwaite, Matterdale, Penruddock, CA11 OSA	Application for a Lawful Development Certificate for the proposed conversion of existing stone barn into a single dwelling and construction of a new stand-alone garage with linking structure, together with boundary dry stone walls and landscaping works and associated land which together form the application site

- d. Noted that the following application(s) have been withdrawn

7/2022/3155	Wreay Farmhouse, Watermillock, Penrith, CA11 OLT	Refurbishment and extension of existing property with new detached garage
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- e. noted the following applications had been received for information only

7/2023/3018	West Lodge, Watermillock, Penrith, CA11 OJS	Approval of details reserved by condition no 4 (winter hibernation survey) on approval ref 7/2021/3209 for alterations and renovations
7/2023/3015	The Boathouse, Watermillock, Penrith, CA11 OJJ	Continued residential use of the boathouse (Certificate of Lawful Use)

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7/2022/3162	West Lodge, Watermillock, Penrith, CA11 0JS	Approval of details reserved by condition no 3 (Construction Environmental Method Statement) on planning approval ref 7/2021/3209 for alterations and renovations
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34. Dockray Village Green:

- a. Resolved to pay the bill from D Trelease re cutting of grass last year.
- b. Resolved that the green should be mown this year. Clerk to download definitive map of the Village Green to guide contractors cutting the green and to source new contractors.
- c. Fencing – resolved to have the fencing tightened. Clerk to work with Cllrs Gore, Wilson, Bray to approve work schedule for 34 b and c.

35. FINANCE

a. Payments- authorised schedule of payments totalling £1797.05 (VN 45-56)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	TOTAL AMOUNT £
VN46	05/01/2023	Watermillock Village Hall	101219	Room Hire January	16.00	-	16.00
VN47	10/01/2023	Emma Bray	101220	Website hosting for SITU	86.25	-	86.25
VN48	10/01/2023	Parochial Church Council of Matterdale Together Account	101221	Advert for grazing land	20.00	-	20.00
VN49	10/01/2023	Joe Faulkner	101222	Work on SITU event	1,206.00	-	1,206.00
VN50	14/02/2023	Cumbria Payroll Services Ltd	101223	Payroll Services for Feb & March 2023	24.00	4.80	28.80
VN51	06/03/2023	Matterdale PCC	101224	Room hire March	20.00	-	20.00
VN52	06/03/2023	N Phillips	101225	Expenses March	110.00	-	110.00
VN53	31/03/2023	N Phillips	101226	Salary March	150.00	-	150.00
VN54	31/03/2023	D Brown	101227	Salary claim	72	-	72
VN55	31/03/2023	HMRC	101228	PAYE D Brown	18	-	18
VN56	04/12/2022	D Trelease	101229	Grass Cutting Dockray	70.00	-	70.00

b. Payments- authorised schedule of payments totalling £358.80 (VN 1-2) (NB 2023-24 financial year)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED	TOTAL AMOUNT
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						£	£
VN01	1/4/2023	Cumbria Payroll Services Ltd	101229	Annual Payroll	174.00	34.80	208.80
VN02	28/4/2023	N Phillips	101230	Salary April	150	-	150

- c. **Monthly reconciliation (February 2023) – to receive and note** the reconciliation and balances to be authorised by Cllr Firth, Internal Finance Auditor.
 - d. **Monthly budget update- Omitted from pack and so not discussed.**
 - e. **Current Bank Balances. HSBC £5990.83, Skipton £66767.86**
 - f. **resolved** to create budget header for the Open Road grant of £4150.95 comprised of the funding received to date (£6100) less expenditure to date (£1949.05)
36. **HIGHWAY MATTERS: Resolved** to ask the Clerk to report the issue at Mell Fell with parking and speed of vehicles. Concern was raised about the land between the A592 and the lake which has many dead and fallen trees. Cllr Holder to contact the clerk with names of owners and Clerk to write to them.
37. Grazing land
- a. resolved to register the grazing land on the Basic Payment Scheme and potentially receive payments for alternative uses.
 - b. resolved to issue a licence for the Troutbeck Land for £400 with the proviso that the repairs to the fencing are carried out to a stock proof standard and would be carried out by the licence holder, Scott Wilson.
 - c. resolved to issue a licence for the Rushmire land for £150 to Jane Newport.
 - d. noted that Scott Wilson has requested that the fencing around the recreation field is repaired, awaiting costs.
38. Finance Policy –
- a. resolved to adopt the finance policy.
 - b. resolved that 3 members should sit on the Finance Committee and agreed membership and chair. Cllr Firth, Gore (c), Holder
39. Ullswater Valley Hopper Bus – resolved to support the scheme and with a budget of £1000 maximum, two abstentions all others in favour.
40. Assets of Community Value – resolved not to apply for listing for The Royal Hotel in Matterdale as an Asset of Community Value at this juncture.
- 41. Councillors' reports and items for future agenda**
None.
42. **Election May 2023** – Noted, for information, the dates set out for completion of nomination forms and distributed forms as required..
43. **Date of next meeting**
The next meeting of the Parish Council will be the Annual Parish Meeting and Annual Parish Council meeting and will take place on Monday 15 May 2023 in Watermillock Village Hall at 7pm.
Agenda items to be submitted to the Clerk by 12 noon on Thursday 4 May 2023.

Annual Governance and Accountability Return 2022/23 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 2022/23

- 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:
 - does not meet the qualifying criteria for exemption; or
 - does not wish to certify itself as exempt
- 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**:
 - 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 2023**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - 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.**
- 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 2023**.

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 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, 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 2022/23 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) 2022/23, 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 2023. 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 2023**. 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 Chairman, 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have 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 Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 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 or from www.ada.org.uk

Certificate of Exemption – AGAR 2022/23 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 2023, 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 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2022/23, 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 2022/23:	6249.05 ENTER AMOUNT £00,000
Total annual gross expenditure for the authority 2022/23:	5886.66 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 2019
- In relation to the preceding financial year (2021/22), 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 2023.

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

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	
SIGNATURE REQUIRED	DD/MM/YYYY		DD/MM/YYYY
Signed by Chairman	Date	as recorded in minute reference:	
SIGNATURE REQUIRED	DD/MM/YYYY	MINUTE REFERENCE	
Generic email address of Authority	Telephone number		
ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS	07508001602		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 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2022/23

Matterdale Parish Council

ENTER NAME OF AUTHORITY

<https://www.matterdaleparishcouncil.org>

ENTER AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
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 (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

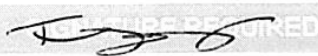
Name of person who carried out the internal audit

27 04 2023 05 05 2023

DD/MM/YYYY

KATHLEEN M. BEATY, AUDITOR

Signature of person who carried out the internal audit



Date

05 05 2023

*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 2022/23

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 2023, that:

	Agreed		
	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 Chairman and Clerk of the meeting where approval was given:

Chairman

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 2022/23 for

Matterdale Parish Council

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	62847	70614	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.
2. (+) Precept or Rates and Levies	3510	4009	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8151	2240	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	907	3497	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	2987	2389	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	70614	70977	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	70614	72214	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	993	993	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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 Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Cumbria Payroll Services Ltd

54 Warwick Road
Carlisle, Cumbria, CA1 1DR
United Kingdom
Website www.cumbriapayroll.co.uk
Telephone: 01228 402010
Email mail@cumbriapayroll.co.uk

**Invoice To:**

Nick Phillips
Matterdale Parish Council
14 Twickenham Court
Carlisle
Cumbria
CA1 3TW

Invoice Date

24/02/2023

Due Date

26/03/2023

Invoice Number

SI-9422

SALES INVOICE

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net
CALC01	Payroll monthly - email service Yearly Invoice April 2023	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
			TOTAL	£208.80

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

[illegible]

Clerk's Expenses May 2023

Postage			VAT	Total
	08/03/2023			£ 2.72
	24/03/2023			£ 0.95
	12/04/2023			£ 0.75
	14/04/2023			£ 1.10
	04/05/2023			£ 1.10
Travel	Miles	@per mile		
Election forms	63.4	£ 0.47		£ 29.73
Totals			£ -	£ 36.35

From: Royal Mail Support no-reply@royalmail.com
Subject: Royal Mail - Postage Confirmation for WP-1238-5100-250
Date: 8 March 2023 at 17:30
To: matterdaleparishclerk@gmail.com

RS



Thank you for your order.

You have made a payment of £2.72 to the Royal Mail Group Ltd.

Reference: WP-1238-5100-250

Date & time: Wednesday, 08 March 2023 17:29

You have confirmed that you are not sending any item which is [prohibited or restricted](#) in the UK.

A summary of your purchase is set out below, and details of this purchase - along with links to re-download your documents and view your QR codes, and request refunds - will remain available for you to view for up to 21 days on the [payment confirmation page](#).

Purchased postage

Destination: David Trelease, Palmer House, Berrier, Penrith, Cumbria, CA11 0XD

Postage service: Royal Mail 2nd Class

Postage cost: £0.68

Item must be posted by: Wednesday, 15 March 2023

QR code
unavailable

Destination: Cumbria Payroll Services LTD, 54 Warwick Road, Carlisle, Cumbria, CA1 1DR

Postage service: Royal Mail 2nd Class

Postage cost: £0.68

Item must be posted by: Wednesday, 15 March 2023

QR code
unavailable

Destination: Joe Faulkner, Fell Foot, Askham, Penrith, Cumbria, CA10 2PG

Postage service: Royal Mail 2nd Class

Postage cost: £0.68

Item must be posted by: Wednesday, 15 March 2023



Destination: Jane Newport, East View, Dockray, Penrith, Cumbria, CA11 0JY

Postage service: Royal Mail 2nd Class

Postage cost: £0.68

Item must be posted by: Wednesday, 15 March 2023



Payment service provider: WorldPay

Next Steps

Option 1: Print your label at home, attach your label to your item, then drop your item off at one of the following locations:

- Drop off into a post box - available if your item is small enough, you don't require proof of postage, and you've not selected a tracked or signature service
- Drop off at one of our new Parcel Postboxes - [find one near you](#)
- Drop off any item at a [Royal Mail Delivery Office](#).
- Or drop off at a [Post Office®](#) branch

Option 2: Use our free label printing service available at your local Royal Mail Delivery Office

- Simply show the QR code from within your email and we will print your label for you at a [Royal Mail Delivery Office](#)

- Simply show the QR code from within your email and we will print your label for you at a [Royal Mail Delivery Office](#)
- Drop your item off at the same time.

Option 3: Arrange a collection

- Visit the [payment confirmation page](#), choose 'Arrange collection' and follow the steps to book your collection.
- Your item(s) will be collected by us on the selected collection day.

And finally, make sure you've posted your item by the date shown on the label

For services with tracking, you can track the latest status of your item on the app or at our [Track and Trace page](#). You can find the tracking reference number above or below the barcode on your label.

If you have purchased a Royal Mail Tracked service, please note the price includes VAT at the standard rate.

Your purchase is subject to our [Terms & Conditions](#) which you have accepted: You have a right to cancel and request a refund of the purchase you have made as long as the request is submitted within 14 calendar days, and that you have not already presented the item into a Royal Mail Group network. Inappropriate or fraudulent claims for refunds will not be honoured. Royal Mail Group reserves its right to prosecute fraudulent activity relating to the Royal Mail Online Postage channel.

If you have any queries about payments, please [contact us](#). If you would like to apply for a refund, please refer to our '[Applying for a refund](#)' help article.

Thank you,
The Royal Mail Team

This is an automatically generated email, please do not reply to it.

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Royal Mail is a trading name of Royal Mail Group Ltd. Registered in England and Wales. Registered number 4138203.
Registered Office: 185 Farringdon Road, London, EC1A 1AA. VAT Registration Number GB 243 1700 02.

From: Royal Mail Support no-reply@royalmail.com
Subject: Royal Mail - Postage Confirmation for WP-1544-8714-860
Date: 17 March 2023 at 11:36
To: matterdaleparishclerk@gmail.com

RS



Thank you for your order.

You have made a payment of £0.95 to the Royal Mail Group Ltd.

Reference: WP-1544-8714-860

Date & time: Friday, 17 March 2023 11:36

You have confirmed that you are not sending any item which is [prohibited or restricted](#) in the UK.

A summary of your purchase is set out below, and details of this purchase - along with links to re-download your documents and view your QR codes, and request refunds - will remain available for you to view for up to 21 days on the [payment confirmation page](#).

Purchased postage

Destination: David Harrison, The Old Chapel, Matterdale, Penrith, Cumbria, CA11 0LE

Postage service: Royal Mail 1st Class

Postage cost: £0.95

Item must be posted by: Friday, 24 March 2023

A large, light gray rectangular box with a thin black border. Inside the box, the text "QR code unavailable" is centered in a medium gray font.

QR code
unavailable

Payment service provider: WorldPay

Next Steps

Option 1: Print your label at home, attach your label to your item, then drop your item off at one of the following locations:

- Drop off into a post box - available if your item is small enough, you don't require proof of postage, and you've not selected a tracked or signature service
- Drop off at one of our new Parcel Postboxes - [find one near you](#)
- Drop off any item at a [Royal Mail Delivery Office](#).
- Or drop off at a [Post Office®](#) branch

Option 2: Use our free label printing service available at your local Royal Mail Delivery Office

- Simply show the QR code from within your email and we will print your label for you at a [Royal Mail Delivery Office](#)
- Drop your item off at the same time.

Option 3: Arrange a collection

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- Your item(s) will be collected by us on the selected collection day.

And finally, make sure you've posted your item by the date shown on the label

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Your purchase is subject to our [Terms & Conditions](#) which you have accepted: You have a right to cancel and request a refund of the purchase you have made as long as the request is submitted within 14 calendar days, and that you have not already presented the item into a Royal Mail Group network. Inappropriate or fraudulent claims for refunds will not be honoured. Royal Mail Group reserves its right to prosecute fraudulent activity relating to the Royal Mail Online Postage channel.

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Thank you,
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Registered Office: 185 Farringdon Road, London, EC1A 1AA. VAT Registration Number GB 243 1700 02.

From: Royal Mail Support no-reply@royalmail.com
Subject: Royal Mail - Postage Confirmation for WP-1018-0238-640
Date: 12 April 2023 at 09:40
To: matterdaleparishclerk@gmail.com

RS



Thank you for your order.

You have made a payment of £0.75 to the Royal Mail Group Ltd.

Reference: WP-1018-0238-640

Date & time: Wednesday, 12 April 2023 09:40

You have confirmed that you are not sending any item which is [prohibited or restricted](#) in the UK.

A summary of your purchase is set out below, and details of this purchase - along with links to re-download your documents and view your QR codes, and request refunds - will remain available for you to view for up to 21 days on the [payment confirmation page](#).

Purchased postage

Destination: Jean Wilson, Anns Cottage, Dockray, Penrith, Cumbria, CA11 0LG

Postage service: Royal Mail 2nd Class

Postage cost: £0.75

Item must be posted by: Wednesday, 19 April 2023

A large, light gray rectangular box with a thin black border. Inside the box, the text "QR code unavailable" is centered in a medium gray font.

QR code
unavailable

Payment service provider: WorldPay

Next Steps

Option 1: Print your label at home, attach your label to your item, then drop your item off at one of the following locations:

- Drop off into a post box - available if your item is small enough, you don't require proof of postage, and you've not selected a tracked or signature service
- Drop off at one of our new Parcel Postboxes - [find one near you](#)
- Drop off any item at a [Royal Mail Delivery Office](#).
- Or drop off at a [Post Office®](#) branch

Option 2: Use our free label printing service available at your local Royal Mail Delivery Office

- Simply show the QR code from within your email and we will print your label for you at a [Royal Mail Delivery Office](#)
- Drop your item off at the same time.

Option 3: Arrange a collection

- Visit the [payment confirmation page](#), choose 'Arrange collection' and follow the steps to book your collection.
- Your item(s) will be collected by us on the selected collection day.

And finally, make sure you've posted your item by the date shown on the label

For services with tracking, you can track the latest status of your item on the app or at our [Track and Trace page](#). You can find the tracking reference number above or below the barcode on your label.

If you have purchased a Royal Mail Tracked service, please note the price includes VAT at the standard rate.

Your purchase is subject to our [Terms & Conditions](#) which you have accepted: You have a right to cancel and request a refund of the purchase you have made as long as the request is submitted within 14 calendar days, and that you have not already presented the item into a Royal Mail Group network. Inappropriate or fraudulent claims for refunds will not be honoured. Royal Mail Group reserves its right to prosecute fraudulent activity relating to the Royal Mail Online Postage channel.

If you have any queries about payments, please [contact us](#). If you would like to apply for a refund, please refer to our '[Applying for a refund](#)' help article.

Thank you,
The Royal Mail Team

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Registered Office: 185 Farringdon Road, London, EC1A 1AA. VAT Registration Number GB 243 1700 02.

From: Royal Mail Support no-reply@royalmail.com
Subject: Royal Mail - Postage Confirmation for WP-7592-0621-001
Date: 14 April 2023 at 10:00
To: matterdaleparishclerk@gmail.com

RS



Thank you for your order.

You have made a payment of £1.10 to the Royal Mail Group Ltd.

Reference: WP-7592-0621-001

Date & time: Friday, 14 April 2023 09:59

You have confirmed that you are not sending any item which is [prohibited or restricted](#) in the UK.

A summary of your purchase is set out below, and details of this purchase - along with links to re-download your documents and view your QR codes, and request refunds - will remain available for you to view for up to 21 days on the [payment confirmation page](#).

Purchased postage

Destination: HMRC Direct, HMRC Direct, HMRC Direct, BX55BD

Postage service: Royal Mail 1st Class

Postage cost: £1.10

Item must be posted by: Friday, 21 April 2023

A large, light gray rectangular box with a thin black border, serving as a placeholder for a QR code. The text "QR code unavailable" is centered within the box in a medium gray font.

QR code
unavailable

Payment service provider: WorldPay

Next Steps

Option 1: Print your label at home, attach your label to your item, then drop your item off at one of the following locations:

- Drop off into a post box - available if your item is small enough, you don't require proof of postage, and you've not selected a tracked or signature service
- Drop off at one of our new Parcel Postboxes - [find one near you](#)
- Drop off any item at a [Royal Mail Delivery Office](#).
- Or drop off at a [Post Office®](#) branch

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- Simply show the QR code from within your email and we will print your label for you at a [Royal Mail Delivery Office](#)
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If you have any queries about payments, please [contact us](#). If you would like to apply for a refund, please refer to our ['Applying for a refund'](#) help article.

Thank you,
The Royal Mail Team

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Registered Office: 185 Farringdon Road, London, EC1A 1AA. VAT Registration Number GB 243 1700 02.



Make a bill payment

1. Payee details
2. Payment details
3. Check and confirm
4.

✔ Done! Payment created.

40-36-10 70559024
Charitable
Matterdale paris
16 May 2023

GBP 36.35

✔ Payment has been successfully created

Your payment instructions have been received and are being processed. To guarantee your payment will be made please ensure you have sufficient covering formal overdraft facility available by the payment date.

Authorisation

Authorised by

GBHBEU1003867944PUPHILLIPSNI

Date and time

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Date: 01/05/2023

Matterdale Parish Council

Page: 1 of 1

Time: 11:46:46

Payment Summary (Part 2) Portrait

Tax Month : 1 Week : 4 Payment Frequency: Monthly

E'ee Ref	Employee Name	NI'able Earnings	E'ee + E'er NI Contribution	Employer NI Contribution	Employee NI Contribution	Employer NI Rebate	Employee NI Rebate	Employer Pension*	Tax Code	Week1/ Month 1	NI Cat	Con Out
1	NM Phillips	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180M	N	A	N
1	Employees	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>				

*For salary sacrifice pension schemes this is the employer contribution including the amount sacrificed by the employee.

VN06



Invoice #302

25 Apr 2023

BILL TO

Matterdale Parish Council

Matterdale Parish Council

Penrith

matterdaleparishclerk@gmail.com

FROM

Green Team Garden Services

2 Lonsdale Terrace, Cumwhinton

Carlisle, Cumbria CA4 0AY

greenteamgs@yahoo.com

INVOICE ITEMS

AMOUNT

11/04/2023 - 1 x Grass Cut village green

£65.00

25/04/2023 - 1 x Grass Cut village green

£65.00

25/04/2023 - Strim notice board & bench area as requested

£25.00

£155.00

PAYMENT DUE 2 MAY 2023

PAYMENT DETAILS

Bank Name - Virgin Money

Sort Code - 82-11-07

Account Number - 90160582

MESSAGE

Thanks for your business.

Kind Regards, Andy

Waterplus
with you every drop of the way



08101_1664212030<7743>_5357D-PK1100v1 A
Matterdale Parish Council
14 Twickenham Court
CARLISLE
CA1 3TW



Water bill

20 November 2022 - 12 March 2023

Account summary

Account number 408 426 3930

Please use above account number when making payments

Bill date and tax point	14 March 2023
Bill number	wp-INV01557021
Supply address	Matterdale Sports Field, Dockray, PENRITH, CA11 0PY
Supply point ID	300258472XW1X

Billing summary

Previous bill

Amount due at last bill 11 Sep 2022 - 19 Nov 2022	£12.62
Payments since then	£12.62
Amount brought forward	£0.00

This bill

Total New charges (excl. VAT)	£17.61
VAT on water charges @20%	£0.00

Account balance £17.61

Your payment is due within 14 days of the above bill date

Kate Beaty

Pine View

Townhead, Hayton

Brampton

5 May 2023

To: Matterdale Parish Council

For: Internal Audit of Council accounts and completion of Audit Report
for the year ended 31 March 2023

Total: £100

Bank Details:

NatWest

Account Name  Beaty

Account No.

Sort Code: 60



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

01768 812663
office@calc.org.uk

April 2023

Mr Nick Phillips
Matterdale PC
14 Twickenham Court
CARLISLE
CA1 3TW

Dear Colleague,

ANNUAL SUBSCRIPTION 2023/24

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 2023/24 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 2023/24 is calculated at 7.71p per elector and the CALC portion is calculated in proportion to the square root of your electorate.

For 2023/24 your CALC/NALC subscription fee is: £176.95

This sum is made up of:
NALC subscription at £26.45
CALC subscription at £150.50

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.

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

President:

Chairman: Cllr Mary Bradley

Chief Officer: Sonia Hutchinson

www.calc.org.uk

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

President:

Chairman: Cllr Mary Bradley

Chief Officer: Sonia Hutchinson

www.calc.org.uk

T. W. RELPH & SONS LTD.

Moor House, Yanwath, Penrith, Cumbria CA10 2LD

Telephone: (01768) 864308 and 865655

VAT REG. No. 370 4591 80

www.twrelph.co.uk

Email: info@twrelph.co.uk

Fax: (01768) 890916

AGRICULTURAL MERCHANTS & COUNTRY STORE

STATEMENT

BACS Payment Details: Lloyds Bank plc

A/c Name: TW Relph & Sons Ltd Sort Code: 00-16-28 A/c No: 00167675

(Please quote your TW Relph A/c No. shown in the box below)

MATTERDALE PARISH COUNCIL
14 TWICKENHAM COURT
CARLISLE
CUMBRIA

CA1 3TW

Date

31/03/23

Account

MAT011

DATE	DETAIL	DEBIT	CREDIT	BALANCE
	BALANCE BROUGHT FORWARD			0.00
28/03/23	INV 899335	135.48		135.48
PAYMENTS RECEIVED AFTER 24/04/23 ARE NOT INCLUDED ON THIS STATEMENT				

3 Months / Over

2 Months

1 Month

Current

Balance Due

0.00

0.00

0.00

135.48

135.48

Terms: Payment within 28 days. Interest may be charged on accounts 3 months overdue.

T. W. RELPH & SONS LTD.

Moor House, Yanwath, Penrith, Cumbria CA10 2LD

Tel: (01768) 864308 and 865655

Account No

MAT011

Balance Due

135.48

MATTERDALE PARISH COUNCIL

PLEASE RETURN THIS SLIP WITH YOUR REMITTANCE

T. W. RELPH & SONS LTD.

Moor House, Manwath, Penrith, Cumbria CA10 2LD

Telephone: (01768) 864308 and 865655

VAT Reg No: 330 4591 80

www.twrelph.co.uk

Fax: (01768) 890916

SUPPLIERS OF ANIMAL HEALTH PRODUCTS AND FARM EQUIPMENT

MATTERDALE PARISH COUNCIL
14 TWICKENHAM COURT
CARLISLE
CUMBRIA

Invoice No 899335
Invoice Date 28/03/23
Account No MAT011
Order No

CA1 3TW

DESCRIPTION	UNITS	QUANT	PRICE	VALUE	VAT
IMPORTED HEAVY POSTS	5/6	28	3.30	92.40	18.48
IMPORTED HEAVY STRAINERS		1	20.50	20.50	4.10

VAT RATE	GOODS	VAT	TOTAL GOODS	112.90
20.00	112.90	22.58	TOTAL VAT	22.58
			INVOICE TOTAL	135.48

Terms: Goods supplied in accordance with our conditions of sale, copies of which are obtainable on request.



Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

Your Statement

Mr N Phillips
Matterdale Parish Council
14 Twickenham Court
Carlisle
CA1 3TW



Account Summary	
Opening Balance	5,446.46
Payments In	5,000.00
Payments Out	470.85
Closing Balance	9,975.61

4 April to 3 May 2023

International Bank Account Number
GB57HBUK40361070559024
Branch Identifier Code
HBUKGB4148T

Account Name	Sortcode	Account Number	Sheet Number
Matterdale Parish Council	40-36-10	70559024	461

Your Charitable Bank Account details						
Date	Payment type and details			Paid out	Paid in	Balance
03 Apr 23		BALANCE BROUGHT FORWARD				5,446.46
04 Apr 23	CHQ	101221	22/23 VN47	86.25		5,360.21
11 Apr 23	CHQ	101230	23/24 VN01	208.80		5,151.41
20 Apr 23	CHQ	101228	22/23 VN55	18.00		5,133.41
24 Apr 23	DR	TOTAL CHARGES 23/24 VN03				
		TO 02APR2023		7.80		5,125.61
28 Apr 23	CR	CUMBRIA LOCAL GOVT 23/24 IN01			5,000.00	10,125.61
02 May 23	CHQ	101231	23/24 VN02	150.00		9,975.61
03 May 23		BALANCE CARRIED FORWARD				9,975.61

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not applied			Debit interest		
			21.34%		

MATTERDALE PARISH COUNCIL

Bank Reconciliation as at 4/5/2023

Opening Balance at 1/4/23

70,976.84

From Accounts spreadsheet				
	Previous Month	Current	This month	In year surplus/deficit
Receipts	£	-	£ 5,000.00	£ 5,000.00
Payments	£	-	£ 366.60	£ 366.60
				4,633.40
				75,610.24

Balance - All Bank Accounts				
	Building society	Charity		
Previous balance (last month)	£ 66,767.86	£ 5,446.46		
Payments out		£ 470.85	£ 470.85	
Payment in	£ -	£ 5,000.00	£ 5,000.00	
Calculated Balance	£ 66,767.86	£ 9,975.61		
Actual balance	£ 66,767.86	£ 9,975.61		Total at Bank £ 76,743.47
Deduct unrepresented cheques				
		Cheque No	Amount £	
VN26 PAYE		101203	£ 216.00	
VN57 Payment for money paid into wrong account		101232	£ 901.23	
VN46 Room Hire January		101219	£ 16.00	

	Total unrepresented cheques	£1,133.23
	Bank Balance - Unrepresented cheques	75,610.24
Actual Balance		75,610.24
Variance		0.00
Closing Balance		

		2023/24 ACCOUNTS																										
PAYMENTS		Spend 2022/23	Budget 2022/24	April 8.3%		May 16.6%		June 25%		July 33.3%		August 41.6%		September 50%		October 58.3%		November 66.6%		December 75%		January 83.£%		February 91.6%		March 100%		Total expenditure
ADMINISTRATION																												
Salaries/NI/Rect & Payroll Services		£ 3,767.86	£ 2,001.60	£ 324.00	£ 150.00	£ 150.00																					£ 624.00	
Insurance		£ 321.78	£ 321.78																								£ 100.00	
Audit Fees		£ 800.00	£ 120.00		£ 100.00																						£ 36.35	
Travel & Office Expenses		£ 319.27	£ 300.00		£ 36.35																						£ 36.35	
Office Accommodation & Computer Exes			£ 50.00																									
Training		£ 181.66	£ 150.00																								£ 16.00	
Room Rental		£ 121.00	£ 120.00		£ 16.00																						£ 16.00	
Subscriptions		£ 289.96	£ 300.00		£ 176.95																						£ 176.95	
Bank Charges		£ 71.00	£ 80.00	£ 7.80																							£ 7.80	
REPAIRS & MAINTENANCE																												
Grass Contract & Land Maintenance		£ 70.00			£ 155.00																						£ 155.00	
Design work																												
Seats & Noticeboards Maintenance		£ 150.00	£ 150.00																								£ 112.90	
Repairs and maintenance		£ 1,043.08	£ 500.00		£ 112.90																						£ 112.90	
Water fees		£ 58.97	£ 70.00		£ 17.61																						£ 17.61	
SITU		£ 1,792.25	£ 4,150.95																									
Election cost			£ 500.00																									
Website			£ 90.00																									
Section 137/Miscellaneous																												
Capital Costs																												
Recruitment																												
VAT		£ 237.00	£ 300.00	£ 34.80	£ 22.58																						£ 57.38	
TOTAL			£ 9,204.33	£ 366.60	£ 787.39	£ 150.00																					£ 1,303.99	
RECEIPTS																												
Precept inc CTRS Grant		Actual 2022/23	Budget 2023/24																									
Parish Grant		£ 4,099.00	£ 5,000.00																								£ 5,000.00	
CCC Neighbourhood Forum Grant					5000																							
OPCA Grant																												
Other Grants		£ 30.00																										
Bank Interest		£ 371.82																										
Wayleaves																												
Allotments																												
Grass Letting																												
Carried forward SITU		£ 600.00	£ 600.00																									
		£ 4,150.95																										
VAT		£ 237.00	£ 300.00																									
TOTAL			£ 10,050.95	£ 5,000.00	£ 5,000.00																						£ 5,000.00	

MATTERDALE PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW

Tel: 0750 800 1602 Email: MatterdaleParishClerk@gmail.com

www.matterdaleparishcouncil.org

Agenda 15

The Department for Levelling up, Housing and Communities has opened a consultation on changing the rules around short term lets due to concern about the potential that large percentages of housing stock are being used as short term lets (holiday properties etc) which is reducing the stock levels for local people. The consultation can be found at

<https://www.gov.uk/government/consultations/introduction-of-a-use-class-for-short-term-lets-and-associated-permitted-development-rights/introduction-of-a-use-class-for-short-term-lets-and-associated-permitted-development-rights>

There are a number of questions that form part of the consultation.

Q.1 Do you agree that the planning system could be used to help to manage the increase in short term lets?

Yes/No/Don't know.

Please give your reasons.

Q.2 Do you agree with the introduction of a new use class for short term lets?

Yes/No/Don't know.

Please give your reasons.

Q.3 Do you agree with the description and definition of a short term let for the purpose of the new use class?

Yes/No/Don't know.

Please give your reasons.

Q.4 Do you have any comments about how the new C5 short term let use class will operate?

Yes/No/Don't know

Please make your comments here

Q.5 Do you consider there should be specific arrangements for certain accommodation as a result of the short term let use class?

Yes/No/Don't know.

Please give your reasons here. If yes, please say what these should be.

Q. 6 Do you agree that there should be a new permitted development right for the change of use from a C3 dwellinghouse to a C5 short term let (a)

Yes/No/Don't know.

Please give your reasons.

Q.7 Do you agree that there should be a new permitted development right for the change of use from a C5 short term let to a C3 dwellinghouse (b)

Yes/No/Don't know.

Please give your reasons.

Q.8 Do you agree that the permitted development rights should not be subject to any limitations or conditions?

Yes/No/Don't know.

Please give your reasons

Q.9 Do you agree that the local planning authority should be notified when either of the two permitted development rights for change of use to a short term let (a) or from a short term let (b) are used?

Yes/No/Don't know.

Please give your reasons

Q.10 Do you have any comments about other potential planning approaches?

Yes/No

If so, please provide details here.

.11 Do you agree that we should expressly provide a flexibility for homeowners to let out their homes (C3 dwellinghouses)?

Yes/No /Don't know

Please give your reasons.

Q.12 If so, should this flexibility be for:

i. 30 nights in a calendar year; or

ii. 60 nights in a calendar year; or

iii. 90 nights in a calendar year

Please give your reasons.

Q.13 Should this flexibility be provided through:

i) A permitted development right for use of a C3 dwellinghouse as temporary sleeping accommodation for up to a defined number of nights in a calendar year

ii) An amendment to the C3 dwellinghouse use class to allow them to be let for up to a defined number of nights in a calendar year.

Please give your reasons.

Q.14 Do you agree that a planning application fee equivalent to each new dwellinghouse should apply to applications for each new build short term let?

Yes/No/Don't know.

Please give your reasons.

Q.15 Do you agree with the proposed approach to the permitted development rights for dwellinghouses (Part 1) and minor operations (Part 2)?

Yes/ No/Don't know

Please give your reasons.

Q.16 Do you have any further comments you wish to make on the proposed planning changes in this consultation document?

Yes/No

If yes, please provide comments.

Q.17 Do you think that the proposed introduction of the planning changes in respect of a short term let use class and permitted development rights could give rise to any impacts on people who share a protected characteristic? (Age; Disability; Gender Reassignment; Pregnancy and Maternity; Race; Religion or Belief; Sex; and Sexual Orientation).

Yes/No/Don't know.

If so, please give your reasons.

Q.18 Do you think that the proposed introduction of the planning changes in respect of a short term let use class and permitted development rights could impact on:

- a) businesses
- b) local planning authorities
- c) communities?

Yes/No/Don't know.

Please give your reasons. It would be helpful if you could specify whether your comments relate to a) business, b) local planning authorities, or c) communities, or a combination.