

MATTERDALE PARISH COUNCIL

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

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

www.matterdaleparishcouncil.org

Thursday, 3 November 2022

Dear Councillor

You are summoned to attend the **PARISH COUNCIL MEETING** that will be held at Watermillock Village Hall on **Monday 14 November** at 7.00pm. The Public and Press are invited to attend.



Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

2. MINUTES OF THE COUNCIL MEETING held on 5 September 2022

(a) To authorise the chair to sign, as a correct record, the minutes of the meeting held on 5 September 2022 (attached).

(b) Matters arising:

(i) Ullswater Together Oct/Nov'22 distributed; entry for Watermillock drafted and sent to editor.

Members are invited to ask the local correspondents (Cllr Bray and Mr Brown) to include any additional items (including PC control of Dockray Village Green as item 5.7 of 5th Sept minutes?)

(ii) Recreation Field use for orienteering on 10th September '22: to **note** receipt received.

(iii) P Harrison use of Troutbeck Grazing: to **resolve** whether to take action for payment of agreed £600.

(iv) to **note** closure of A592 north of Glenridding in week beginning 14/11/22

(v) to **note** closure of road by Bennethead Farm in week beginning 7/11/22

(vi) to **note** any action by LDNPA re footpath Greenrow to Brownrigg Farm

(vii) to **resolve** whether to cut the grass by bench seat at Matterdale End in 2023

3. DECLARATIONS OF INTEREST

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

4. 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.

5. DISTRICT COUNCILLOR AND COUNTY 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.)

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

7. 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 resolve whether to submit any observations on the following applications (to be discussed in committee)

7/2022/3126	Gill Head Farm, Troutbeck, Penrith, CA11 0ST	Extensions & alterations
7/2022/3133	Tast Barn,	Application for a Lawful Development Certificate for the

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	Lowthwaite, Matterdale, Penruddock, CA11 OSA	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
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- b. To note the following applications that were delegated to the relevant planning committee for decision and the comments below made online.

7/2022/3127	High House, Thackthwaite, Cumbria, CA11 0ND	Two storey and single storey extension to rear	No objections
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- c. To Note the following applications were granted approval

7/2021/3219	Laburnum Cottage, Dockray, Penrith, CA11 0JY	Proposed alterations and extension
7/2022/3003	Croft Head Farm, Thackthwaite, Penrith, CA11 0NB	Erection of 1no. agricultural workers dwelling
7/2022/3045	Knotts View, Watermillock, CA11 0JJ	Demolition of existing single storey extension and erection of two storey extension with glazed link at first floor
7/2022/3066	Horrockwood, Watermillock, Penrith, CA11 0JJ	Alterations and extensions to the cottage
7/2022/3080	The Greaves, Dacre, Penrith, CA11 0LU	Approval of details reserved by condition 8 (surface water drainage) of planning permission 7/2020/3146 - Erection of new dwelling and change of use of existing dwelling to provide ancillary storage/accommodation
7/2022/3097	Ulcat Row Farm, Matterdale, Penrith, CA11 0LE	2 storey side extension providing additional living accommodation

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

7/2022/3101	Wreay Farmhouse, Watermillock, Penrith, CA11 0LT	Refurbishment and extension of existing property with new detached garage (following withdrawal of application)
7/2022/3086	Tast Barn (Formerly Foxhill), Lowthwaite, Matterdale, Penrith, CA11 0SA	Conversion of existing barn into a dwelling with attached bedroom annex and car port
7/2022/3106	Gillsrow House, Troutbeck, Penrith, CA11 0ST	Proposed alterations and extensions to the house and existing annexe

(e) To **resolve** whether to adopt the Site Visit Protocol as submitted to Councillors by the now retired Clerk on 19th September 2022

(f) Future planning applications – to **discuss** the proposal and **resolve** how what future procedures to adopt. (Paper attached)

8. FINANCE

- a. **Payments- to authorise** schedule of payments totalling £747.17 (VN 29-34)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	TOTAL AMOUNT £
VN29	31/10/2022	N Phillips	101206	Salary October	150.00	-	150.00
VN30	31/10/2022	N Phillips	101207	Expenses October	112.51	18.00	130.51

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VN31	31/10/2022	Hayton Parish Council	101208	Reimbursement of training cost	136.66	-	136.66
VN32	30/11/2022	N Phillips	101209	Salary November	150.00	-	150.00
VN33	31/12/2022	N Phillips	101210	Salary December	150.00	-	150.00
VN34	23/09/2022	T W Relph	101211	Guaranteed Heavy Strainer	25.00	5.00	30.00

- b. **monthly reconciliation (October) – to receive and note** the reconciliation and balances.
 - c. **Monthly budget update- to receive and note**
 - d. **Receipt – to note** receipt from Skipton Building Society £450 interest (R05).
 - e. **Current Bank/Building Society Balances-** to **receive** a report from the Clerk.
 - f. **Authorised signatories – to resolve** which signatories should be required for current and future bank and building society accounts, removing redundant signatories and adding new ones.
 - g. **Internet Banking-** to **resolve** whether to authorise the clerk to register for Internet Banking with HSBC
 - h. **Building Society account-** to **Resolve** to delegate to the Clerk and one councillor the power to select and transfer the funds held to achieve the best possible interest rate.
9. **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.
10. **PAYROLL – to Resolve** whether to appoint Cumbria Payroll Services Ltd to carry out payroll functions for the Clerk's salary.
11. **Budget and precept for 2023-24 – to discuss** the proposals submitted by the clerk and **Resolve** the budget levels to set for 2023-24 and the precept to be levied.
12. **Meeting dates and Venues-** to **receive** and **resolve** to accept the dates and venues for meetings for the rest of 2022-23 and 2023-24.
13. **Audit 2023 – To Resolve** whether to appoint Kate Beatty as auditor for 2023 at a cost of £30 per hour, anticipated to be less than 4 hours.
14. **Equality and Diversity Policy-** to **resolve** whether to adopt the policy as attached.
15. **Great North Air Ambulance-** to **resolve** whether to make a donation using powers under Section 137 of the Local Government Act 1972 and the amount of any donation.
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. **Date of next meeting**
The next meeting of the Parish Council will take place on Monday January 9 2023 in Watermillock Village Hall at 7pm.
Agenda items to be submitted to the Clerk by 12 noon on Thursday 29 December 2022.

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Minutes of the meeting which took place at 7.00pm on Monday 5th September 2022 in Matterdale Church Room.

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

In attendance: Eden District Cllr Mrs Derbyshire, the Clerk and County Cllr Hughes.

1. Apologies accepted: Cllr Shaw (away on holiday)
2. The Minutes of the meeting on 4th July 2022 were approved as circulated (but amended, in the third paragraph of item 9, to delete "has been stifled by one of the landowners whose approval was crucial" and inserting "not possible at the present time") and signed as a true record.
3. Exclusion of Press and requests for public participation/open forum
 - 3.1 No members of the press or public had sought to participate in the meeting.
 - 3.2 There were no notified public questions relating to Parish Council business.
4. Declarations of interest by Councillors/ requests for dispensation.
 - 4.1 No Councillors needed to update their declaration.
 - 4.2 None declared any personal interests in items on the agenda and their nature.
 - 4.3 None declared any prejudicial interests in items on the agenda and their nature.
 - 4.4 The Clerk reported that no dispensation had been sought or granted.
5. Matters arising from previous minutes:-
 - 5.1 The Council had agreed to buy an "Honesty Box" inviting donations towards the maintenance of the Green from those using the car park by Dockray Green. Cllr Gore had pursued this but had second thoughts, as a report of vandalism elsewhere had reached her; it was agreed to review the principal of this proposal when mobile reception there would allow a QR code to be used and donations made other than in cash,
 - 5.2 The footpath between Dockray and Matterdale Church has been cleared of overgrowing vegetation; the collapse by A592 reported at the last meeting is now protected by a warning barrier.
 - 5.3 Ullswater Together for Oct/Nov 2022 is likely to be produced and distributed in the Parish before the next meeting. The Clerk has taken on responsibility for the Watermillock news and Cllr Bray for Matterdale news.
 - 5.4 The Recreation Field will be used as a car park for the Orienteering Event on 10th September 2022; neighbouring graziers have been informed.
 - 5.5 The Clerk still awaits response from Mr P Harrison to the draft grazing licence for the Troutbeck land sent to him (and the agreed fee); he will chase Mr Harrison. The availability of grazing on Council land at Troutbeck, Rushmire and the Recreation Ground for 2023 is to remain noted on the Council website.
 - 5.6 A592 closures from now until 23rd December are likely to inconvenience many residents and businesses but the proposed closing of sections of the road from 8am to 5pm are particularly troubling in relation to Glenridding surgery and Patterdale school. The outcome

of consultations last week is not yet clear. The Clerk was asked to raise the Council's concerns with the contractors.

5.7 Dockray Village Green has been cut already but not on the Council's instructions. Local opinions differ as to whether to let the grass grow uncut during the period of summer growth as intended in 2022. The policy will need to be reviewed in early 2023; in the meantime the Council's control of the Green will need to be reasserted by an appropriate note in Ullswater Together. The fence having been cut (again without Council authority), work is required to stabilise the fencing (but access direct from the parking area should be maintained).

5.8 The grass by the Council seat at Matterdale End needs cutting; it is not clear if the area is Council owned.

5.9 Cllr Bray reminded the meeting that the footpath near Greenrow and Greenbarn had been wrongly diverted; the Clerk will need to press LDNPA for action.

6. Finance

6.1 The Clerk reported on the state of the Council's accounts (HSBC £7,587.87cr: Skipton Building Society £66,396.04).

6.2 The Council approved expenditure as follows:-£12.80 HSBC bank charges, £20.00 to Matterdale PCC for use of the meeting room, £112.46 for an advert in the Herald advert for a new Clerk, £576(PC) and £288(Recreation Fund) to the Clerk for his half year salary and £144 and £72 respectively for PAYE thereon, £58.80 to T W Relph & Sons Ltd for the new stop tap fitted in the Recreation Field and £500 to Judi Allen for SITU services.

6.3 Expenditure in the year to date in comparison to the annual budget for the year to 31st March 2023 included repairs of £150 (budget £200) and £989.08 paid from the Recreation Fund for grass cutting and fencing at Dockray Green. Also the SITU payment (from the related grant) and the advert costs referred to above are outwith the 2022/23 budget.

7. The Clerk reported on Planning matters, including committee reports (7/2022 unless otherwise stated):-

3055 Windrush, Hutton John, annex to house-granted with conditions.

3044 Gowbarrow Old Hall, WM, refurbishment, infill extension and water treatment plant- and 3047 Gowbarrow Old Hall, WM, water treatment –granted.

3074 Lyulph's Tower, WM, new windows-granted.

3101 Wreay Farmhouse, WM, revised proposals for alterations- to be referred to a special meeting of the Council.

3086 Tast Barn (formerly Fox Hill) referred to Matterdale Planning Committee.

3097 Ulcat Row Farm extension referred to Matterdale Planning Committee.

3106 Gillsrow House, Troutbeck alteration and extension referred to Matterdale Planning Committee.

8. Standing Orders

The updated Standing Orders to take account of April 2022 amendments to the NALC recommended form as circulated to Councillors were adopted with immediate effect.

9. New Clerk

The Clerk reported that Becx Carter had been interviewed and offered the position but had decided not to take it. Mr Nick Phillips (clerk to Kirkoswald and Hayton Parish Councils) had applied for the position. It was agreed that he be interviewed by Clls Gore, Holder and Firth and offered the position (subject to satisfactory references) if thought fit.

10. For training opportunities Councillors were referred to the CALC website.

11. SITU

Cllr Firth reported that the proposed “open road day” has been deferred to a date in March 2023.

12. Correspondence.

12.1 Mrs Helen Holland had asked for Council support for her Ten Thousand Daffodils project. If the funds can be raised to cover the cost of production of the proposed 10,000 daffodils (intended then for sale following display at Lowther Castle), it is intended that the sale proceeds benefit four charities. Cllr Bray declared an interest as Another Way is expected to be one of the four.

The Clerk advised that it would be unlawful to apply Parish Council funds to help finance the project (it would be ultra vires). The Council were happy to declare its support as a suitable community project; it was recommended that Mrs Holland apply to Cllr Hughes who has discretion to apply £1,800 in County Council grants in his constituency. £300/£500 pounds is the amount of any grant usually, he said, but he advised early application. It was also felt that Cumbria Community Foundation may be able to provide a grant.

12.2 There was no objection to the proposed Tree Preservation Order No 453 at Castlehow Close, Watermillock, on which the Council had been consulted by LDNPA

13. Other business- it was agreed that a Council dinner be considered for March 2023, by which time the new clerk is expected to have been in place for nearly six months.

14. Next meeting-7.00pm on 14th November 2022 at Watermillock Village Hall was agreed.

Proposed Site Visit/Inspection Protocol for Parish Council

Councillors have no right to enter private land, except by permission of the owner or tenant. There is no objection to Councillors viewing the site from the highway or other public access point but should not enter private property, even if invited to do so.

The Chairman of the Council or either of its committees (or indeed any member of the Council or one of its committees) can request through the Clerk to the Council that a Site Inspection be arranged in advance of the Council or committee meeting at which a decision is due to be made.

A Site Inspection is a fact finding mission only. It allows Councillors to see the site before a decision is made. No decision about any Application should be made at a Site Inspection. During a Site Inspection, Councillors may ask for further information to help them make a decision. The Applicant or any person representing the Applicant may be asked to provide factual information but will not be permitted to make any representation at the Site Inspection.

Councillors must not discuss the merits of the Application at the Site Inspection (either among themselves or with the Applicant or any representative present). They should remain together as a group throughout under the direction of the chairman of the meeting.

David L Brown- 19th September 2022

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Planning procedures

The current system for dealing with planning matters between meetings is that any applications are sent to the relevant chair of the planning committee to decide if there is a need to hold a formal meeting. If there is a need for a formal meeting then the Clerk must call a meeting within the window for comment and giving the requisite number of days notice on the summons. This has the potential that a chair of a committee could decide that something is not contentious and a member of the public feels it is and questions the decision and the decision making process. It is my advice that either one of the two options below should be adopted so that a clear procedure is in place to avoid potential issues in the future.

There are a two different options going forward and councillors are asked to consider the best option.

1. There is the potential for all between meeting applications to be formally discussed at a planning committee meeting. This would require a decision about when and where to hold the meetings to enable a summons to be posted in sufficient time. For instance the protocol could be that Watermillock committee all meet Watermillock Village Hall on the first available Monday after receiving the planning application.¹ With the Matterdale committee meeting similarly in Matterdale. This would involve additional costs in terms of salary for the Clerk, the hire of a venue etc.
2. A line can be inserted into the standing orders by resolution of the council that the Clerk has been delegated the power to respond to applications between meetings on behalf of the council after taking into account the views of any members of the relevant planning committee who wish to comment on a given planning application. In order that there is an opportunity for members of the public to make a representation the planning applications should be advertised on the Parish Council's website.

Suggested wording for amendment to standing orders:

forward all planning applications received to the Chairman and the relevant planning committee for observations; whenever possible report applications to Council for discussion and decision; if not possible, in the cycle of meetings, the clerk is delegated the authority to submit observations on planning applications notified to the Council (following consultation with the relevant planning committee) and will report observations submitted to the next Council meeting; if the planning application is contentious the clerk shall seek extensions from the Planning Authority to enable consideration at a Council meeting and, if this is not approved, will consult with the Chairman of

¹ The first available Monday may not be the next Monday after receipt of the application as there must be three clear days between the posting of the summons and the meeting, not including the date of the summons, the meeting date, a Sunday or a bank holiday.

the planning committee about calling an extraordinary meeting.

MATTERDALE PARISH COUNCIL MEETING NOVEMBER 2022 – FINANCIAL OFFICER’S REPORT

ACCOUNTS FOR PAYMENT

I present for approval the following accounts for payment – Vouchers No.29 to 34 amounting to £747.17

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	NETAMOUNT £	VAT INCLUDED £	GROSS AMOUNT £
VN29	31/10/2022	N Phillips	101206	Salary October	150.00	-	150.00
VN30	31/10/2022	N Phillips	101207	Expenses October	112.51	18.00	130.51
VN31	31/10/2022	Hayton Parish Council	101208	Reimbursement of training cost	136.66	-	136.66
VN32	30/11/2022	N Phillips	101209	Salary November	150.00	-	150.00
VN33	31/12/2022	N Phillips	101210	Salary December	150.00	-	150.00
VN34	23/09/2022	T W Relph	101211	Guaranteed Heavy Strainer	25.00	5.00	30.00

Approved - Minute No.	8a
Cheque Signatories	
Date	

Clerk's Expenses October 2022

Postage		VAT	Total
Wix website renewal		£ 18.00	£ 108.00
Travel	Miles @per mile		
Handover meeting	48 £ 0.47		£ 22.51
Totals		£ 18.00	£ 130.51



Wix.com LTD
40 Namal Tel Aviv, 6350671
Israel
VAT ID : GB372851186

Issued to:
Nicholas Phillips
14 Twickenham Court Carlisle
United Kingdom
Matterdale Parish Council

Invoice #1022323467 | Oct 26, 2022 | Paid

Description	Site	Billing Period	Quantity	Amount
Premium Plan Combo	matterdale-pc	Yearly Nov 9, 2022 - Nov 9, 2023	1	£90.00


Payment Method: Mastercard **6461**

Subtotal	£90.00
VAT (20%)	£18.00

Total	£108.00
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Feel free to contact us:

 wix.com/support

 1-415-639-9034

 wix.com/contact

HAYTON PARISH COUNCIL

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

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

www.haytonparishcouncil.org.uk

Invoice IN10

For Attention of Nick Phillips, Matterdale Parish Council

Dear Nick

This invoice is for one third of the cost of the CiLCA training course (Total £410) paid by Hayton Parish Council. The portion payable by Matterdale Parish Council is therefore £136.66

Many thanks

Nick Phillips
Clerk to Hayton Parish Council

Account Details
Hayton Parish Council
Account no 80453005
Sort Code 20-18-47

T. W. RELPH & SONS LTD.

Moor House, Yanwath, 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
C/O DAVID L BROWN
HESLEYSIDE
WATERMILLOCK
PENRITH, CUMBRIA
CA11 0JG

Invoice No 887935
Invoice Date 23/09/22
Account No MAT011
Order No

DESCRIPTION	UNITS	QUANT	PRICE	VALUE	VAT
GUARANTEED HEAVY STRAINER DEL'D TO ANNS COTTAGE,DOCKR		1	25.00	25.00	5.00

VAT RATE	GOODS	VAT	TOTAL GOODS	25.00
20.00	25.00	5.00	TOTAL VAT	5.00
			INVOICE TOTAL	30.00

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

MATTERDALE PARISH COUNCIL
Bank Reconciliation as at 3 October 2022

Opening Balance at 1/4/22	74,949.45
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	From Accounts spreadsheet					
	Previous Month		Current		This month	In year surplus/deficit
Receipts	£	4,109.00	£	4,139.00	£ 30.00	
Payments	£	5,078.54	£	6,240.59	£ 1,162.05	2,101.59
						72,847.86

	Balance - All Bank Accounts				
	<i>Building society</i>		<i>Charity</i>		
Previous balance (last month)	£	66,396.04	£	7,583.87	
Payments out	£	-	£	946.05	£ 946.05
Payment in	£	-	£	30.00	£ 30.00
Calculated Balance	£	66,396.04	£	6,667.82	
Actual balance	£	66,396.04	£	6,667.82	£ 73,063.86

Deduct unrepresented cheques	Cheque No	Amount £	
VN26 PAYE	101203	£	216.00
Total unrepresented cheques			£216.00
Bank Balance - Unrepresented cheques			72,847.86
Actual Balance			72,847.86
Variance			0.00
Closing Balance			

	April 8.3%	May 16.6%	June 25%	July 33.3%	August 41.6%	September 50%	October 58.3%	November 66.6%	December 75%	
2022/23 ACCOUNTS										
PAYMENTS										Total expenditure
ADMINISTRATION										
Salaries/Nl/Recrt & Payroll Services	£ 1,469.40				£ 112.46	£ 1,080.00	£ 150.00	£150.00	£150.00	£ 3,111.86
Insurance	£ 321.78									£ 321.78
Audit Fees				£ 800.00						£ 800.00
Travel & Office Expenses	£ 296.76						£ 22.51			£ 319.27
Office Accommodation & Computer Exes										
Training			£ 15.00				£ 136.66			£ 151.66
Room Rental		£ 20.00		£ 20.00						£ 40.00
Subscriptions	£ 159.96						£ 90.00			£ 249.96
Bank Charges	£ 7.40	£ 7.80	£ 7.40	£ 5.40	£ 6.20	£ 5.80				£ 40.00
REPAIRS & MAINTENANCE										
Grass Contract & Land Maintenance										
Design work					£ 500.00					£ 500.00
Seats & Noticeboards Maintenance	£ 150.00									£ 150.00
Repairs and maintenance	£ 450.00	£ 519.08				£ 49.00		£ 25.00		£ 1,043.08
Water fees		£ 17.92	£ 10.98			£ 17.45				£ 46.35
Section 137/Miscellaneous										
Capital Costs										
Recruitment										
VAT	£ 21.00			£ 160.00		£ 9.80	£ 18.00	£ 5.00		£ 213.80
TOTAL	£ 2,876.30	£ 564.80	£ 33.38	£ 985.40	£ 618.66	£ 1,162.05	£ 417.17	£150.00	£180.00	£ 6,987.76
RECEIPTS										
Precept inc CTRS Grant	£ 4,009.00									£ 4,009.00
Parish Grant										
CCC Neighbourhood Forum Grant										
CPCA Grant										
Other Grants							£ 30.00			£ 30.00
Bank Interest								£405.00		£ 405.00
Wayleaves										
Allotments										
Grass Letting		£ 100.00								£ 100.00

VAT
TOTAL

£ 4,009.00 £ 100.00

£	30.00	£405.00	£	4,544.00
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From: Cumbria Payroll mail@cumbriapayroll.co.uk
Subject: Provision of Payroll Processing
Date: 24 October 2022 at 15:23
To: matterdaleparishclerk@gmail.com

CP

Hi Nick

Further to our telephone conversation Cumbria Payroll Services Ltd would be pleased to provide payroll processing services for Matterdale Parish Council at the discounted CALC rate.

Therefore, based on monthly payroll processing reported by email, the charge for this tax year would be £12.00 + VAT per month.

Rates for the next tax year have not yet been finalised, however the current rates have been in place for over eight years and although our standard commercial rates have increased in recent years, we have held the CALC rates as long as possible. An increase in this rate will therefore apply from April 2023 which we will notify you of as soon it is known.

As you are familiar with our service, I have not described any further details here, however if you have any queries please do not hesitate to ask.

Regards
Paul Goddard



**Cumbria Payroll
Services**

Phone: 01228 402010
Email: mail@cumbriapayroll.co.uk

54 Warwick Road
Carlisle, Cumbria
CA1 1DR

www.cumbriapayroll.co.uk



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Registered in England no. 3917272

Budget heading	Spend to date	Expected outturn	Suggested budget 2023-24			Notes
			1	2	3	
Salaries/NI/Recrt & Payroll Service	£ 2,661.86	£ 3,648.26	£ 2,001.60	£ 2,001.60	£ 2,001.60	1
Insurance	£ 321.78	£ 321.78	£ 321.78	£ 321.78	£ 321.78	2
Audit Fees	£ 800.00	£ 800.00	£ 120.00	£ 120.00	£ 120.00	3
Travel & Office Expenses	£ 296.76	£ 310.00	£ 300.00	£ 300.00	£ 300.00	4
Office Accommodation & Comput	£ -		£ 50.00	£ 50.00	£ 50.00	
Training	£ 15.00	£ 181.00	£ 150.00	£ 150.00	£ 150.00	5
Room Rental	£ 40.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00	6
Subscriptions	£ 249.96	£ 249.96	£ 300.00	£ 300.00	£ 300.00	7
Bank Charges	£ 34.20	£ 70.00	£ 80.00	£ 80.00	£ 80.00	
REPAIRS & MAINTENANCE						
Grass Contract & Land Maintenan	£ -					
Design work	£ 500.00					
Seats & Noticeboards Maintenan	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	
Repairs and maintenance	£ 1,018.08	£ 1,018.08	£ 1,000.00	£ 500.00	£ 500.00	8
Water fees	£ 46.35	£ 70.00	£ 70.00	£ 70.00	£ 70.00	
VAT	£ 208.80	£ 300.00	£ 300.00	£ 300.00	£ 300.00	
Election cost			£ 2,000.00	£ 500.00	£ 500.00	9
Website	£ 90.00	£ 90.00	£ 90.00	£ 90.00	£ 90.00	
Donations/S137		£ 100.00	£ 100.00	£ 100.00	£ 100.00	
Totals	£ 6,432.79	£ 7,429.08	£ 7,153.38	£ 5,153.38	£ 5,153.38	

	Suggestion 1	Suggestion 2	Suggestion 3
Bank Balance April 2022	£ 74,949.45	£ 74,949.45	£ 74,949.45
Expected bank balance April 2023	£ 72,460.37	£ 73,336.07	£ 73,336.07

	Expected balance 2024		£	70,846.99	£	73,332.69	£	73,722.69	
			Suggested budget 2023-24						
Budget heading	Spend to date	Expected outturn		1		2		3	Notes
Income									
Precept inc CTRS Grant	£ 4,009.00	£ 4,090.00	£	4,090.00	£	4,300.00	£	4,090.00	10
Parish Grant									
CCC Neighbourhood Forum Grant									
CPCA Grant									
Other Grants									
Bank Interest	£ 450.00	£ 450.00	£	450.00	£	450.00	£	450.00	11
Wayleaves									
Grass Letting	£ 100.00	£ 100.00	£	700.00	£	100.00	£	700.00	12
VAT	£ -	£ 300.00	£	300.00	£	300.00	£	300.00	
Total	£ 4,559.00	£ 4,940.00	£	5,540.00	£	5,150.00	£	5,540.00	

MATTERDALE PARISH COUNCIL

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

Tel: 0750 800 1602

Email: MatterdaleParishClerk@gmail.com

www.matterdaleparishcouncil.org

Budget Notes

1. Out turn for 2022-23 higher than expected as contains 18 months of salary as D Brown claimed in arrears and 6 months related to 2021-22 (April 2022) rather than 2022-23, therefore larger than expected. 2023-24 budget for £1800 for salary for N Phillips and 201.60 as expected cost for payroll services. NB final cost to be confirmed.
2. Based on 2022-23 figure
3. Suggesting using different auditor who has quoted payment at £30 per hour and a probable maximum of 4 hours.
4. Working from home allowance (most councils pay flat rate) + any travel for additional meetings.
5. Training for Clerk to be shared with two other councils. However might be new councillors at election time who require training.
6. Assumption based on 6 meetings at £20 per meeting.
7. Covers CALC membership fee and website, may increase from 2022-23 prices.
8. 2022-23 repairs to fence at Dockray and tap. May wish to reduce. For 2023-24
9. I have included an estimate for the cost of a contested election, an uncontested election is likely to be £500. There is the potential to cover this from reserves/Playing field with the intention that the PC pays back if the election is contested. Option 1 shows a contested election and options 2 & 3 uncontested.
10. The level of precept is currently below the annual costs associated with the running of the Parish Council. Whilst there is a healthy reserve in the Skipton Building Society account that is nominally allocated to the playing field and therefore should annual running costs that are not associated with the field be taken from that fund? A modest increase in the precept would show the council break even, albeit with an input from building society interest. However, councillors may find increasing the precept unpalatable given the current economic circumstances.
11. Assumption made that interest at Building society remains at 2022-23 rates. This is likely to be incorrect as there has been an increase in the bank base rate and it is possible that there are now better yielding accounts.
12. Assumption that grass letting only yields the £100 that has currently been paid is used in option 2.

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Matterdale Parish Council Meeting dates

Month	Date	Venue
January	9 January 2023	Watermillock
March	6 March 2023	Matterdale
May	8 May 2023	Watermillock
July	3 July 2023	Matterdale
September	4 September 2023	Watermillock
November	6 November 2023	Matterdale
January	8 January 2024	Watermillock
March	4 March 2024	Matterdale

MATTERDALE PARISH COUNCIL for itself and as trustee of MATTERDALE SCHOOL FOUNDATION

EQUALITY AND DIVERSITY POLICY

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Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable

adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training

The council will [provide training in/raise awareness of] equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: December 2019

Approving committee: PARISH COUNCIL for itself and as trustee of MATTERDALE
SCHOOL FOUNDATION

Date of committee meeting: 7th July 2020

Policy version reference: eq and di pol 1

Policy effective from: 7th July 2020

Date for next review: 17th May 2021

— policy ends here —

Notes

This is an example policy that should be adjusted to reflect the procedures and policy of the council. It is important that any commitment made in the policy is applied in practice.

1. Green Book terms

The Green Book sets out practical principles that councils can adopt and acknowledges that local councils will need to select the appropriate measures to match their circumstances.

The guidance covers:

- Developing and action plan to establish and monitor progress
- Recruitment and Selection Procedures
- Training
- Pay, Grading and Conditions of Service
- Dealing with Harassment

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

