

## CASTLE SOWERBY PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Thursday 30 October 2025 at 7.00pm in Millhouse Village Hall

**Councillors present:** Mrs Philippa Groves (Chair), Kath Worrall (Vice Chair), Mr Sidney Asbridge, Mr Gerald Bainbridge, Mr John Bell, Mrs Helen Kerry, Mr Richard Little, Mr Jonathan Stalker & Mr Michael Strong

**In attendance:** Westmorland & Furness (WAF) Councillor Mr Colin Atkinson & Ms J Cornah Wade (Clerk)

The Council **RESOLVED** to agree to exclude the public and Press from the meeting for consideration of payment of vouchers 29 and 30 within item 7b and 8a, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be transacted during those items.

1. **Apologies for absence** – to receive apologies for absence.  
There were no absences
2. **Requests for Dispensations, Declarations of interest, Gifts and Hospitality** – to receive any requests for Dispensations, Declarations of Interest from Councillors relating to items on the agenda, in accordance with the Council's Code of Conduct  
Nothing was declared
3. **Public participation** – to receive questions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders.  
No members of the public were in attendance
4. **Report from the Westmorland & Furness Councillor**  
WAF Cllr Atkinson provided the following report:
  - a. WAF's Locality Board for Eden: application deadlines for Community Grants 15 December and 0-19 Youth Grants 18 December. Further details are available at:  
<https://www.eden.gov.uk/environment/your-community/community-funding/>  
Cllr Groves undertook to identify and follow up on any local projects that may be eligible for support under these schemes.
  - b. Consultation on Conservation Area Amendments – Penrith and Central Barrow  
WAF has launched a public consultation on proposed changes to the conservation areas in Penrith and Central Barrow. The consultation period runs from 20 October to 30 November. For Penrith, the proposed amendment involves the removal of a section of Friargate from the designated conservation area. The draft Penrith Character Area Appraisal and Management Plan and full consultation details are available at:  
<https://consult.westmorlandandfurness.gov.uk/westmorland-and-furness-council/penrith-conservation-area-appraisal-consultation/>
  - c. Cumbria Mayor-led Strategic Authority – both Cumberland and Westmorland and Furness Councils formally agreed on 14 October to establish a new Mayor-led strategic authority for Cumbria. The first Mayoral election is scheduled to take place in May 2027. A Cumbrian Mayoral Investment Fund totalling £333 million over 30 years will be established to support strategic development across the region.
  - d. Consultation on New Taxi Licensing Policy – WAF has launched a public consultation to harmonise taxi legislation across the authority. The consultation is open to taxi drivers, private hire operators and taxi users and seeks feedback on proposed changes to improve

consistency, safety and environmental standards. To read the draft policy and take part in the consultation, visit: <https://www.westmorlandandfurness.gov.uk/taxi-policy>

**e. Fibrus - Telegraph Pole Installation**

The Council and Cllr Atkinson are aware of the concerns that have been raised regarding the siting of newly installed telegraph poles by Fibrus. Members of the community who are dissatisfied with the location of these poles are encouraged to contact Cllr Atkinson, who will seek to assist and liaise with Fibrus to explore the possibility of relocating the poles to more suitable positions.

**f. Bridge Closures – Nichol Gill and B5305**

The Council discussed the ongoing closures of Nichol Gill Bridge and the bridge on the B5305. Cllr Atkinson agreed to follow up on the status of both closures and report back at the next meeting. Cllr Worrall undertook to forward relevant information to assist with the enquiry.

Cllr Atkinson left the meeting at 7.31pm

**5. Minutes** – to confirm the Minutes of the Council meeting held on 25 September

The Council **RESOLVED** that the Minutes from the meeting on 25 September be accepted as a true record and were signed by the Chair.

**6. Update on progress from the previous Minutes** – the Clerk/Chair to report on progress of outstanding items which do not require further decision.

The Clerk and Chair confirmed that there were no outstanding items requiring a progress update at this meeting.

**7. Finance**

**a. Bank Reconciliation**

- i.** The Council **RESOLVED** To receive and note the monthly reconciliation and balance to 24 September 2025:

Barclays Bank: Community Access £7,633.36

- ii. Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statement

The bank statement for 24 September 2025 was reviewed and accepted

- b. Invoices for Payment** - to consider and approve invoices totalling £622.28 for payment itemised on the payment schedule and confirm a payment already made totalling £170.92  
The Council **RESOLVED** to approve the following payments totalling £426.38:

Voucher	Date	Description	Supplier	Net payment	Payment inc VAT
21	09.10.25	Mileage	J Cornah Wade	29.70	29.70
22	02.10.25	Postage	J Cornah Wade	2.61	2.61
23	30.09.25	Salary September	J Cornah Wade	82.83	82.83
24	30.09.25	PAYE	HMRC	20.60	20.60
25	31.10.25	Salary October	J Cornah Wade	206.24	206.24
27	15.07.25	External Audit reminder fee	Moore	80.00	96.00
28	22.10.25	PAYE October	HMRC	4.40	4.40
29	30.09.25	Salary September	L Taylor	155.10	155.10

30	30.09.25	PAYE September	HMRC	24.80	24.80
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The Council **RESOLVED** to agree to confirm the following payment totalling £170.92 already made by the Clerk in consultation with the Chair of the Council in accordance with Financial Regulations 5.15 (ii) and by the Clerk 6.9 (i):

Voucher	Date	Description	Supplier	Net payment	Payment inc VAT
26	21.10.25	PAYE outstanding	HMRC	170.92	170.92

- c. **Internal Audit** – to consider the appointment of an Internal Auditor for 2022/23, 2023/24, 2024/25 and 2025/26.

The Council **RESOLVED** to agree to appoint Mr David Johnson for 2022/23, 2023/24, 2024/25 and 2025/26.

## 8. Governance and Consultation

- a. **Appointment of Clerk, Proper Officer and Responsible Financial Officer** – to consider and agree the appointment of Ms Joanne Cornah Wade as Clerk, Proper Officer and Responsible Financial Officer

The Council considered the appointment of Ms Joanne Cornah Wade to the role of Clerk, Proper Officer and Responsible Financial Officer. The Council **RESOLVED** to appoint Ms Cornah Wade on salary scale point 5, for 3.5 hours per month. It was further **RESOLVED** that the salary scale would be reviewed upon successful completion of a three-month probationary period.

- b. **Policy Review** – to consider the following policies.

- I. Financial Regulations

The Council considered the revised model Financial Regulations provided by NALC and **RESOLVED** to agree to adopt the document with the recommended updates.

- II. Standing Orders

The Council considered the revised model Standing Orders provided by NALC and **RESOLVED** to agree to adopt the document with the recommended updates.

- c. **Website Access** – to note that the Clerk currently does not have administrative access to the Castle Sowerby Parish Council website (<https://castlesowerbyparishcouncil.wordpress.com>) and to consider options for restoring access or transitioning to an alternative platform.

The Council considered a quotation from HugoFox to provide a fully compliant parish council website at a cost of £9.99 + VAT per month, including a free .gov.uk domain for life. It was **RESOLVED** to authorise the Clerk to initiate the transition to the HugoFox platform

## 9. Planning

- a. **Planning Applications** - to consider all recent applications received from Westmorland and Furness Council detailed below and any other planning applications submitted between the circulation of this agenda and the meeting:

No applications had been received

- b. **Notices of Decision** – to note any notices of decision received.

- i. **Application Reference: 2025/1809/PAPP**

Proposal: Prior Notification under schedule 2, part 6, class A, for the erection of a roof over an existing midden.

Location: Low Buildings Sebergham Carlisle CA5 7EB

Permission for development – 20 October

- 10. Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required (other than adding to the agenda for a future meeting)

The following item of correspondence was received and noted:

**Westmorland & Furness Council – Temporary Traffic Regulation Order (TTRO)**

Notification of a temporary road closure to facilitate utility works by Fibrus, scheduled to commence on 1 November 2025 and expected to last for three days.

- **Location:** C2049 Sedbergham, from its junction with the B5305, extending north-east for approximately **1.77 km**.
- **Alternative Route:** Diversion will be signed via unrestricted sections of C2049, U1139, B5299, and B5305.
- **Pedestrian and Cyclist Access:** A route for pedestrians and dismounted cyclists will be maintained throughout.
- **Legal Notice:** [TTRO Legal Notice](#)
- **Location Plan:** [View on one.network](#)

- 11. Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Friday 21 November

- 12. Date of next meeting** – Thursday 4 December 2025 at 7.00pm in Milhouse Village Hall

The meeting closed at 7.45pm

**X**

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Cllr P Groves  
Chair

Date: 04.12.25

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