

CASTLE SOWERBY PARISH COUNCIL

www.castlesowerby-pc.gov.uk

16 January 2026

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in Millhouse Village Hall on Thursday 22 January at 7.00pm for the purpose of transacting the business itemised below.

Members of the Public: Members of the public are welcome to attend and may address the Council during the formal meeting under Public Participation. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

AGENDA

1. **Apologies for absence** – to receive apologies for absence.
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
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.
4. **Report from the Westmorland & Furness Councillor** – for information only
(if possible, to provide a written report prior to the meeting to allow distribution)
5. **Minutes** – to confirm the Minutes of the meeting held on 4 December 2025
6. **Update on progress from the Minutes** – the Clerk/Chair to report on progress of outstanding items which do not require further decision.
7. **Finance**

a. Bank Reconciliation

- I. To receive and note the monthly reconciliations and balances to 24 November and 24 December 2025:

	November	December
Barclays Bank: Community Access	£7,594.09	£6,632.25

- II. To acknowledge scrutiny and acceptance of the previously circulated bank statement

- b. **Invoices for Payment** - to consider and approve invoices totalling £385.68 for payment itemised on the payment schedule and confirm payments already made totalling £105.00 (attached)
- c. **External Audit** – Notification of Certificate of Exemption 2022/23 and 2023/24
To note correspondence from the External Auditor confirming that, as the Parish Council has claimed exemption from the limited assurance review for 2022/23 and 2023/24, no External Auditor's Report or Conclusion of Audit certificate will be issued unless an objection is received or exemption is deemed invalid.
- d. **External Audit** – Limited Assurance Review 2024/25
To note correspondence from the External Auditor arising from the 2024/25 Limited Assurance Review. Full details provided in Appendix A.

8. Governance and Consultation

a. Policy Adoption – to consider adopting the following policy

- i. Risk Assessment - to comply with the Accounts and Audit Regulations 2015 (Reg. 6): Councils *must* have a system of internal control, including risk management

9. Fibrus – Community Engagement and Telegraph Pole Installation

To receive an update following last year's community engagement session regarding issues arising from Fibrus works, and to consider whether Fibrus are actively engaging with residents in relation to the current telegraph pole installation. To agree any further action required by the Parish Council

10. Cumbria in Bloom – County Emblem Award 2026

To consider entering the Cumbria in Bloom County Emblem Award 2026 at a cost of £25 (2025 price), and, if agreed, to begin initial planning for the submission, including identifying potential locations, themes, community involvement opportunities, and any associated budget requirements.

11. Recycling Site

To receive a report from Cllr Groves on the Recycling Site and consider any actions arising

12. 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:

i. Application Reference: 2025/2228/FPA

Proposal: Erection of slurry store

Location: Land to East of Well House, Hesket Newmarket, Wigton CA7 8HT

[Planning application: 2025/2228/FPA | Westmorland & Furness Council](#)

ii. Application Reference: 2025/2458/FPA

Proposal: Change of use of agricultural building to extend existing dwelling and associated alterations

Location: Low Cowrigg, Raughton Head, Carlisle CA5 7DU

[Planning application: 2025/2458/FPA | Westmorland & Furness Council](#)

iii. Application Reference: 2025/2470/LBC

Proposal: Listed Building consent for the replacement of 24 single glazed timber windows with steel framed double-glazed windows

Location: Thistlewood Tower High Bridge Dalston Carlisle CA5 7DS

[Planning application: 2025/2470/LBC | Westmorland & Furness Council](#)

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

i. Application Reference: 2025/2329/PAPP

Proposal: Prior Notification under schedule 2, part 6, class A, for an agricultural storage building

Location: Bank End Farm, Hesket Newmarket CA7 8HR

Permission for development – 19 December

ii. Application Reference: 2025/2004/NMA

Proposal: Non Material Amendment for the creation of 2 window openings and centralisation of the existing doorway on the front elevation; and inclusion of 1 additional Velux window and repositioning of 2 Velux windows in front elevation roof, attached to approval 20/0160

Location: Duck Pond Barn Sowerby Row Carlisle CA4 0QG

Permission for development – 9 January

c. For information only – no consultation required

i. Application Reference: 2025/2356/DISC

Proposal: Application for the approval of details reserved by conditions 4 (biodiversity gain plan) and 5 (production of a 30-year Habitat Management and Monitoring Plan (HMMP), attached to approval 2024/2297/FPA

Location: Land at How Hill, Hutton Roof, Penrith CA11 0XY

[Planning application: 2025/2356/DISC | Westmorland & Furness Council](#)

13. 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)

14. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Friday 13 March

15. Date of next meeting – Thursday 26 March 2026 at 7.00pm in Milhouse Village Hall



Joanne Cornah Wade, Clerk to the Council
Eriskay Cottage, Bromfield, Wigton CA7 3NB
castlesowerbypc@outlook.com

Bank Reconciliation 7a.

Council name Castle Sowerby Parish Council

Balances per bank statements at 24/11/25

7,594.09

Community Account

Total bank balances

7,594.09

Less Reserves (Flood Group)

-4,150.00

Net balances at 24/11/25

£3,444.09



Prepared by:

Date:

27.12.25

J Cornah Wade (Clerk & RFO)

Approved by:

Date:

22.01.26

Name and Role

Bank Reconciliation 7a.

Council name Castle Sowerby Parish Council

Balances per bank statements at 24/12/25

6,632.25

Community Account

Total bank balances

6,632.25

Less Reserves (Flood Group)

-4,150.00

Less Unpresented cheques

-1,584.32

Net balances at 24/12/25

£897.93



Prepared by:

Date:

16.01.26

J Cornah Wade (Clerk & RFO)

Approved by:

Date:

22.01.26

Name and Role

Invoices for payment 7b

Castle Sowerby Parish Council community account

Voucher	Date	Description	Supplier	Net payment	Payment inc VAT
28 CQ	01.02.26	Mileage	Clerk	14.40	14.40
29 CQ	01.02.26	Salary January	Clerk	185.64	185.64
30 CQ	02.03.26	Salary February	Clerk	185.64	185.64
TOTAL				385.68	385.68

Invoices paid

To confirm the payments already made by the Clerk in consultation with the Chair of the Council in accordance with Financial Regulations 5.15 (ii)¹ and by the Clerk 6.9 (i)²

Voucher	Date	Description	Supplier	Net payment	Payment inc VAT
26 CQ	04.12.25	Councillor Training	CALC	60.00	60.00
27 CQ	04.12.25	Room Hire	Millhouse Village Hall	45.00	45.00
TOTAL				105.00	105.00



Prepared by:

J Cornah Wade Clerk & RFO

Date:

27 December 2025

Approved by:

Name and Role:

Date:

22 January 2026

Approved by:

Name and Role:

Date:

22 January 2026

¹ 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by (ii) the Clerk, in consultation with the Chair of the Council, for any items below [£2,000] excluding VAT.

² 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances: i. {any payments of up to £500 excluding VAT, within an agreed budget}

Appendix A – External Audit Correspondence and Clarifications

1. Exempt Status 2022/23 and 2023/24

The External Auditor has confirmed that, as the Parish Council claimed exemption for both financial years, no External Auditor's Report or Conclusion of Audit certificate will be issued. No further communication will be provided unless an objection is received from an elector or evidence emerges that the Council was not entitled to claim exemption.

2. Limited Assurance Review Queries 2024/25

The External Auditor has raised the following points requiring clarification as part of the 2024/25 review:

a. Control Objective B – Internal Audit “No” Response

- An explanation is requested for the 'No' response to Control Objective B on the Internal Audit Report, as the supporting document only provides explanations for the 'No' responses in Section 1 of the AGAR.

The Internal Auditor recorded a “No” for Control Objective B due to weaknesses identified in the financial documentation and reconciliation processes during 2024/25:

1. **Missing invoices and receipts** During reconstruction of the accounts, the Clerk identified missing invoices, receipts and supporting vouchers inherited from the previous administration. Although many documents have since been located or replaced, not all payments were fully supported at the time of audit.
2. **Monthly bank reconciliations not completed** Monthly reconciliations had not been carried out or documented during the year, resulting in non-compliance with Financial Regulations and the requirements of Control Objective B.

b. Public Rights Period

The Auditor noted that the Public Rights period had not commenced due to late submission.

The Public Rights period will run from Tuesday 13 January 2026 to Monday 23 February 2026. The statutory Notice has been published on the Council's website and parish noticeboard, and a copy of the completed form has been provided to the Auditor.

c. General Reserves

The Auditor has requested an explanation for the high level of general reserves, noting that the Council's general reserves (Box 7 less ring-fenced funds) exceed the recommended range of three to twelve months of net revenue expenditure.

The council's general reserves (Box 7 less ringfenced funds) are currently above the recommended range of three to twelve months' net revenue expenditure. This position has arisen due to historic under-spending and incomplete financial administration during the period 2022–2025, prior to the appointment of the current Clerk. During this period, several items of routine and recurring expenditure were not paid, including:

- Insurance premiums for two consecutive years (normal annual cost £196; under-spend £392)
 - Internal audit fees for two years (normal annual cost £50; under-spend £100)
 - Website hosting costs for three years (annual costs £140, £150, £150; under-spend £440)
- Training, stationery and administrative costs, which were not incurred in 2023/24 or 2024/25 (estimated under-spend £70–£300)

In total, this represents an identifiable under-spend of approximately £1,002–£1,232 over the three-year period. This aligns with the increase in general reserves shown in Boxes 7 across the 2023, 2024 and 2025 AGARs. The council anticipates that reserves will return to a more appropriate level as normal expenditure patterns resume.



CASTLE SOWERBY PARISH
COUNCIL

Sort Code 20-66-97
Account No 80258644

SWIFT BIC: BARCGB22
IBAN: GB56 2066 9780 2586 44

Issued on: 25 November 2025

MS J CORNAH WADE
CASTLE SOWERBY PARISH COUNCIL
CLERK&RESPONSIBLE FINANC OFCR
CASTLE SOWERBY PARISH COUNCIL
ERISKAY COTTAGE BROMFIELD
WIGTON CUMBRIA
CA7 3NB

Your Community Account

Date	Description	Money out £	Money in £	Balance £
25 Oct	Start Balance			7,832.61
31 Oct	Cheque Issued Ref: 100452	170.92		7,661.69
21 Nov	Direct Debit to Ico Ref: ZA289994	47.00		7,614.69
	Cheque Issued Ref: 100453	20.60		7,594.09
24 Nov	Balance carried forward			7,594.09
	Total Payments/Receipts	238.52	0.00	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

At a glance

25 Oct - 24 Nov 2025

Start balance	£7,832.61
Money out	£238.52
Commission charges	£0.00
Money in	£0.00
Gross interest earned	£0.00
End balance	£7,594.09

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.



CASTLE SOWERBY PARISH
COUNCIL.

Sort Code 20-66-97
Account No 80258644

SWIFTBIC BUKBGB22

IBAN GB56 BUKB 2066 9780 2586 44








Issued on 29 December 2025

MS J CORNAH WADE
CASTLE SOWERBY PARISH COUNCIL
CLERK&RESPONSIBLE FINANC OFCR
CASTLE SOWERBY PARISH COUNCIL
ERISKAY COTTAGE BROMFIELD
WIGTON CUMBRIA
CA7 3NB

Your Community Account

At a glance

25 Nov - 24 Dec 2025

Date	Description	Money out £	Money in £	Balance £
25 Nov	Start Balance			7,594.09
	 Cheque Issued Ref: 200002	321.38		7,272.71
26 Nov	 Cheque Issued Ref: 100454	96.00		7,176.71
9 Dec	 Cheque Issued Ref: 200005	61.32		7,115.39
	 Cheque Issued Ref: 200006	185.64		6,929.75
11 Dec	 Cheque Issued Ref: 200009	45.00		6,884.75
17 Dec	 Cheque Issued Ref: 200008	60.00		6,824.75
18 Dec	 Cheque Issued Ref: 200004	192.50		6,632.25
24 Dec	Balance carried forward			6,632.25
	Total Payments/Receipts	961.84	0.00	

Start balance	£7,594.09
Money out	£961.84
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£6,632.25

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

- a) you go overdrawn on your account without agreeing an overdraft with us first; or
- b) you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

What can you do to help avoid or limit an unarranged overdraft?

Get In Touch. If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

- a) understand any changes in your business and explore the options available;
- b) consider options for authorised borrowing facilities;
- c) facilitate payments being made;
- d) limit the costs associated with unarranged borrowing;
- e) address any concerns that you may have.

Register for Text Alerts. Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit barclays.co.uk/business-banking/ways-to-bank/mobile-banking for more information. Terms and conditions apply.

Go online for more support. For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit barclays.co.uk/business-banking/borrow

For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at <https://www.barclays.co.uk/business-banking/accounts/rates-and-charges>

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at barclays.co.uk/business-banking.

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Online

barclays.co.uk

On the phone

0345-717-1819

Talk to an advisor 7am - 11pm or use our 24-hour automated service

Write to us

**Barclays,
Leicester
LE87 2BB**

Your branch

**LEICESTER,
LE87 2BB**

Lost and stolen cards

01604 230 230

– 24 hours

Tell us straight away if:

- you do not receive a Barclays card you were expecting
- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.

Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

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We will charge you a 2.75% Non-Sterling Transaction Fee when making purchases, making a cash withdrawal, or when being refunded. This fee also applies whenever you do not pay in sterling, for example shopping online at a non-UK website.

As we explain in our customer terms, we calculate our exchange rate using the reference exchange rate for the Visa card scheme. In most circumstances, Visa converts transactions into sterling using the Visa Exchange Rate on the day the transaction is authorised. However for a small number of transactions the conversion may happen on the day the transaction is processed. As this may be a day or two later, the exchange rate may be different on that day. You'll find a comparison of our exchange rate for certain currencies as a mark-up against the rate published by the European Central Bank in the Barclays App or at the following website:

<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

International Bank Account Number (IBAN) and Bank Identification Code (SWIFTBIC)

Your IBAN and SWIFTBIC are shown on the front of your statement. By using them you could reduce charges when receiving international payments in euros. Find out more at: business.barclays.co.uk/bb/ibanInformation.

Getting information from Barclays

We send information to Business banking customers with their statements about relevant new offers and products. If you don't get these messages and you'd like to, or if you do and you'd rather you didn't, just call us, or come into a branch. And if you change your mind at any time, just get in touch.

You can get this in Braille, large print or audio by calling 0800 400 100 (via Text Relay if appropriate)

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Employee Details

Works number	3
Tax code	72T
National Insurance number	██████████
National Insurance table	A

Payments

14 hours @ £13.26	£185.64
25 salary payment to HMRC £22.60 by JCW	
Total	£185.64

Deductions

Tax	£22.60
National Insurance	£0.00
Total	£22.60

This Month

Taxable gross pay	£185.64
Net pay	£163.04

Year to Date

Taxable gross pay	£660.35
Tax	£22.60
Employee National Insurance	£0.00
Employer National Insurance	£0.00

Payment

£163.04
Paid 31/12/2025



**MOB, Hmrc,
475PL001912822609**

Thursday, 15th January, 15:21

-£22.60

Transfer

Shown on statement as Hmrc,
475PL001912822609
Reference: 475PL001912822609

Balance after transaction:



Ref voucher 25



Let's chat



Voreda House
Portland Place
Penrith
Cumbria
CA11 7BF

office@calc.org.uk

26

Castle Sowerby PC
castlesowerbypc@outlook.com

INVOICE

Invoice No: TR3333

Invoice Date: 3rd December 2025

Item	Cost
New Chairperson training: 2 nd December 2025 Delegate(s): Philippa Groves and Katherine Worrall	£60.00
Total Invoice Value:	£60.00

*Please make cheques payable to Cumbria Association of Local Councils
OR*

Bank Details for direct payments:

Unity Trust Bank
A/c No: 20466598
Sort Code: 60-83-01

Chairman: Cllr Mary Bradley

Chief Officer: Sonia Hutchinson

Cumbria Association of Local Councils Ltd is a company limited by guarantee registered in England and Wales.
Registered number: 15107335

www.calc.org.uk

Ms Joanne Cornah Wade
(Clerk to Castle Sowerby Parish Council)
Eriskay Cottage
Bromfield
Wigton
Cumbria CA7 3NB

Invoice 22.01.26

Travel expenses 22.01.26
Castle Sowerby Parish Council Meeting
Home to Millhouse Village Hall CA7 8HR and return 16m x 2 32m @ .45p/m

£14.40