

## CASTLE SOWERBY PARISH COUNCIL

[www.castlesowerby-pc.gov.uk](http://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

*J Wade*

Joanne Cornah Wade, Clerk to the Council  
Eriskay Cottage, Bromfield, Wigton CA7 3NB  
[castlesowerbypc@outlook.com](mailto: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
<b>TOTAL</b>				<b>385.68</b>	<b>385.68</b>

**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)<sup>1</sup> and by the Clerk 6.9 (i)<sup>2</sup>

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
<b>TOTAL</b>				<b>105.00</b>	<b>105.00</b>



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

<sup>1</sup> 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.

<sup>2</sup> 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 BUKBGB22

IBAN GB56 BUKB 2066 9780 2586 44

Issued on 25 November 2025

MS J CORNASH WADE  
CASTLE SOWERBY PARISH COUNCIL  
CLERK&RESPONSIBLE FINANC OF CR  
CASTLE SOWERBY PARISH COUNCIL  
ERISKAY COTTAGE BROMFIELD  
WICTON CUMBRIA  
CA7 3NB

## Your Community Account

### At a glance

#### 25 Oct - 24 Nov 2025

Start balance	£ 7,832.61
Money out	£ 1,238.52
► 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.

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

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	

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.

# Helpful Information

## 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](http://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.

## Get in touch

### Online

**[barclays.co.uk](http://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

### Follow us

 [www.facebook.com/barclaysbusinessuk](http://www.facebook.com/barclaysbusinessuk)

 [www.twitter.com/barclaysbizchat](http://www.twitter.com/barclaysbizchat)

 [youtube.com/BarclaysUK](http://youtube.com/BarclaysUK)

 [www.linkedin.com/Barclays Business Banking](http://www.linkedin.com/Barclays Business Banking)

## Helpful Information continued

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### Using your debit card in the UK and abroad

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](http://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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\*To maintain a quality service, we may monitor and record phone calls. Calls to 03 numbers are charged at the same rate as calls to 01 and 02 landlines, and will count towards any inclusive minutes you may have covering calls to landline numbers. Call charges may differ, please check with your local provider.

Employee Details		Payments		Deductions	
Works number	3	14 hours @ £13.26	£185.64	Tax	£22.60
Tax code	72T			National Insurance	£0.00
National Insurance number	██████████				
National Insurance table	A				
<b>25 salary payment to HMRC £22.60 by JCW</b>					
		Total	£185.64	Total	£22.60

This Month	Year to Date	Payment
Taxable gross pay	£185.64	
Net pay	£163.04	

Employer PAYE Reference: 475/VA57793

Created with  **BrightPay**

H



**MOB, Hmrc,  
475PL001912822609**

**-£22.60**

Transfer

Shown on statement as Hmrc,

475PL001912822609

Reference: 475PL001912822609

Thursday, 15th January, 15:21

Balance after transaction: [REDACTED]

**Ref voucher 25**



Let's chat



Voreda House  
Portland Place  
Penrith  
Cumbria  
CA11 7BF

[office@calc.org.uk](mailto:office@calc.org.uk)

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Castle Sowerby PC  
[castlesowerbypc@outlook.com](mailto:castlesowerbypc@outlook.com)

## INVOICE

Invoice No: TR3333

Invoice Date: 3<sup>rd</sup> December 2025

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

*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

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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

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