

CASTLE SOWERBY PARISH COUNCIL
www.castlesowerby-pc.gov.uk

20 March 2026

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held in Millhouse Village Hall on Thursday 26 March 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 and sign the Minutes of the meeting held on 22 January 2026
6. **Progress Report** – the Clerk/Chair to report on outstanding actions not requiring further decision
7. **Finance**
 - a. **Bank Reconciliation** – to receive and note the reconciliations and balances:

	January	February
Barclays Bank: Community Access	£6,006.61	£5,763.83
 - b. **Bank Statements** – to acknowledge scrutiny and acceptance.
 - c. **Payments for Approval** – to consider and approve the payment schedule and to confirm payments already made since the last meeting, including those made under delegated authority and those made from previously approved budgets.
 - d. **Budget** – to receive the quarterly Budget Monitoring Report
 - e. **Section 137** - to note that the Section 137 expenditure limit for 2026/27 has increased to £11.60 per elector (from £11.10 in 2025/26).
8. **Governance**
 - a. **Policy Adoption** – to consider the following policies
 - I. **Privacy notice**
 - II. **Data Protection**
 - III. **Data Protection Road Map**
 - IV. **Document Retention (including Appendix A)**
 - V. **Freedom of Information and Publication Scheme**
 - VI. **Urgent Planning Applications**
 - VII. **Complaints Procedure**
 - VIII. **Press and Media Protocol**
 - b. **Policy Review** – to sign the following policy
 - I. **Code of Conduct**
 - c. **Governance Checklist** - to consider the Governance Checklist provided by CALC and identify any areas where the Council may need to strengthen governance, compliance, or operational practice ahead of the External Audit.
9. **Fibrus – Community Engagement and Telegraph Pole Installation**

To receive an update following the Council’s review of recent correspondence from Viberoptix and concerns raised about intermittent communication regarding fibre installation works. To consider

progress on the follow-up action agreed at the last meeting, including the enquiry to be made by WAF Cllr Atkinson, and to determine any further action required by the Parish Council.

10. Cumbria in Bloom 2026

To consider preparations for the County Flower Award entry

11. Inglewood Edge Recycling Centre

To consider next steps pending completion of the review being undertaken by the WAF Contracts Officer regarding collection data, container capacity and the condition of the fenced enclosure.

12. Noticeboards

To consider options and costings for the replacement of the two Parish noticeboards, based on the report prepared for the meeting, and to agree the preferred approach and next steps

13. Photographs for the website

Councillors to identify parish locations or features suitable for inclusion on the website

14. 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:

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

i. 2025/2364/PASOLAR at Raine House, Raughton Head, Carlisle CA5 7DT for ‘prior notification under schedule 2, part 14, class J, for the installation of solar panels to 3 buildings’
Permission for development – 30 January

ii. 2025/2470/LBC at Thistlewood Tower, High Bridge, Dalston, Carlisle CA5 7DS for ‘listed building consent for the replacement of 24 single glazed timber windows with steel framed double-glazed windows’
Permission for development with conditions – 17 February

iii. 2025/2464/FPA at Leavy Holme, Heskett Newmarket, Wigton CA7 8HS for ‘construction of a slurry lagoon’
Permission for development with conditions – 26 February

16. 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)

17. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Friday 15 May

18. Date of next meeting – to confirm the date of the next meeting, the Annual Parish Meeting, as Thursday 28 May which will follow the Annual Parish Meeting with Electors at 7.00pm in Milhouse Village Hall.

J Cornah Wade

Joanne Cornah Wade, Clerk to the Council
Eriskay Cottage, Bromfield, Wigton CA7 3NB
clerk@castlesowerby-pc.gov.uk

7a Bank Reconciliation

Council name Castle Sowerby Parish Council

Balances per bank statements at 24/01/26

6,006.61

Community Account

Total bank balances

6,006.61

Less Reserves (Flood Group)

-4,150.00

Net balances at 24/01/26

£1,856.61

Council name Castle Sowerby Parish Council

Balances per bank statements at 24/02/26

5,763.83

Community Account

Total bank balances

5,763.83

Less Reserves (Flood Group)

-4,150.00

Net balances at 24/02/26

£1,613.83

Prepared by:

Date: 28.02.26

J Cornah Wade (Clerk & RFO)

Approved by:

Date: 26.03.26

Approved by:

Date: 26.03.26

7c Invoices for payment

Castle Sowerby Parish Council community account

Voucher	Date	Description	Supplier	Net payment	Payment inc VAT
36 CQ	26.03.26	Office Supplies: ink & USBs	Viking via Holme Abbey Parish Council	41.18	41.18
37 CQ	26.03.26	County Flower entry	Cumbria in Bloom	30.00	30.00
38 CQ	26.03.26	Expenses: mileage & postage	Clerk	16.40	16.40
1 CQ	01.04.26	Salary March	Clerk	160.64	160.64
2 CQ	01.04.26	PAYE March	HMRC	25.00	25.00
TOTAL				273.22	273.22

7c Invoices paid

Voucher	Date	Description	Supplier	Net payment	Payment inc VAT
31 CQ	09.02.26	Employee PAYE	HMRC	49.77	49.77
TOTAL				49.77	49.77

Direct Debits

Voucher	Date	Description	Supplier	Net payment	Payment inc VAT
33 DD	11.02.26	Clerk email February	Hugo Fox	2.49	2.99
34 DD	17.02.26	Clerk email February to March	Hugo Fox	2.49	2.99
35 DD	18.02.26	Website February to March	Hugo Fox	9.99	11.99
TOTAL				14.97	17.97

Prepared by:

Date: 19.03.26

J Cornah Wade (Clerk & RFO)

Approved by:

Date: 26.03.26

Approved by:

Date: 26.03.26

CASTLE SOWERBY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 22 January 2026 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

In attendance: Westmorland & Furness (WAF) Councillor Mr Colin Atkinson (7.18pm onwards) & Ms J Cornah Wade (Clerk)

Apologies: Councillor Mr Michael Strong

1. **Apologies for absence** – to receive apologies for absence.
There were no apologies
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
Councillor Little declared an interest in item 12(a)(iv) and withdrew from the discussion for that item.
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

At the Chair's discretion, as per Standing Orders 1.a, agenda items 1 to 9 were considered prior to agenda item 4

4. **Report from the Westmorland & Furness (WAF) Councillor**
WAF Cllr Atkinson provided the following update:
 - a. **Local Government Finance Settlement 2026/27–2028/29.** Cllr Atkinson reported on the provisional settlement, noting that government funding is significantly lower than previously forecast. This creates a substantial budget gap for the Westmorland & Furness Council over the next three years. Further savings will need to be identified at pace for 2026/27 with more extensive service reductions anticipated from April 2026 onwards and in subsequent years. A summary of the report is provided at Appendix A.
 - b. **Waste collection.** Cllr Atkinson acknowledged recent issues with missed waste collections. He advised that service performance is expected to improve going forward.
 - c. **Proposed Solar Farm at Hutton End.** Cllr Atkinson reported that a strategic meeting regarding the proposed solar farm at Hutton End will take place in Kendal on 4 February. Members of the public wishing to attend are required to register in advance with Jacquie Curry, Senior Democratic Services Officer (jacquie.curry@westmorlandandfurness.gov.uk).
5. **Minutes** – to confirm the Minutes of the Council meeting held on 4 December
The Council **RESOLVED** that the Minutes from the meeting on 4 December be accepted as a true record and were signed by the Chair.
6. **Update on progress from the previous Minutes**
The Clerk/Chair provided a report on the progress of outstanding items which do not require further decision.
 - a. **Register of Interests** – The Chair reminded Councillors to complete the revised WAF Register of Interests and send to the Clerk.

- b. Noticeboards (Sowerby Row and Millhouse) – it was agreed that the Council would apply for funding to replace these with two A3 noticeboards upon conclusion of the 2024/25 external audit.

7. Finance

a. Bank Reconciliation

- i. The Council **RESOLVED** 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. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
The bank statements for 24 October and 24 December 2025 was reviewed and accepted

- b. **Invoices for Payment** - to consider and approve invoices totalling £360.68¹ for payment itemised on the payment schedule and confirm payments already made totalling £105.00
The Council **RESOLVED** to approve the following payments totalling £385.68:

Voucher	Date	Description	Supplier	Net payment	Payment inc VAT
28 CQ200010	01.02.26	Mileage	Clerk	14.40	14.40
29 CQ200011	01.02.26	Salary January	Clerk	160.64 ²	160.64
30 CQ200013	02.03.26	Salary February	Clerk	185.64	185.64

The Council **RESOLVED** to agree to confirm the following payments totalling £105.00 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 CQ200008	04.12.25	Councillor Training	CALC	60.00	60.00
27 CQ200009	04.12.25	Room Hire	Millhouse Village Hall	45.00	45.00

c. External Audit – Notification of Certificate of Exemption 2022/23 and 2023/24

The Council noted confirmation from the External Auditor that, following the Council’s approved exemptions 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 the exemption is found to be invalid.

d. External Audit – Limited Assurance Review 2024/25

The Council noted correspondence from the External Auditor arising from the 2024/25 Limited Assurance Review, with full details set out in Appendix B.

¹ Revised downward from £385.68 due to amended voucher 29

² Revised from £185.64 to reflect HMRC deduction

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

Cllr Worrall presented an offer of a free market appraisal from Halliday Consulting of the parish council landholding assets, which the Council considered and agreed to accept.

The Council then considered the Risk Assessment and **RESOLVED** to adopt it, noting that amendments relating to Assets, grit bins, and landholdings (Hewer Hill Quarry, Kell Springs and Cow Gill) will be reviewed at a future meeting pending the outcome of the market appraisal.

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

Cllr Worrall had received a letter from Viberoptix, summarised at Appendix C. She noted that last year an almost identical communication had been sent stating there would be road closure from Rushgill Bridge to Cockley Beck from 22 to 24 March 2025 to install fibre. No work was undertaken and she hoped this would not be repeated. The Council reviewed the correspondence and noted that communications remained intermittent. WAF Cllr Atkinson agreed to follow up the matter with Fibrus.

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.

The Council **RESOLVED** to enter the County Emblem Award 2026 and agreed to review initial plans at the next meeting.

11. Inglewood Edge Recycling Centre

Cllr Groves provided an update on the recycling site. A report from the WAF Contracts Officer confirmed that the Council is reviewing collection data, container capacity and the condition of the fenced enclosure. Options under consideration include repair, replacement or extension of the enclosure, with any extension requiring consultation with Highways. Financial implications are also being assessed. A further update will be provided once the review is complete.

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, Heskett Newmarket, Wigton CA7 8HT

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

The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

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](#)

The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

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](#)

The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

iv. Application Reference: 2025/2464/FPA

Proposal: Construction of a slurry lagoon.

Location: Low Moor Dyke Heskett Newmarket Wigton CA7 8HS

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

The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

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

The Council noted the following notices of decision

- i. 2025/2325/PAPP at Bank End Farm, Heskett Newmarket CA7 8HR for ‘prior notification under schedule 2, part 6, class A, for an agricultural storage building’
Permission for development – 19 December
- ii. 2025/2004/NMA at Duck Pond Barn Sowerby Row Carlisle CA4 0QG for ‘nonmaterial 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
Permission for development – 9 January

c. For information only – no consultation required

The Council noted the following application

- i. 2025/2356/DISC at Land at How Hill, Hutton Roof, Penrith CA11 0XY 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’

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)

Nothing additional had been received

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

- a. Noticeboards – The Clerk to source options and costings for consideration
- b. Photographs for the website – Councillors to identify parish locations or features suitable for inclusion on the website

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

The meeting closed at 8.10pm

X

Cllr P Groves
Chair

Date: 26.03.26

castlesowerbypc@outlook.com

DRAFT

Appendix A - Summary of Westmorland & Furness Council Budget Update (for information)

Westmorland & Furness Council has received its provisional Local Government Finance Settlement for 2026/27–2028/29. The settlement confirms significantly reduced government funding compared with earlier forecasts, creating a substantial budget gap over the next three years.

The Council reports that:

- Government funding will be £11m lower in 2026/27, £25m lower in 2027/28, and £40m lower in 2028/29 than previously planned.
- The removal of the “remoteness adjustment” in the national funding formula disproportionately affects rural authorities, including Westmorland & Furness.
- Council Tax growth assumptions used by Government are higher than local reality, widening the financial gap further.
- As a result, the Council must identify additional savings for 2026/27 at pace, with further and more significant reductions required in subsequent years.

The report notes that many efficiency measures have already been taken, meaning that service reductions are now likely from April 2026 onwards, with further transformation and prioritisation required in later years. The Council highlights particular risks for rural communities and for older and vulnerable residents due to higher delivery costs and existing inequalities in access to services.

The full report, considered at the Full Council meeting on 22 January, is available online here:

<https://westmorlandandfurness.moderngov.co.uk/ielssueDetails.aspx?IId=25964&PlanId=0&Opt=3#AI12306>

Appendix B – 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.



Appendix C – Summary of Viberoptix Works Notification Letter received 22 January

Viberoptix, working on behalf of Fibrus, has issued a notice to residents regarding upcoming government-funded broadband infrastructure works. The project aims to improve internet connectivity in the area and will involve excavation and installation of equipment including ducts, chambers, and poles.

- **Work Schedule:** The works are scheduled to begin on 2 February 2026 and are expected to be completed by 9 July 2026.
- **Location:** The affected route includes the road from Rushgill Bridge via Sowerby Row, with works impacting surrounding streets and verges.
- **Scope of Work:** Approximately 1km of ducting will be installed on grass verges, along with 393m of additional infrastructure, 9m of carriageway track, 8 chambers, and 21 poles.
- **Access Arrangements:** Local access for residents and emergency vehicles will be maintained where possible, though temporary restrictions may occur. Businesses with specific access needs are invited to contact the Penrith office to discuss arrangements.
- **Emergency Contact:** Residents and businesses can reach Viberoptix's Penrith Office at 01768 838216 for urgent queries or access concerns.

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 Dec	Start Balance			6,632.25
30 Dec	 Cheque Issued Ref: 200003	440.00		6,192.25
			21	
5 Jan	 Cheque Issued Ref: 200007	185.64		6,006.61
			26	
23 Jan	Balance carried forward			6,006.61
	Total Payments/Receipts	625.64	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 Dec 2025 - 23 Jan 2026

Start balance	£6,632.25
Money out	£625.64
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£6,006.61

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

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:

- you go overdrawn on your account without agreeing an overdraft with us first; or
 - 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:

- understand any changes in your business and explore the options available;
- consider options for authorised borrowing facilities;
- facilitate payments being made;
- limit the costs associated with unarranged borrowing;
- 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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 www.linkedin.com/BarclaysBusinessBanking

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.

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)

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676).

Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.







*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.

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

24 Jan - 24 Feb 2026

Date	Description	Money out £	Money in £	Balance £
24 Jan	Start Balance			6,006.61
5 Feb	 Cheque Issued Ref: 200010	29	14.40	5,992.21
	 Cheque Issued Ref: 200011	30	160.64	5,831.57
9 Feb	 Cheque Issued Ref: 200012	31	49.77	5,781.80
11 Feb	 Direct Debit to Gocardless Ref: HugofoxLtd-X25K9YT	33	2.99	5,778.81
17 Feb	 Direct Debit to Gocardless Ref: HugofoxLtd-X25K9YT	34	11.99	5,766.82
18 Feb	 Direct Debit to Gocardless Ref: HugofoxLtd-X25K9YT	35	2.99	5,763.83
24 Feb	Balance carried forward			5,763.83
	Total Payments/Receipts	242.78	0.00	

Start balance	£6,006.61
Money out	£242.78
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£5,763.83

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:

- you go overdrawn on your account without agreeing an overdraft with us first; or
 - 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:

- understand any changes in your business and explore the options available;
- consider options for authorised borrowing facilities;
- facilitate payments being made;
- limit the costs associated with unarranged borrowing;
- 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.

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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

Follow us

 www.facebook.com/barclaysbusinessuk

 www.twitter.com/barclaysbizchat

 youtube.com/BarclaysUK

 www.linkedin.com/BarclaysBusinessBanking

Using your debit card in the UK and abroad

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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
<i>Total</i>	£185.64

Deductions

Tax	£25.00
National Insurance	£0.00
<i>Total</i>	£25.00

This Month

Taxable gross pay	£185.64
Net pay	£160.64

Year to Date

Taxable gross pay	£1,217.27
Tax	£97.60
Employee National Insurance	£0.00
Employer National Insurance	£0.00

Payment

£160.64
Paid 31/03/2026

Employer PAYE Reference: 475/VA57793

Created with  BrightPay

MONTH 12 (ENDING 5 APRIL, 2026)

Employer Details

Employer name	Castle Sowerby Parish Council
Employer PAYE reference	[REDACTED]
Accounts Office reference	[REDACTED]

Income Tax

Gross tax	£25.00
Received from HMRC to refund tax	£0.00
Gross CIS deductions	£0.00
CIS deductions suffered	£0.00
Gross Student Loan deductions	£0.00
Gross Postgraduate Loan deductions	£0.00
Net Income Tax	1 £25.00

National Insurance

Employee National Insurance contributions	£0.00		
Employer National Insurance contributions	£0.00		
Statutory Maternity Pay: Recovered	£0.00	NIC compensation	£0.00
Statutory Paternity Pay: Recovered	£0.00	NIC compensation	£0.00
Statutory Adoption Pay: Recovered	£0.00	NIC compensation	£0.00
Statutory Shared Parental Pay: Recovered	£0.00	NIC compensation	£0.00
Statutory Parental Bereavement Pay: Recovered	£0.00	NIC compensation	£0.00
Statutory Neonatal Care Pay: Recovered	£0.00	NIC compensation	£0.00
Received from HMRC to pay Statutory Pay	£0.00		
Employment Allowance claim	£0.00		
Apprenticeship levy	£0.00		
Net National Insurance Contributions	2 £0.00		

Year to Date

Amount due in previous periods	£223.97
Amount paid in previous periods	£223.97
Adjustment	£0.00
Shortfall amount carried forward to this period	3 £0.00

Amount Due

1 + 2 + 3

£25.00

REMITTANCE ADVICE

CASTLE SOWERBY PARISH COUNCIL
ERISKAY COTTAGE
BROMFIELD
WIGTON
CA7 3NB

Westmorland & Furness Council
South Lakeland House
Lowther Street
Kendal
LA9 4DQ

PAGE: 1
DATE 12-March-2026
SUPPLIER NO: TS024358
BANK ACCOUNT: ****8644
SORT CODE: 20-66-97

Document Date	Doc Type	Reference	Invoice Total
11-03-26	Invoice	C SOWERBY VRC OC	144.96
11-03-26	Invoice	C SOWERBY VRC AP	184.73

Payment will be made within 5 working days *Total*

329.69

February Payroll

From AnnanPayroll <AnnanPayroll@saint.co.uk>

Date Thu 2/19/2026 4:51 PM

To [Redacted]

Afternoon,

Please find secure attached the February payroll reports.

There is £25.00 due to HMRC by 22nd March, please quote 475PL001912822611 with your payment.

Kind regards,

HOLLY CASSELL
ACCOUNTS AND PAYROLL DEPARTMENT

Please note, we aim to respond to payroll queries within 2 working days



t. 01461 202732
f. 01461 201212
saint.co.uk

26 High Street
Annan, Dumfriesshire DG12 6AJ
 

To see our disclaimer please click here: [Email Disclaimer Policy](#)

To see our Privacy Policy please click here: [Privacy](#)

Files attached to this message

Filename	Size	Checksum (SHA1)
Castle Sowerby Parish Council - Payroll Summary - Month 11.pdf	34.3 KB	0fd8de878aa0233702c8f54863e48936b0e90d49d96e2e8ddb8f214a110a58ad
P30 Employer's Payslip - Month Ending 5	47.4 KB	156971304d9c804df5bf6a19a6c717f523c7edcd18b297e01e3352185a9b8a6d

Pay your employers' PAYE and National Insurance

**Payment
received by
HMRC**

Your payment reference
475PL001912822611

We have sent a confirmation email to



Tax	Employers PAYE and National Insurance
------------	---------------------------------------

Date	5 March 2026
-------------	--------------

Amount	£25
---------------	-----

What happens next

If you have an online tax account, your payment can take up to 5 days to show.



HMRC ETMP

Thursday, 5th March, 10:29

-£25.00

Card

Shown on statement as Hmrc Etmp

Balance after transaction: XXXXXXXXXX

Need help with this payment?

 Let's chat

Employee Details

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

Payments

14 hours @ £13.26	£185.64
32	
<i>Total</i>	£185.64

Deductions

Tax	£25.00
National Insurance	£0.00
<i>Total</i>	£25.00

This Month

Taxable gross pay	£185.64
Net pay	£160.64

Year to Date

Taxable gross pay	£1,031.63
Tax	£72.60
Employee National Insurance	£0.00
Employer National Insurance	£0.00

Payment

£160.64
Paid 28/02/2026

Employer PAYE Reference: 475/VA57793

Created with  BrightPay

TAX INVOICE

Castle Sowerby

Invoice Date
12 Feb 2026

Invoice Number
INV-23226

VAT Number
156359683

Hugofox Limited
Evingar Road
WHITCHURCH
Hampshire
RG28 7EU
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
1 Email Account (12 Feb 2026 to 17 Feb 2026)	1.00	2.49	20%	2.49
			Subtotal	2.49
			TOTAL VAT 20%	0.50
			TOTAL GBP	2.99
			Less Amount Paid	2.99
			AMOUNT DUE GBP	0.00

Due Date: 14 Mar 2026

Natwest Bank
Account Number: 89258800
Sort Code: 60-17-21

If Direct Debit has already been set up, please keep invoice for your records.

PAYMENT ADVICE

To: Hugofox Limited
Evingar Road
WHITCHURCH
Hampshire
RG28 7EU
GBR

Customer Castle Sowerby
Invoice Number INV-23226
Amount Due 0.00
Due Date 14 Mar 2026

Amount Enclosed

Enter the amount you are paying above

TAX INVOICE

Castle Sowerby

Invoice Date
19 Feb 2026

Invoice Number
INV-23486

VAT Number
156359683

Hugofox Limited
Evingar Road
WHITCHURCH
Hampshire
RG28 7EU
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
1 Email Account (19 Feb 2026 to 17 Mar 2026)	1.00	2.49	20%	2.49
			Subtotal	2.49
			TOTAL VAT 20%	0.50
			TOTAL GBP	2.99
			Less Amount Paid	2.99
			AMOUNT DUE GBP	0.00

Due Date: 21 Mar 2026

Natwest Bank
Account Number: 89258800
Sort Code: 60-17-21

If Direct Debit has already been set up, please keep invoice for your records.

PAYMENT ADVICE

To: Hugofox Limited
Evingar Road
WHITCHURCH
Hampshire
RG28 7EU
GBR

Customer Castle Sowerby
Invoice Number INV-23486
Amount Due 0.00
Due Date 21 Mar 2026

Amount Enclosed

Enter the amount you are paying above

TAX INVOICE

Castle Sowerby

Invoice Date
18 Feb 2026

Invoice Number
INV-23477

VAT Number
156359683

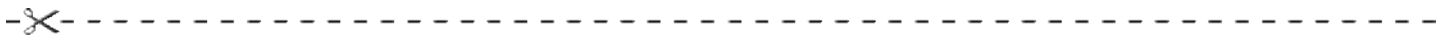
Hugofox Limited
Evingar Road
WHITCHURCH
Hampshire
RG28 7EU
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
Parish Council (Bronze) (18 Feb 2026 to 16 Mar 2026)	1.00	9.99	20%	9.99
			Subtotal	9.99
			TOTAL VAT 20%	2.00
			TOTAL GBP	11.99
			Less Amount Paid	11.99
			AMOUNT DUE GBP	0.00

Due Date: 20 Mar 2026

Natwest Bank
Account Number: 89258800
Sort Code: 60-17-21

If Direct Debit has already been set up, please keep invoice for your records.



PAYMENT ADVICE

To: Hugofox Limited
Evingar Road
WHITCHURCH
Hampshire
RG28 7EU
GBR

Customer Castle Sowerby
Invoice Number INV-23477
Amount Due 0.00
Due Date 20 Mar 2026

Amount Enclosed

Enter the amount you are paying above

Viking Office UK Limited
INVOICE



36

Holme Abbey Parish Council
Eriskay Cottage Bromfield
Bromfield
WIGTON
CA7 3NB
UNITED KINGDOM

Sold to Address

Holme Abbey Parish Council
Eriskay Cottage Bromfield
Bromfield
WIGTON
CA7 3NB
UNITED KINGDOM

£41.18 ex VAT ink and 2xUSBs

Customer No.	Invoice No.	Invoice Date	Due Date	Order Date	Order No.
8421810	4410330517	19.01.2026	18.02.2026	17.01.2026	GB-VK-802383397W

Delivery Address:

Holme Abbey Parish Council
Eriskay Cottage, Bromfield
Bromfield
WIGTON
CA7 3NB
UNITED KINGDOM
Customer VAT No.:
Customer Contact: Joanne Wade

Payment Terms:

Net within 30 days

Ship Date: 19.01.2026
PO Number:
Cost Center:
Delivery Note: 13358756_X
Order Notes: You have spent over £89.00 excl. VAT to qualify for Free delivery
Inco Terms: Delivery Duty Paid

Viking Customer Service Contact Information

Phone: 0333 3000308
Email: team-one@viking-direct.co.uk

No.	Catalog No.	Description	Quantity/ UoM	Unit Price	Net Amount	Discount Amount	Taxable Amount	VAT %
1	1292212	Canon PG-540L & CL-541XL Original Ink Cartridge Black, Cyan, Magenta, Yellow Multipack Pack of 3	1/PK	61.09	61.09		61.09	20%
2	1778696	SanDisk Cruzer Blade Flash Drive 16 GB Assorted Pack of 3	2/PK	36.89	73.78		73.78	20%
3	1189953	Canon PG-540 Original Ink Cartridge Black	1/EA	16.59	16.59		16.59	20%
4	1279205	Walkers Shortbread Fingers Biscuits 160 g	1/EA	0.00	0.00		0.00	0%

Split/ VAT Code	Taxable Amount	VAT Amount	Total incl VAT	VAT Total	Total Amount
0%	0.00	0.00	0.00	GBP 30.30	GBP 181.76
20%	151.46	30.30	181.76		

When making a payment please ensure that your Customer No. **8421810** and the Invoice No. **4410330517** are stated.

Viking Office UK Limited

501 Beaumont Leys Lane
GB-LE4 2BN Leicester
Registration No.: 02472621, VAT No.: GB536153357
WEEE Reg No.: WEE/AE2361QZ; Valpak DTBS 700492. Battery Reg No.: BPRN01750.

Bank Account No.: 87129013
Sort Code: 406384
IBAN: GB36BnpA40638487129013

All deliveries are subject to the applicable General Terms and Conditions. You can find these terms at www.viking-direct.co.uk

Parish Emblem Award 2026

ENTRY FORM

Name of Parish: Castle Sowerby Parish Council -----

Population as stated on the electoral roll 178 -----

Contact Name Joanne Cornah Wade -----

Title Ms -----

Address Eriskay Cottage, Bromfield, Wigton CA7 3NB-----

Telephone 07780 266540 -----

Email clerk@castlesowerby-pc.gov.uk-----

Deadline to enter: Friday 24th April 2026

Return to: cumbriainbloom@outlook.com

Entry fee: £30.00

Please note that entry fees must be paid at the time of entry.

Our preferred method of payment is via BACS:

Cumbria in Bloom
 Account Number: 40098841
 Sort Code: 20-66-97

Alternatively, cheques should be made payable to Cumbria in Bloom and posted to the address below. If you need an invoice or receipt, please advise.

Assessments will take place anonymously during the period of 29th June – 24th July 2026 by one or more of our assessors.

Once complete, please return your form no later than Friday, 24th April 2026, to cumbriainbloom@outlook.com

Criteria for Our Judges

Our judges want you to get the best experience out of entering our competition, so here is a helpful guide on what they will be looking for.

Parnassia palustris emblems

Max 5 emblems

Overall impressions of horticultural impact

Cleanliness

Maintenance and provision of public amenities



Photo credit to Cumbria Wildlife Trust

38

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

Invoice 26.03.26

Travel expenses

26.03.26

Castle Sowerby Parish Council Meeting

Home to Millhouse Village Hall CA7 8HR and return 16m x 2
32m @ .45p/m £14.40

Postage

registers of interest
6 to Democratic Services £2.00 (receipt)

£16.40

Post Office Ltd.
CERTIFICATE OF POSTING

Wigton
18 King Street
Wigton
Cumbria
CA7 9DT

Posting date: 09/02/2026 12:48
Section ID: 1-841672
After last acceptance time? N

Destination Country UK (EU)
Address Validated? N
2nd Class £2.00
Large Letter
Weight 0.230 kg

Reference number
0216-6E22-0149-10B1
Building Name or Number Postcode
SOUTHLAKELAND LA94DQ

Delivery aim: within 3 working days.
Delivery confirmation at royalmail.com.

PLEASE REFER TO SEPARATE TERMS AND
CONDITIONS

For information about Royal Mail services
please visit www.royalmail.com.
For Parcelforce Worldwide services please
visit www.parcelforce.com.

PLEASE RETAIN AS YOUR PROOF OF POSTING
This is not a financial receipt
Thank You

Postmark: 09/02/2026 12:48
Barcode: 557349XXXXXX9329
Postcode: 348700
Section ID: ****1451
Parcel ID: ****1274
Application ID: A0000000041010
PAK Seq No: 01



Town and Parish Council – Basic Governance Checklist

Effective governance is fundamental to a well-run town or parish council. Where governance arrangements are weak or unclear, issues relating to civility, respect and wider council functioning can arise and, if left unaddressed, may escalate.

This introductory Governance Checklist is recommended for Councillors, Clerks, County Officers and Monitoring Officers to use when there are complaints or concerns about how a council is operating. Where a council is unable to complete part of the checklist, addressing these gaps at an early stage may help prevent problems from developing further.

Governance Checklist – Key Considerations

1. Membership and Sector Support

- Is the Council a member of the Cumbria Association of Local Councils (CALC)? **YES**
- Is the Council aware that CALC membership includes membership of the National Association of Local Councils (NALC)? **YES**
- Has the Council sought advice or guidance from CALC/NALC where governance or conduct concerns have arisen? **YES re staffing**
- Where advice has been given, has it been acted upon or followed up? **YES**

2. Employment and Staffing Matters

- Does the Clerk (and any other staff) have a current written Contract of Employment? **YES**
- Is there a current **job description** and **clear line management arrangement**? **YES**
- Remember the Clerk and any other staff need to be employed and paid through HMRC. **YES**
- Does the Clerk (and any other staff) have a **Personal / Performance Development Plan**, reviewed at least annually? **To be implemented**
- Are employment matters addressed through appropriate HR processes, rather than informally or at meetings? **YES**
- Is the Council aware of who to contact for **professional HR advice** if required? **YES CALC**

3. Clerk Capacity, Cover and Resilience

- Is the Council currently operating with a Clerk in post? **YES**
- If the Clerk is unavailable, has appropriate **temporary or locum cover** been considered or appointed? – CALC can provide a list of Locum Clerks if your council needs this. **N/A**
- Has your clerk attended the Clerk Training? **YES**
- Is the Clerk professionally trained or actively working towards a recognised qualification? **YES**
- Are arrangements in place to ensure continuity of governance if the Clerk is unexpectedly unavailable? **YES**

4. Roles and Responsibilities

- Are the respective roles of:
 - the Council as a corporate body
 - individual Councillors

- the Chair / Mayor
- the Clerk

clearly understood and respected? **YES**

- Do Councillors avoid acting individually or becoming involved in day-to-day management? **YES**
- Is the Clerk able to carry out their role without inappropriate interference? **YES**

5. Chair / Mayor Role and Support

- Does the Chair or Mayor understand:
 - their statutory role and responsibilities **YES**
 - the limits of their authority **YES**
 - how Standing Orders apply to their conduct? **YES**
- Does the Chair have access to appropriate professional advice and procedural support? **YES**
- Are Chair-specific powers (e.g. urgency decisions, casting vote) used appropriately and transparently? **YES**

6. Code of Conduct and Standards

- Has the Council formally adopted a Code of Conduct? **YES**
- Have all Councillors signed the Code of Conduct? **MARCH AGENDA**
- Have all Councillors received Code of Conduct training? **NO**
- Are Councillors clear about:
 - expected standards of behaviour **YES**
 - the difference between council complaints and Code of Conduct complaints? **YES**
- Are persistent low-level conduct issues being addressed before escalation? **N/A**

7. Declarations of Interest

- Have all Councillors completed a **Register of Disclosable Pecuniary Interests (DPI)**? **NO**
- Are Registers of Interests:
 - kept up to date?
 - published as required?
- Are interests declared at meetings where relevant? **YES**
- Are declarations properly minuted and managed? **YES**

8. Bullying, Harassment and Behavioural Concerns

- Is there evidence or allegation of bullying or harassment by a Councillor? **NO**
- Is inappropriate behaviour being:
 - challenged early? **N/A**
 - addressed through advice and training where appropriate? **N/A**
- Is it understood that Code of Conduct complaints must be referred to the Monitoring Officer and cannot be determined by the Council itself? **YES**

9. Conduct and Management of the Clerk

- Is there evidence of inappropriate behaviour or performance concerns relating to the Clerk? **NO**
- Are concerns addressed through:
 - performance management processes **N/A**

- professional advice? **N/A**
- Is the Council avoiding informal, public or poorly managed handling of employment issues? **N/A**
- Where issues persist, has external professional advice been sought? **N/A**

10. Training and Development

- Is there a training plan for Councillors? **NO**
- Are Councillors aware of training opportunities available through:
 - CALC **YES**
 - NALC **YES**
 - Unitary Authorities **YES**
 - neighbouring councils? **NO**
- Does the Clerk have access to appropriate training and continuing professional development? **YES**

11. Decision-Making and Delegation

- Are decisions taken lawfully by the Council as a corporate body? **YES**
- Is there a **clear Scheme of Delegation** in place? **YES**
- Are delegated decisions:
 - authorised appropriately? **YES**
 - recorded? **YES**
 - reported to Council? **YES**
- Is there evidence of decisions being made informally or outside meetings? **NO**

12. Financial Governance and Oversight

- Are Financial Regulations adopted and up to date? **YES**
- Does the Council receive **regular financial reports**, including budget monitoring? **YES**
 - Are:
 - bank reconciliations carried out? **YES**
 - payment authorisation processes robust? **YES**
- Is there appropriate separation of duties? **YES**
- Have internal and external audits been completed and reported to Council? **YES**
- Are councillors confident in their role of financial oversight? **YES**

13. Complaints Handling

- Does the Council have an adopted Complaints Procedure? **NO MARCH AGENDA**
- Is the procedure being:
 - followed in practice? **YES**
 - applied consistently? **YES**
- Are complaints responses timely and properly recorded? **YES**
- Is there clarity around what falls within:
 - the Council's complaints procedure **YES**
 - the Code of Conduct regime? **YES**

14. Data Protection and Information Governance

- Does the Council have an adopted Privacy Notice? **NO MARCH AGENDA**

- Are councillors and staff aware of their responsibilities under UK GDPR and the Data Protection Act 2018? **YES**
- Is the Council clear about its role as Data Controller? **YES**
- Are arrangements in place for handling:
 - Freedom of Information requests **YES**
 - Subject Access Requests? **YES**
- Is council information stored securely and appropriately? **YES**

15. Digital and Data Compliance – Assertion 10 (SAPPP / NALC 2025)

- In line with Assertion 10 of the Annual Governance Statement (introduced in the 2025 Practitioners’ Guide), has the Council taken proper steps to ensure digital, data and information governance compliance? **YES**

15.1 Council-Owned Domains and Official Email Use

- Does the Council operate official email accounts on a council-owned domain (e.g. clerk@councilname.gov.uk or clerk@councilname.org.uk)? **YES**
- Is there at least one generic, role-based email address for the Clerk or Council? **YES**
- Are free email services (e.g. Gmail, Hotmail, Outlook.com) no longer used for council business? **YES**
- Is control of the domain (registrations, renewals, access permissions) held securely by the Council? **YES**

15.2 Website Accessibility and Transparency

- Does the Council have a publicly accessible website? **YES**
- Does the website comply with:
 - WCAG 2.2 AA accessibility standards (from October 2024)? **YES**
 - The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018? **YES**
- Is there a current, accurate Accessibility Statement published? **YES**
- Are required documents published and kept up to date in line with:
 - the Freedom of Information Act **YES**
 - the Transparency Code for Smaller Authorities? **YES**

15.3 Data Protection Compliance

- Can the Council confidently confirm compliance with:
 - UK GDPR **YES**
 - Data Protection Act 2018? **YES**
- Has the Council:
 - identified what personal data it holds? **NO DP ROAD MAP MARCH AGENDA**
 - understood why it is held and on what lawful basis? **AS ABOVE**
 - assessed who has access and how data is protected? **AS ABOVE**
- Are breaches, FOI requests and SARs managed through agreed procedures? **YES**
- Is data protection treated as an ongoing responsibility, not a one-off exercise? **YES**

15.4 IT Policy (Mandatory)

- Has the Council adopted a formal IT Policy? **YES**
- Does the policy apply to:
 - Councillors **YES**
 - the Clerk and staff **YES**
 - contractors and volunteers? **YES**

- Does it cover use of:
 - personal devices used for council business? **YES**
- Does the policy set clear expectations for:
 - email use and password control **YES**
 - device and data security **YES**
 - website management **YES**
 - social media and messaging platforms **YES**
 - FOI, SAR and record-keeping responsibilities? **YES**
- Has the IT Policy been:
 - formally adopted at a meeting? **YES**
 - minuted? **YES**
 - reviewed regularly? **YES**

15.5 Training and Assurance

- Are councillors and staff aware of their digital and data responsibilities? **YES**
- Is training or guidance provided to support compliance? **YES guidance is available via ICO**
- Can the Council evidence, if required, that these arrangements operate in practice? **YES**

Failure to meet Assertion 10 may result in:

- audit challenge or qualification
- data protection breaches
- FOI/SAR failings
- accessibility complaints
- loss of council records or access
- reputational damage

16. Core Governance Documents and Processes

Are the following in place, current and operating in practice?

- Standing Orders **YES**
- Financial Regulations **YES**
- Code of Conduct **YES**
- Publication Scheme **YES**
- Complaints Procedure **YES**
- Privacy Notice **MARCH AGENDA**
- Audit completed and properly advertised **YES, 2024/25 still under review**
- Internal Audit reports presented to Council **YES**
- Transparent publication of financial transactions **YES**
- Meeting calendar **YES**
- Minutes published and accessible **YES**
- Risk Management Policy **YES**
- Register of Assets **YES**
- Insurance Policy **YES**

Councils with these arrangements in place may use them as a foundation for applying for the **NALC Local Council Award Scheme**.

17. Council Website and Transparency

- Does the Council have an active, compliant and publicly accessible website? **YES**

- Is required information published, including:
 - council contact details **YES**
 - councillor information and responsibilities **YES**
 - agendas, minutes and reports **YES**
 - financial information **YES**
 - governance policies? **YES**
- Is the website easy to navigate and kept up to date? **YES**

18. Lawful Convening and Conduct of Meetings

- Are meetings lawfully convened and properly advertised? **YES**
- Are agendas published within statutory timescales? **YES**
- Are meetings accessible to the public? **YES**
- Are decisions taken only on items properly agendaed? **YES**
- is there a clear distinction between ordinary, extraordinary and committee meetings? **YES**

Failure in this area may lead to:

- unlawful decision-making
- reputational damage
- escalation to the Monitoring Officer or other bodies

19. Civility and Respect

- Has the Council signed the Civility & Respect Pledge? **NO**
- Have Councillors been invited to sign the Statement of Assurance? **NOT SURE?**
- Is respectful behaviour being actively promoted and modelled? **YES**

Using the Checklist

This checklist should be used:

- as an **early-intervention tool**
- to identify **governance risks**
- to guide **support, advice and training**
- to prevent escalation to formal complaints where possible

2024-2025 Actual Spend	2025-2026 Budget	2025-2026 Actual Spend to end June	2025-2026 Actual Spend to end September	2025-2026 Actual Spend to end December	2025-2026 Forecastl Sper to end March	2025-2026 Total This Year	2026-2027 DRAFT Budget
Expenditure							
£ 35.00 Other	£ -	£ -	£ -	£ -	£ 30.00	£ 30.00	£ -
£ 1,300.00 Donations	£ 1,300.00	£ 1,300.00	£ -	£ -	£ -	£ 1,300.00	£ 800.00
£ - S137		£ -	£ -	£ -	£ -	£ -	
£ - Repairs/Maintenance	£ 50.00	£ -	£ -	£ -	£ -	£ -	£ 50.00
Administration							
£ - Clerk Expenses		£ -	£ -	£ 93.63	£ 30.80	£ 124.43	£ 100.00
£ 1,638.48 Clerk Salary	£ 1,700.00	£ -	£ 642.00	£ 795.71	£ 531.92	£ 1,969.63	£ 2,294.00
£ 204.00 HMRC	£ -	£ -	£ 118.40	£ 191.52	£ 49.77	£ 359.69	£ -
£ - Payroll	£ 144.00	£ -	£ 288.00	£ -	£ -	£ 288.00	£ 144.00
£ - Office Supplies	£ -	£ -	£ -	£ -	£ 41.18	£ 41.18	£ 40.00
£ 40.00 Room Hire	£ 90.00	£ 40.00	£ -	£ 45.00	£ -	£ 85.00	£ 90.00
£ - Insurance	£ 210.00	£ -	£ 196.00	£ -	£ -	£ 196.00	£ 210.00
£ - Audit	£ 60.00	£ -	£ -	£ 272.50	£ 210.00	£ 482.50	£ 70.00
£ - GDPR/ICO recirded under other	£ -		£ -	£ 47.00	£ -	£ 47.00	£ 35.00
£ - Website & Email	£ 50.00	£ -	£ -	£ 440.00	£ 14.97	£ 454.97	£ 149.76
£ - Training	£ 200.00	£ -	£ -	£ 60.00	£ -	£ 60.00	£ 200.00
£ 181.65 Subscriptions	£ 190.00	£ -	£ 187.30	£ -	£ -	£ 187.30	£ 193.87
						£ -	
£ - VAT Paid		£ -	£ -	£ 16.00	£ 45.00	£ 61.00	£ 100.00
£ 3,399.13 TOTAL	£ 3,994.00	£ 1,340.00	£ 1,431.70	£ 1,961.36	£ 953.64	£ 5,686.70	£ 4,376.63
Income							
£ 2,500.00 Precept	£ 2,500.00	£ 2,500.00	£ -	£ -	£ -	£ 2,500.00	£ 2,800.00
£ 253.81 Recycling Credits	£ 500.00	£ -	£ -	£ 199.25	£ 329.69	£ 528.94	£ 500.00
£ 4,150.00 Donations/Millhouse Flood Relief	£ -	£ -	£ -	£ -	£ -	£ -	£ -
£ - Wayleave	£ 9.50	£ -	£ -	£ -	£ -	£ -	£ -
£ - VAT Reclaims	£ -	£ -	£ -	0	61	£ 61.00	£ 100.00
£ 6,903.81 TOTAL	£ 3,009.50	£ 2,500.00	£ -	£ 199.25	£ 390.69	£ 3,089.94	£ 3,400.00
Income versus expenditure							-£ 976.63