WALTON PARISH COUNCIL

Parish Clerk: Ian Blythe. 4 The Dell, Talkin. Brampton CA8 1AQ
Tel: 07545086857 Email: clerk@waltonparish.co.uk

Minutes of the Walton Parish Council meeting held on Tuesday 13 May 2025 at 7.00pm in Walton Village Hall

Present: G. Shaw, (Chair), T. A. Armstrong, B. Hogg, W. Weaver, W. Wilkinson.

Also present: I. Blythe, Clerk/RFO, One member of the public (MOP).

1. EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/2024 AND EXEMPTION CERTIFICATE

1.1 **RESOLVED** to approve the Annual Governance Statement for year ending 31st March 2025.

1.2 **RESOLVED** to approve the Statement of Accounts for year ending 31st March 2025

1.3 **RESOLVED** to authorise the Chairman to sign Sections 1 and 2 of the Annual Return for the year ending 31st March 2025.

1.4 **RESOLVED** that Walton Parish Council can certify itself as exempt from a limited assurance review and the Chairman can sign the Certificate of Exemption to be submitted to the external auditor.

1.5 ASSETS - reviewed and agreed

2. ELECTION OF CHAIR – There were no nominations or candidates for the office of Chair. For the purpose of ensuring the meeting progressed through its business G. Shaw continued as Chair indicating his resignation would be effective from the close of the meeting.

3. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN –G. Shaw signed the Chair's Declaration of Acceptance of Office.

4. ELECTION OF VICE CHAIR – T.A. Armstrong proposed and seconded for the office of Vice Chair by W. Weaver and B. Hogg.

5. APOLOGIES FOR ABSENCE – None received.

6. REQUESTS FOR DISPENSATIONS - No requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

7. DECLARATIONS OF INTEREST – To receive declarations by elected and co-opted members of interests in respect of items on this agenda. Members are reminded that in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting). **None received.**

8. EXCLUSION OF PRESS AND PUBLIC (Public Bodies Admission to Meetings Act 1960) To decide whether there are any items of business which require exclusion of the press and public. **None.**

9. MINUTES OF THE PREVIOUS MEETING

9.1 MINUTES OF THE MEETING HELD ON 11TH MARCH 2025 – RESOLVED To authorise the Chair to sign, as a correct record, the minutes of the meeting held on 11th March 2025.

10. REPRESENTATION ON OUTSIDE BODIES – Representatives on the following outside bodies **AGREED** as below,

- Walton Village Hall Management Committee – W Weaver and B Hogg

11. STANDING ORDERS AND FINANCIAL REGULATIONS – **RESOLVED** to adopt standing orders and financial regulations.

12. SUBSCRIPTIONS –

12.1 CALC/SLCC – **RESOLVED** to renew the CALC/NALC (£172.43) and SLCC (£85.00) annual subscriptions for 2025/26.

13. POLICY REVIEW – RESOLVED that the Clerk would review the Parish Council Policy Documents and report back.

14. MEETING CALENDAR – RESOLVED the future dates and start time of future Parish Council meetings.

2025

July 8
Sept 2 **(note change of day)**
Nov 11

2026

Jan 13
Mar 10
May 12 (Commencing with the **ANNUAL MEETING OF THE PARISH)**

Start time 7.00 p.m. for all meetings.

15. PUBLIC PARTICIPATION - To receive comments and representations from members of the public in relation to any item on the Agenda. (*Members of the public are permitted to speak on any Agenda item for up to 15 minutes. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman*).
MOP requested and was provided with clarification on the publication of minutes and agenda.

15.1 REPORTS – To receive reports, if applicable, from Unitary Authority Councillor. **NONE**

16. REPRESENTATIVES' REPORTS & GRANT APPLICATIONS - To receive reports by representatives on Outside Bodies and to discuss the issue of Grant applications by third parties requesting support, financial or otherwise.

16.1 Grant request re Mother & Toddler Group – RESOLVED UNANIMOUSLY to approve request for £500.00 under LGA 1972 s137; the request being supported as in the opinion of Council it was in the interests and direct benefit to the parish and inhabitants.

17. TOWN AND COUNTRY PLANNING APPLICATIONS – NONE

18. FINANCE

18.1 Banking signatories – Resolved to add W. Weaver, T.A. Armstrong, I. Blythe as signatories.

18.2 Unity Bank – RESOLVED that Unity Trust Bank is the principal bank for the Parish Council and that accounts held elsewhere be closed, transferring balances as appropriate.

18.3 Scribe Accounts – RESOLVED to subscribe to Scribe Accounts.

18.4 Resolved to authorise the following payments:

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £
1	30/4/25	Green Team		Parish grass cut	825.00
2	1/5/25	SLCC		SLCC membership	85.00
3	30/4/25	CALC		CALC/NALC membership	172.43

19. COUNCILLOR VACANCIES – RESOLVED to commence action in accordance with section 87 Local Government Act 1972 to advertise vacancies created by the resignation of, G. Shaw, T.P. Hodgson, R. Reynolds, S.Matthews.

20. LEAPS RIGG SOLAR FARM – the outgoing Clerk reported that there were to be upgrades to the power station to facilitate the additional requirements of Solar Farm.

21. TRAINING – **RESOLVED** that training for Council Members and the Clerk would be funded.

22. CORRESPONDENCE AND LITERATURE RECEIVED BY THE CLERK – **None.**

23. NEWSLETTER

23.1 NEWSLETTER – No update provided.

24. CLERK / RFO APPOINTMENT – RESOLVED to approve contract of employment for Ian Blythe as ParishClerk/RFO.

25. AGENDA ITEMS FOR NEXT MEETING - To submit items for the next meeting and note that any further items for consideration should be submitted to the Clerk in writing at least 7 working days before the next meeting.

26. DATE OF NEXT MEETING(s) – July 8 2025 to be held in Walton Village Hall at 7.00pm. Meeting closed at 20:15.

Signed …….

Date …….

Walton Parish Council (Cumbria)

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/05/2025			
	Cash in Hand 01/04/2025			20,810.83
	ADD			
	Receipts 01/04/2025 - 31/05/2025			10,550.21
				31,361.04
	SUBTRACT			
	Payments 01/04/2025 - 31/05/2025			819.00
A	**Cash in Hand 31/05/2025** (per Cash Book)			**30,542.04**
	Cash in hand per Bank Statements			
	Old Current Account	31/05/2025	0.00	
	Old Business Instant Access 472	31/05/2025	0.00	
	Savings Unity 180	31/05/2025	253.42	
	Current Unity 177	31/05/2025	30,288.62	
				30,542.04
	Less unpresented payments			
				30,542.04
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**30,542.04**
	A = B Checks out OK			

Created by Scribe

Your Account Statement

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For Businesses. For Communities. **For Good.**

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Allan Dawes
Walton Parish Council
Hillcrest
Cannon Field
Carlisle
CA6 6NB

Date: 31/05/2025

Account Name: Walton Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: [redacted]177

Your arranged overdraft limit is £0.00

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Contact Us

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Email us: **us@unity.co.uk**
Visit us: **unity.co.uk**

Your Current T1 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
30/04/2025		Balance brought forward	£0.00	£0.00	£210.20
20/05/2025	Credit	Credit 000001	£0.00	£30,084.42	£30,294.62
31/05/2025	Fee	Service Charge	VN08 £6.00	£0.00	£30,288.62

Statement number 009

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Mr Allan Dawes
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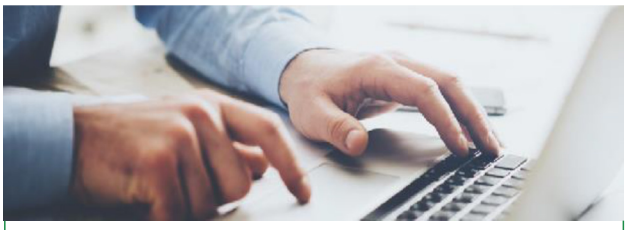
Date: 31/05/2025

Account Name: Walton Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: [redacted]180

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Visit us: **unity.co.uk**

Your Instant Access account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
30/04/2025		Balance brought forward	£0.00	£0.00	£253.42

Statement number 009

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When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

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Walton Parish Council (Cumbria)

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/06/2025			
	Cash in Hand 01/04/2025			20,810.83
	ADD			
	Receipts 01/04/2025 - 30/06/2025			10,585.60
				31,396.43
	SUBTRACT			
	Payments 01/04/2025 - 30/06/2025			3,857.48
A	**Cash in Hand 30/06/2025** (per Cash Book)			**27,538.95**
	Cash in hand per Bank Statements			
	Old Current Account	31/05/2025	0.00	
	Old Business Instant Access 472	31/05/2025	0.00	
	Savings Unity 180	30/06/2025	25,288.81	
	Current Unity 177	30/06/2025	2,250.14	
				27,538.95
	Less unpresented payments			
				27,538.95
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**27,538.95**
	A = B Checks out OK			

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PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Ian Blythe
4 The Dell
Brampton Cumbria
CA8 1AQ

Date: 30/06/2025

Account Name: Walton Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: [redacted]177

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Your Current T1 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
31/05/2025		Balance brought forward	£0.00	£0.00	£30,288.62
09/06/2025	Transfer	Transfer to 20515180	£25,000.00	£0.00	£5,288.62
13/06/2025	Faster Payment Debit	B/P to: HMRC	VN18 £80.40	£0.00	£5,208.22
13/06/2025	Faster Payment Debit	B/P to: Zurich Insurance	VN11 £823.85	£0.00	£4,384.37

Statement number 010

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Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
13/06/2025	Faster Payment Debit	B/P to: HMRC	VN19 £49.40	£0.00	£4,334.97
13/06/2025	Transfer	B/P to: CALC	VN16 £172.43	£0.00	£4,162.54
13/06/2025	Faster Payment Debit	B/P to: Green Team	VN13 £550.00	£0.00	£3,612.54
13/06/2025	Faster Payment Debit	B/P to: Scribe Accounts	VN15 £28.80	£0.00	£3,583.74
13/06/2025	Faster Payment Debit	B/P to: Ian Blythe Clerk	VN17 £85.00	£0.00	£3,498.74
13/06/2025	Faster Payment Debit	B/P to: Scribe Accounts	VN14 £417.60	£0.00	£3,081.14
13/06/2025	Faster Payment Debit	B/P to: Green Team	VN12 £825.00	£0.00	£2,256.14
30/06/2025	Fee	Service Charge	VN20 £6.00	£0.00	£2,250.14

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Walton Parish Council (Cumbria)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
18	Clerk/RFO PAYE/NIC	11/06/2025		Current Unity 177		Income tax	HMRC	Z	80.40		80.40
19	Clerk/RFO PAYE/NIC	11/06/2025		Current Unity 177		Income tax	HMRC	Z	49.40		49.40
17	Clerk/RFO Expenses	11/06/2025		Current Unity 177		SLCC Membership	Ian Blythe	Z	85.00		85.00
12	Grass Cutting	11/06/2025		Current Unity 177		Grass cutting	Green Team Garden Servic	Z	825.00		825.00
13	Grass Cutting	11/06/2025		Current Unity 177		Grass cutting	Green Team Garden Servic	Z	550.00		550.00
11	Insurance	11/06/2025		Current Unity 177		Insurance	Zurich Town and Parish Co	E	823.85		823.85
16	Subscriptions CALC/NALC	11/06/2025		Current Unity 177		CALC	Cumbria Association of Loc	Z	172.43		172.43
14	Scribe Accounts	11/06/2025		Current Unity 177		Scribe Accounts Package and s	Starboard Systems Limited	S	348.00	69.60	417.60
15	Scribe Accounts	11/06/2025		Current Unity 177		Scribe accounts	Starboard Systems Limited	S	24.00	4.80	28.80
20	Bank charge	30/06/2025		Current Unity 177		Bank charge	Unity Trust Bank 177	Z	6.00		6.00
28	Bank charge	30/06/2025		Current Unity 177	VOID	Bank charge	Unity Trust Bank 177	Z			
								Total	**2,964.08**	**74.40**	**3,038.48**

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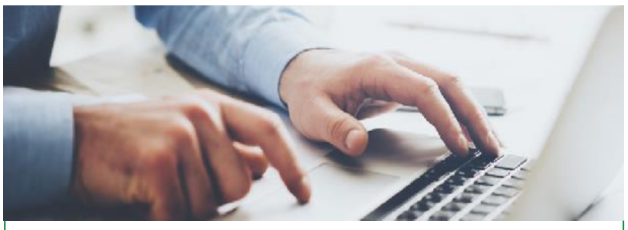
Date: 30/06/2025

Account Name: Walton Parish Council

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Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
31/05/2025		Balance brought forward	£0.00	£0.00	£253.42
09/06/2025	Transfer	Transfer from 20515177	£0.00	£25,000.00	£25,253.42
30/06/2025	Credit Interest	Credit Interest	£0.00	£35.39	£25,288.81

Statement number 010

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Agenda item 38 – 8 July 2025

SAPPP Practitioners Guide 2025

Issue:
New guidance on Parish Council generic email account and compliance with GDPR and DPA

The new version of the practitioners guide has introduced new controls which will be measured by audit in relation to GDPR and email. The guidance needs to be read along with some of the worked examples that others have provided – for example Scribe, NALC, CALC, SLCC etc much of which I can't send you as it is all inside secure websites that you need membership to view. I have therefore tried to outline the considerations around a Parish Council having generic email for councillors and what it should be doing to comply with GDPR and DPA legislation.
When an audit is undertaken Assertion 10 in the guide will be used as a measure of compliance (copied below)
In this email anything highlighted is a direct quote from documentation whilst the rest is my precis of the relevant guidance.

Whilst there is no law enshrining the SAPPP practitioner guide it is the handbook from which RFOs must prepare the accounts, that internal auditors must work from and that clerk's should use as the basis of their professional advice to smaller authorities. As with any advice that a clerk provides it is then up to members (the new name for councillors) to decide whether they follow that advice or not. The advice given to clerks is to minute that members decided not to accept the recommendation of the clerk on X,Y or Z because…..

Considerations:

Section 1.47 covers the requirement for a smaller authority (new name for a parish council) to have a generic email account. **1.53** discusses the need for proper practices in line with GDPR and DPA legislation as a data controller and processor – two of the pillars of the DPA are

· **Integrity and Confidentiality:**
Data must be kept secure and protected against unauthorized access, accidental loss, or destruction. This includes implementing appropriate technical and organizational measures to safeguard data.

- **Accountability:**

Organizations are responsible for demonstrating their compliance with the Data Protection Act. They need to take measures to ensure compliance and be able to demonstrate their efforts.

These two taken together along with 1.47 and 1.54 (requirement to have an IT policy) mean that in practice in order to keep data confidential and to have proper accountability you should, as members of a smaller authority, take steps to assure yourself that communications are confidential and that there is security around communication. Having a provided email address for members achieves this. Each providing your own doesn't.

Section 5.117 states- Data protection and security - Using authority-owned email accounts ensures that sensitive information is handled in a controlled environment with appropriate security measures. This aligns with GDPR principles such as data minimisation, integrity and confidentiality.
Note – that in this part it states accounts rather than account and the guidance elsewhere seems to indicate that this is a pretty strong steer towards what smaller authorities should do.

5.118. Accountability and transparency - authority-owned email accounts provide a clear record of communications, which is essential for transparency and accountability. This helps in maintaining an audit trail and ensures all authority-related communications are accessible for review if needed.
Again important if there was a FOI request. If all written communication between members were conducted via a provided email address then this would be easy to prove what communication had taken place. The following is an example provided by Scribe as part of their take on the new guide

Scenario 2:
You get an FOI request about meeting decisions. But the decisions are scattered across personal inboxes. Now you're digging through screenshots and memory lanes.
With official council email and IT policies? It's all where it should be neat, safe, and audit-ready.

Backed up by 5.120. Having authority-owned email accounts also makes Data Subject Access and Freedom of Information Requests easier to manage.

5.119. Consistency, trust and professionalism - it is best practice to use .gov.uk domains for smaller authorities' emails and websites (excluding parish meetings). This helps maintain a consistent and professional image for the authority and ensures all communications are easily identifiable as coming from the authority. This is increasingly important as cyber scams are on the rise. For support on setting up a gov.uk domain for your smaller authority you can follow the guidance on moving your parish council to a .gov.uk domain.

5.121. Compliance with policies - All authorities should have an IT policy that mandates the use of authority-owned email accounts for official business. These policies are designed to ensure that all communications are conducted in a manner that is consistent with the authority's standards and legal obligations
5.122. IT Policies - An IT policy prevents misunderstandings when using IT equipment for authority business and makes sure that there can be no excuses for anyone in your authority not protecting their data or working safely. If your authority does not have a policy, you might like to use this IT policy template. It is important to personalise the template for the specific use of your authority and add links to guidance where needed
We will need to introduce an email policy for the authority – this is an extract from the model policy

[insert name] parish council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted,

provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

5.124. Data Protection - To ensure compliance with data protection regulations, smaller authorities must:
• Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR.
• Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully.
• Implement a Data Protection policy on data handling, storage and sharing.
• Provide regular training to ensure all staff and members are trained on data protection principles and practices.
• Secure data using appropriate technical and organisational measures to protect personal data from breaches.

The last section in green is interesting when looking at email – how does an organisation that doesn't provide email addresses for its members do this. Does the council then have to provide antivirus for all members? Does it have to conduct an audit of the security of each members own email hosting company? The use of the word Must is also important here!

Recommendation

The recommended best practice is to use '.gov.uk' domains (5.119) and authority owned email accounts for official business (5.21). In my interpretation of the new guidance we already meet the recommended practice with our authority owned www.waltonparish.co.uk website and therefore moving to a specific '.gov.uk ' domain will incur unnecessary additional cost. However, we do need to adopt and use email accounts that comply with requirements and store mail on the council domain.

To fully achieve compliance with the new requirements my advice, as your proper officer, is that mail communications on council business should be via generic email accounts linked to the official domain. I have confirmed that this can be achieved reasonably quickly.

Ian Blythe
Clerk
30 June 2025

Assertion 10 - Digital and data compliance.

To warrant a positive response to this assertion, the authority needs to have taken the following actions:
1.47 Email management - every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The DPA 2018 supplements the GDPR and classifies a parish council as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

Agenda item 39 – 8 July 2025

Parish Council Expenditure on Churchyards – Legal Powers and Responsibilities

1. Purpose of this paper

To clarify for Councillors the legal powers available to the Parish Council regarding expenditure on local churchyards and provide advice on the request for financial support from St. Mary's Church, Walton.

2. Background

Parish councils are bound by statute in how they may spend public funds.

Whether local Councils can provide grants or other forms of funding to Church buildings has been a matter of dispute for many years having regard to the provisions of section 19 of the Local Government Act 1894.

3. Legislative change/clarification

In England the Levelling Up and Regeneration Act 2023 has now clarified the position by confirming in a new section 19A of the 1894 Act that legislation passed subsequent to the 1894 Act takes priority. The subsequent legislation is section 133 of the Local Government Act 1972, section 19 of the Local Government (Miscellaneous Provisions) Act 1976 and the Local Government (Religious etc Observances) Act 2015.

Therefore it is now in order for local Councils to make grants to churches or ecclesiastical foundations or charities of whatever denomination in respect of their buildings. Grant funding will be made from section 137 monies, or from funds if the Council has the general power of competence. There are no additional sources of funding.

4. NALC advice note 20 December 2023 supports this interpretation and states,

'The government's view is that its amendment in Section 19A clarifies that the 1894 Act does not affect the discretionary powers of parish councils in England to fund church repairs or improvements or property held for an ecclesiastical charity. NALC recommends that its members adopt the government's view when they receive funding requests. This means councils can use their discretionary powers to fund such property, including that of other Christian denominations and non-Christian faiths. It applies in the case of:

- *Specific powers to fund works — For example, repairs to clocks fixed to church property (section 2 of the Parish Councils Act 1957) and the maintenance of open churchyards (Section 214 of the Local Government Act 1972 (the 1972 Act)).*
- *General powers to fund works where works are not covered by a specific power — Section 137 of the 1972 Act and the general power of competence can also be used by councils to fund requests for works not covered by specific powers.'*

5. Conclusion

I have confirmed that the churchyard is 'open' for burials and ascertained that the funds would be used 'to purchase a battery operated strimmer with 2 batteries, a mowing head for the strimmer, grass rakes, loppers, shears, secateurs, gauntlets and other ppe'. Whilst it would not be unreasonable to provide funding under s.137 at a level to be agreed by Council it must be noted that no in year budgetary provision has been made.

Ian Blythe

Clerk

30 June 2025

From: **Pam & Paul Cronin** ppjcronin@btinternet.com
Subject: St Mary's Church
Date: 29 June 2025 at 10:24
To: waltonparishc@gmail.com

Hello Ian

Further to my recent email, we thought the Parish Council might want more information about how we would spend any grant money we received; to help with the churchyard maintenance we are looking to purchase a battery operated strimmer with 2 batteries, a mowing head for the strimmer, grass rakes, loppers, shears, secateurs, gauntlets and other ppe.

Kind regards

Pam Cronin
Secretary
Walton St Mary's Church Committee



St Mary's Church
Walton
Brampton
Cumbria

Please reply to:
Pam Cronin
Secretary, Walton Church Committee
c/o 7 Woodleigh, Walton, Brampton, CA8 2DS

Email: ppjcronin@btinternet.com

22nd June 2025

The Clerk
Walton Parish Council
Walton
Brampton

Dear Ian

I am writing to the Parish Council on behalf of St Mary's Church Committee. St Mary's is at the heart of our village, welcoming visitors from all over the world. It is often host to large family events. Religious services, annual national commemorations and festivals are celebrated there.

The Church Committee understands that local councils are encouraged to provide grants for maintaining churchyards. We would like ask Walton Parish Council for a grant of £500 towards the maintenance and development of the churchyard in line with the Church of England's Mission Statement for our Church.

If you require any further information please contact me.

Yours sincerely

Pamela Cronin

Pam Cronin
Secretary
Walton Church Committee

From: renewals.team@uk.zurich.com
Subject: Your Zurich Town and Parish policy is due for renewal
Date: 9 May 2025 at 09:37
To: waltonparishc@gmail.com



ZURICH Municipal

Policy Holder: Walton Parish Council
Policy Number: YLL-2720875703
Renewal Date: 01 June 2025

Thank you for insuring Walton Parish Council with us for the past year. You are in a Long Term Agreement (LTA) and your policy is due for renewal. Your renewal premium is £823.85 including tax.

Your renewal documents and invoice are now available to view, download and print on your online account, which can be accessed HERE.

It's important that you read the following documents carefully:

* Schedule of Insurance
* Select for Local Councils Policy Document

Full details on how to pay can be found on your invoice.

To ensure your cover continues, please pay your renewal premium by 01 June 2025.

If you have any questions or need to make any changes to your policy, please don't hesitate to contact me.

Kind regards,

Ms Abigail Wawman
Senior Account Manager

Your Renewal Quote

Insurer
Zurich Insurance Company Ltd

Period of Cover
01/06/2025 - 31/05/2026

Policy No.
YLL-2720875703

Renewal Premium

£823.85

0800 917 9531
renewals.team@uk.zurich.com

Tel: 0800 917 9531 | **Email:** Renewals.Team@uk.zurich.com

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Scribe

INVOICE

Walton Parish Council (Cumberland)

Invoice Date
14 May 2025

Invoice Number
INV-10444

Reference
Invoice 1 of 1 Service period: June 1, 2025 - No end date Total invoiced: £348 of £348

VAT Number
941 7451 20

Starboard Systems Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Scribe Accounts Set Up Fee (2025)	1.00	199.00	20%	199.00
Professional Services Fee (Accounts Structure)	1.00	149.00	20%	149.00
			Subtotal	348.00
			TOTAL VAT 20%	69.60
			TOTAL GBP	**417.60**

Due Date: 28 May 2025
For BACS Payments :
Account Name: Starboard Systems Limited
Sort Code - 20-62-68
Account No. 33077306
Please see our website www.scribeaccounts.com for Terms and Conditions

View and pay online now

PAYMENT ADVICE

To: Starboard Systems Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Customer	Walton Parish Council (Cumberland)
Invoice Number	INV-10444
Amount Due	**417.60**
Due Date	28 May 2025
Amount Enclosed	

Enter the amount you are paying above

Scribe

INVOICE

Walton Parish Council (Cumberland)

Invoice Date
1 Jun 2025

Invoice Number
INV-10445

Reference
Invoice 1 for subscription Service period: June 1, 2025 – June 30, 2025

VAT Number
941 7451 20

Starboard Systems Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Scribe Accounts Subscription (2025)	1.00	24.00	20%	24.00
			Subtotal	24.00
			TOTAL VAT 20%	4.80
			TOTAL GBP	**28.80**

Due Date: 15 Jun 2025
For BACS Payments :
Account Name: Starboard Systems Limited
Sort Code - 20-62-68
Account No. 33077306
Please see our website www.scribeaccounts.com for Terms and Conditions

View and pay online now

PAYMENT ADVICE

To: Starboard Systems Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Customer	Walton Parish Council (Cumberland)
Invoice Number	INV-10445
Amount Due	**28.80**
Due Date	15 Jun 2025
Amount Enclosed	

Enter the amount you are paying above

Collar Factory, Suite 2.01
112 St. Augustine Street
Taunton
Somerset
TA1 1QN
Tel: 01823 253646
Email: finance@slcc.co.uk

SLCC
For Local Council Professionals

Ian Blythe
4 The Dell
Talkin
Brampton
Cumbria
CA8 1AQ

Invoice

Invoice No	MEM254503-1
Invoice Date	01/05/2025
Reference	

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Joining Fee: Ian Blythe (1014859)	£5.00	£5.00	0.00	£0.00
1	Membership Fee: Ian Blythe (1014859) Due:01/05/2025	£80.00	£80.00	0.00	£0.00

Total Net Amount	£85.00
Total Tax Amount	£0.00
Invoice Total	£85.00

Payment Due: 01/06/2025

REMITTANCE

Detach and return with payment

Invoice Number:	MEM254503-1
Client:	Ian Blythe
Date:	
Amount Enclosed:	

The Society of Local Council Clerks is a company limited by guarantee and is registered in England and Wales with Company Registration No 10566132; registered office as above.

Pay by BACS to Unity Trust Bank using - Sort Code 60-83-01 A/C No. 20314459 Ref: MEM254503-1

Voreda House
Portland Place
Penrith
Cumbria
CA11 7BF

office@calc.org.uk

April 2025

Mr Allan Dawes
Clerk
Walton PC
Hillcrest
Canon Field, Roadhead
CARLISLE
CA6 6NB

Dear Colleague,

ANNUAL SUBSCRIPTION 2025/26

I would like to thank your Council for its valued membership of the Cumbria Association of Local Councils over the past year. Annual subscriptions to the Association for 2025/26 are now due.

Following our correspondence to you in October 2024, we now have the correct updated Electorate numbers from Unitary Authorities for each Parish/Town Council.

The subscription for your Council is made up of two payments, one to the Cumbria Association of Local Councils (CALC) and one to the National Association of Local Councils (NALC). Each portion of the subscription fee is itemised separately. The NALC portion of the fee for 2025/26 is calculated at 8.34p per elector and the CALC portion is calculated in proportion to the square root of your electorate.

For 2025/26 your CALC/NALC subscription fee is: **£172.43**

This sum is made up of:
NALC subscription at £19.60
CALC subscription at £152.83

Please note that a member council cannot be a member of CALC without being a member of NALC and vice versa.

Could you please put this membership subscription request before the next meeting of your Council so that continuation of membership can be authorised for payment? I enclose a note as a reminder of the benefits of CALC membership.

Please note that payment must be received by 31st August 2025. CALC services will be put on hold for Parish Councils who do not pay by that date.

You may pay us by cheque at the address shown at the top of this letter or alternatively pay by BACS as follows: Cumbria Association of Local Councils, Unity Trust Bank, A/C: 20466598, Sort Code: 608301.

It would be very helpful if you would please amend as necessary and return the enclosed form giving contact details for your parish council.

I look forward to receiving your Council's subscription.

Kind regards,

Sonia Hutchinson

Chief Officer

INVOICE

Green Team Garden Services
2 Lonsdale Terrace
Carlisle, Cumbria CA4 0AY
VAT Registration No. 480467671

greenteamgs@yahoo.com
+447769696879

Bill to
Walton Parish Council
Hillcrest
Canon Field
Roadhead
Carlisle
CA6 6NB

Ship to
Walton Parish Council
Hillcrest
Canon Field
Roadhead
Carlisle
CA6 6NB

Invoice details
Invoice no.: 1212
Terms: Net 15
Invoice date: 30/04/2025
Due date: 15/05/2025

#	Product or service	Description	Qty	Rate	Amount	VAT
1.	**Services**	02/04/2025 - 1 x Parish grass cut	1	£275.00	£275.00	12% Flat Rate
2.	**Services**	16/04/2025 - 1 x Parish grass cut	1	£275.00	£275.00	12% Flat Rate
3.	**Services**	30/04/2025 - 1 x Parish grass cut	1	£275.00	£275.00	12% Flat Rate

Bank Name - Virgin Money (Business Account)
Sort Code - 82-11-07
Account Number - 90160582

Includes VAT @ 12% on £736.62 £88.38

Total **£825.00**

Overdue 15/05/2025

INVOICE

Green Team Garden Services
2 Lonsdale Terrace
Carlisle, Cumbria CA4 0AY

greenteamgs@yahoo.com
+447769696879

Bill to
Walton Parish Council
Hillcrest
Canon Field
Roadhead
Carlisle
CA6 6NB

Ship to
Walton Parish Council
Hillcrest
Canon Field
Roadhead
Carlisle
CA6 6NB

Invoice details
Invoice no.: 1296
Terms: Net 15
Invoice date: 01/06/2025
Due date: 16/06/2025

#	Product or service	Description	Qty	Rate	Amount
1.	**Services**	14/05/2025 - 1 x Walton PC grass cutting	1	£275.00	£275.00
2.	**Services**	28/05/2025 - 1 x Walton PC grass cutting	1	£275.00	£275.00

Total **£550.00**

Bank Name - Virgin Money (Business Account)
Sort Code - 82-11-07
Account Number - 90160582

Walton & Lees Hill C E Primary School
Lees Hill
Brampton
Cumbria
CA8 2BB

Telephone/ Fax: 016977 2577

www.leeshill.cumbria.sch.uk
e-mail: head@leeshill.cumbria.sch.uk

Head teacher: Mrs Lynn Rooney
Chair of Governors: Mr Joss Scouler

"Caring, sharing, and always learning."

INVOICE WPC MAR 25-08

31st March 2025

Walton Parish Council
Walton
Cumbria

A4 colour single sided photocopying Ream of A4 paper	£11.63

Total Due	£11.63

Cheques payable to Walton & Lees Hill C of E Primary School

Bacs Payments to Account 53546156 Sort Code 16 52 21

£37.80 -£11.63 = £26.17 to pay Ivan Whetton

From: **Ivan Whetton** ivan@waltoncumbria.uk
Subject: Re: Fwd: March Minutes
Date: 18 May 2025 at 20:38
To: Walton Parish Clerk waltonparishc@gmail.com

IW

Thanks, Ian.

The draft minutes are in the correct format. I've uploaded them to the website with an appropriate link on the Information > Current page. I did notice the earlier start time for future meetings and have edited the home page and Information > Current pages accordingly.

Apologies for adding to your workload but ...

A few years ago when Allan became clerk I, in a moment of weakness, agreed to help him with the Parish Newsletter, which basically meant sourcing items and editing it. Allan negotiated with Walton & Lees Hill Primary School for them to print it for us. There was a problem printing the most recent newsletter (April 2025) at the school - their printer added an extra margin which made the outcome unusable on the booklet pages - i.e. most of it. We failed to resolve the problem and I ended up printing the newsletter on my home printer using paper provided by the school. I've appended the email I sent to Allan and Graham at the time (below as a post script); I did not receive a reply - perhaps Allan by this time had moved away - but Graham, in conversation, seemed to accept the situation. I had hoped that he would bring this matter to the attention of the PC at the May meeting but the minutes suggest he didn't. It would seem the school hasn't invoiced the PC for the ream of A4 paper and single pages that they did print - perhaps uneasy about doing so as they couldn't do the main part of the job - but I think they should still be recompensed even if only for the paper. I am also still out of pocket, as the email explains. I'm just a retired individual, not a business and hope I'm not expected to produce an invoice. Please can you include this issue as an item on the agenda for the next PC meeting and explain that, because of this, I will not be offering to help with future editions of the newsletter.

Thanks.

Ivan

PS
31/03/2025, 16:37

Hi Graham / Allan

The final version of the newsletter has been printed but not without a hitch.
I went to Lees Hill School this morning. Printing the one page insert was ok but each time Louise, who was doing the printing, tried to print the booklet (3 attempts on different computers) there was an extra wide margin added. This made the end result unusable. Rather than waste more of their time trying to solve the problem I decided I would print the booklet at home. I knew I didn't have enough paper at home; the school provided me with a pack (500 sheets) of 80gsm copy paper.
The copies are all now done. I've distributed copies to my end of the village (I didn't give you another copy, Graham); Brian Hogg has delivered his copies to the outliers; Tom Brocklebank has copies to do his end of the village.

As regard cost: the school should only charge you for the 140 single-sided sheets (I only asked for 70 as there were two per sheet but...), a pack of 80gsm copy paper and possibly the 9 double-sided A4 sheets that were unusable. I don't know if they charge for the secretary's time. If they try to charge you for all the printing, query it as they didn't do it.
I hope that the PC will reimburse me for the toner I have used. The school charges 9p per double-sided colour A4 sheet (a realistic price if using authentic brand of toner, which I do). I've printed 140x3 = 420 of these but not provided the paper so £37.80 less whatever the school charges you for the paper seems fair to me. Please let me know if you have a problem with this.

Regards

Ivan

On 18/05/2025 18:43, Walton Parish Clerk wrote:

> Ivan,
> Thank you for your email explaining the process of updating the website. It is most helpful and very much appreciated.
> For ease I am annotating comments to your email in response.
> Please let me know if I have the correct format for the minutes.
>
> Draft minutes attached.

WALTON PARISH COUNCIL

CLERK'S EXPENSES

Date	Reason	Net	VAT	Total
June 2025	Co-option Notices 16; Examine Notice board damage 12; Website meet Ivan Whetton 12; Delivering Agenda & docs 16+ July PC 12	68 miles @.45p = £30.60	-	£30.60
June 2025	Printer ink	£27.42	5.48	£32.90
June 2025	Envelopes	£5.82	£1.17	£6.99
		TOTAL		**£70.49**

From: **Cartridge People** customerservice@cartridgepeople.com
Subject: Order GB250605-LA6723089 from the Cartridge People
Date: 5 June 2025 at 08:02
To: ianblythe57@gmail.com

FREE delivery over £30 | The UK's lowest prices guaranteed | 100% Satisfaction Guaran

Your account | Your printers | Contact us



Thank you for your order

Dear Customer,

Thank you for your order with cartridgepeople.com. Your order may be split into multiple deliveries.

Order **GB250605-LA6723089** will be delivered to:
Ian Blythe
4 The Dell
Talkin
Brampton
Cumbria
CA8 1AQ
United Kingdom
07545086857

	Item	Quantity	Unit Price	Line Pri
	Canon GI-51 Multipack - Full Set of 4 Ink Bottles (Original) *Product Code: 20928*	1	£32.90	£32.9
			Total Delivery Charge:	Fre
			Net Total:	£27.4

VAT:	£5.4
Total:	£32.9

Need an invoice or want to see your order status?

View Order History

Kindest Regards,
The Team at Cartridge People

Need help? **Click Here** to complete our contact form

You have received this email as a customer of Cartridge People.

For full T's & C's, please visit **Terms and Conditions**, or click here for our **privacy policy**.

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Ian Blythe Month Ending 31 May 2025

Walton Parish Council

Employee Details

Works number	[redacted]
Tax code	
National Insurance number	
National Insurance table	

Payments

Monthly pay	**£247.28**
11 hours @ £14.13 April Pay	**£155.43**
Working From Home allowance	**£26.00**
Working From Home allowance April	**£11.27**
Total	***£439.98***

Deductions

Tax	**£80.40**
National Insurance	**£0.00**
Total	***£80.40***

This Month

Taxable gross pay	**£402.71**
Net pay	**£322.31**

Year to Date

Taxable gross pay	**£402.71**
Tax	**£80.40**
Employee National Insurance	**£0.00**
Employer National Insurance	**£0.00**

Payment

£359.58

Paid 15/05/2025

Employer PAYE Reference: [redacted]

Ian Blythe Month Ending 30 Jun 2025

Walton Parish Council

Employee Details

Works number	[redacted]
Tax code	
National Insurance number	
National Insurance table	

Payments

Monthly pay	£247.28
Working From Home allowance	£26.00
Mileage	£20.70
Total	*£293.98*

Deductions

Tax	£49.40
National Insurance	£0.00
Total	*£49.40*

This Month

Taxable gross pay	£247.28
Net pay	£197.88

Year to Date

Taxable gross pay	£649.99
Tax	£129.80
Employee National Insurance	£0.00
Employer National Insurance	£0.00

Payment

£244.58

Paid 15/06/2025

Employer PAYE Reference: [redacted]

AMOUNT STILL OWED TO CLERK

PLAY AREA REPORT

6 x 19 = 114 @ 9p = £10.26

INTERNAL AUDIT = £50.00

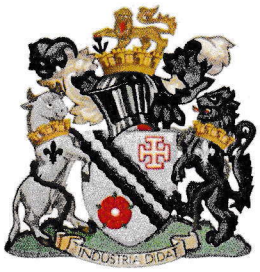
POSTAGE = £1.80

£67.06

AUDITOR.

Allan Dawes

13th May 2025



G M Wilson

Invoice

FOR DUTIES INVOLVED IN THE PRODUCTION OF THE REPORT BY THE INTERNAL AUDITOR.

IN RESPECT OF WALTON PARISH COUNCIL

FOR THE YEAR ENDED 31st MARCH 2025

£50.00 **Already received from the Clerk/RFO**

Post Office Ltd.
Your Receipt

Wigton
18 King Street
Wigton
Cumbria
CA7 9DT

FAD: 421410

VAT REG No. GB 172 6705 02
Date of Issue: 03/04/2025 11:40
SESSION: 3-507515

Stamp by BC (MI)		
1 @ 0.00		0.00
2nd Cl Bk x8 Bc		
1 @ 6.80		6.80
TOTAL DUE TO POST OFFICE		6.80
Cash	FROM CUSTOMER	6.80
BALANCE		0.00

Please retain for future reference

Thank You

Allan Dawes

13th May 2025

Cusnic

= £10.26

= £50.00

= £1.80

£67.06

AUDITOR.