WALTON PARISH COUNCIL

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

Tuesday 26 August 2025

Dear Councillor,

You are summoned to attend a [redacted] meeting of **WALTON PARISH COUNCIL** that will be held at the Village Hall, Walton on **TUESDAY**, **2 September 2025** at **7.00 pm**. The Public and Press are invited to attend.

Ian Blythe
Clerk

AGENDA

50. APOLOGIES FOR ABSENCE – To receive and accept apologies for absence.

51. MINUTES OF THE COUNCIL MEETINGS held on 8 July and 29 July2025 – to authorise the chair to sign, as a correct record, the minutes of the meetings held on 8 and 29 July 2025.

52. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION

1. Register of Interests: Councillors are reminded of the need to update their register of interests
2. To declare any personal interests in items on the agenda and their nature.
3. To declare any prejudicial interests in items on the agenda and their nature.

(Councillors with prejudicial interests must leave the meeting for the relevant items)

4. To make any requests for dispensation

53. 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

54. PUBLIC PARTICIPATION (20 MINUTES ALLOWED) - this agenda item enables Parish Councillors to hear the views, comments and/or complaints from the public. The Parish Councillors can respond. However (unless the items are already on the agenda) no council decisions can be taken at this meeting but, if appropriate, the matters can be put onto a future agenda for decision. Comments limited to 5 minutes per person.

55. CUMBERLAND COUNCILLOR REPORTS– to receive items for information (items raised for decision will appear on the agenda for the next meeting subject to agreement by the council.)

56. POLICE MATTERS – to resolve whether to submit any matters to the Local Focus Hub

57. PLANNING APPLICATIONS - You may view the details on the Planning Authority website (Cumberland.gov.uk) where parishioners can submit their own observations directly

a. To resolve whether to submit any observations on applications received.

58. FINANCE

a) Payments – Payment list for July included in Meeting Pack.

b) Payments – to authorise £1324.07

VN	Inv. Date	Payee	Purpose	Amount £	VAT inc.£	Net Amt. £
40	31-7-25	Ian Blythe	Salary &Exps	223.68	-	223.68
41	31-8-25	Ian Blythe	Salary &Exps	283.59	-	283.59
42	Mth 4	HMRC	PAYE	49.60	-	49.60
43	Mth 5	HMRC	PAYE	58.40	-	58.40
44	7-8-25	Ian Blythe	Title search village green	14.00	-	14.00
45	31-8-25	Unity Bank	Bank charge	6.00	-	6.00
46	15-8-25	Starboard	Scribe Accounts	28.80	4.80	24.00
47	24-8-25	Green Team	Grass cutting	660.00	110.00	550.00

c) To note Unity Trust Bank Charges for 2 months July and August 2025

d) To note standing order to Scribe Accounts on 15 August of £28.80.

e) To note DM Payroll applied the updated contractual pay rates as well as the amount to HMRC.

f) Monthly reconciliation(July and August 2025) – to note reconciled bank balances (attached)

g) Website renewal subscription – to agree continued payment of annual website domain subscription.

59. Grant awarding Policy – to resolve the adoption of an updated grant awarding policy (attached)

60. IT Policy – to resolve the adoption of a recommended IT Policy as recommended in the 2025 Practitioners' Guide, issued by the Smaller Authorities Proper Practices Panel (SAPPP).

61. Tree survey – verbal update from clerk.

62. Water run-off/drainage on Village Green – to resolve what action to take in the light of correspondence relating to water run-off between Friars Garth and Holly Garth which is pooling further down the village green.

63. Update from representatives on Village Hall Management Committee – verbal update.

a) Picnic benches outside Reading Room – Cllr. Weaver

b) Flagpole - transfer of responsibility to Parish Council – Cllr. Weaver

64. Defibrillator – to resolve the funding for new pads and charger of £175.00 and the future replacement of the defibrillator – Cllr. Weaver.

65. Councillor Conduct: Respect, Social Media and Refresher Training – to note that the regular review of complaints by the Monitoring Officer relating to the conduct of parish and town councillors has revealed that a significant number of complaints involving disrespectful behaviour, including inappropriate remarks, and the use of social media in ways that could fall short of the standards expected under the Code of Conduct.
Councillors are reminded of the support and refresher training that is available and which may be of benefit as reminders of the expectations that come with public office.

66. Clerk and Councillors' reports and items for future agenda
Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

67. Date of next meeting:
The next meeting of the Parish Council will take place on:

Tuesday 11 November 2025 in Walton Village Hall at 7.00pm.
Agenda items to be submitted to the Clerk by 12 noon on 3 November 2025.

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 8 July 2025 commencing at 7.35pm in Walton Village Hall

Present: Cllrs. T. A. Armstrong, B. Hogg, W. Weaver.

Also present: I. Blythe, Clerk/RFO, Cllr. J. Mallinson Unitary Authority

27. APOLOGIES FOR ABSENCE – received and accepted apologies for absence from Cllr. W. Wilkinson.

28. ELECTION OF CHAIRMAN – T. A. Armstrong was elected to the office of Chairman.

29. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN – received the Chairman's Declaration of Acceptance of Office from T.A. Armstrong.

30. MINUTES OF THE COUNCIL MEETING held on 13 May 2025 – authorised the chair to sign, as a correct record, the minutes of the meeting held on 13 May 2025.

31. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION

1. Register of Interests: Councillors are reminded of the need to update their register of interests
2. To declare any personal interests in items on the agenda and their nature.
3. To declare any prejudicial interests in items on the agenda and their nature.

(Councillors with prejudicial interests must leave the meeting for the relevant items)

4. To make any requests for dispensation

None received.

32. 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.

33. PUBLIC PARTICIPATION (20 MINUTES ALLOWED) - this agenda item enables Parish Councillors to hear the views, comments and/or complaints from the public. The Parish Councillors can respond. However (unless the items are already on the agenda) no council decisions can be taken at this meeting but, if appropriate, the matters can be put onto a future agenda for decision. Comments limited to 5 minutes per person. None

34. CUMBERLAND COUNCILLOR REPORTS– received a verbal update on the request made to Government by Cumberland Council to defer the Mayoral election to May 2027 and to align local elections with that date in view of the significant financial savings that would be made.

35. POLICE MATTERS – to resolve whether to submit any matters to the Local Focus Hub. None

36. PLANNING APPLICATIONS - You may view the details on the Planning Authority website (Cumberland.gov.uk) where parishioners can submit their own observations directly

a. To resolve whether to submit any observations on applications received. None received

37. FINANCE

a) Payments – previously authorised - noted

VN	Inv. Date	PAYEE	Purpose	Amount £	VAT inc. £	Net Amt. £
11	1/06/2025	Zurich Insurance	PC Insurance	823.85	-	823.85
12	30/04/2025	Green Team	Grass cutting contract	825.00	-	825.00
13	1/06/2025	Green Team	Grass cutting contract	550.00	-	550.00
14	14/05/2025	Starboard Systems	Scribe accounting	417.60	69.60	348.00
15	1/06/2025	Starboard Systems	Scribe accounting	28.80	4.80	24.00
16	1/04/2025	CALC/NALC	Membership fee	172.43	-	172.43
17	1/05/2025	SLCC	Membership fee	85.00	-	85.00
18	5/06/2025	HMRC	Income tax	80.40	-	80.40
19	5/07/2025	HMRC	Income tax	49.40	-	49.40

b) Payments – authorised

VN	Inv. Date	Payee	Purpose	Amount £	VAT inc.£	Net Amt. £
9	June	Ian Blythe	Salary &Exps	244.58	-	244.58
10	April/May	Ian Blythe	Salary &Exps	359.58	-	359.58
21	March 2025	Lees Hill School	Printing Parish newsletter	11.63	-	11.63
22	March 2025	Ivan Whetton	Printing Parish newsletter	26.17	-	26.17
23	13 May 2025	Allan Dawes	Clerk exps & Int. Audit	67.06	-	67.06

24	June 2025	Ian Blythe	Clerk's expenses	70.49	6.65	63.84
28	June 2025	Unity Bank	Bank charge	6.00		6.00
30	29 June 25	Green Team	Grass cutting	616.00	66.00	550.00

c) Noted the Unity Trust Bank Charges of £24.00 for 4 months March, April, May and June2025

d) Monthly reconciliation(May & June 2025) – checked and reconciled bank balances (attached)

e) Noted that the Clerk transferred £25,000 to Savings from Current account.

f) Noted receipt of interest to Unity Trust Savings Account of £35.39.

g) Noted and authorised setting up the following monthly standing orders and direct debits.

- Scribe Accounts (Starboard Systems Ltd.) £28.80 p.m.(inc. VAT)

Council also noted that 2 additional payments had been received after the agenda was issued – SLCC Training £144.00 and Village Hall hire £25.00 – and approved payment.

38. SAPPP Practitioner's Guide - Website and GDPR – resolved that councillors would transition on an individual basis to an email linked to the council owned domain. Interim arrangements would necessitate hard copies of agenda and minutes where applicable, and full meeting package access via website.

39. Funding request from St. Mary's Church Committee – resolved - Clerk to extend an invitation to church committee members to attend a future council meeting and provide a fuller explanation of their plans for the churchyard, and to aid understand of what level of community support/involvement there is for these before committing to provide funding.

40. Damage to Parish Notice board – resolved that repairs would be undertaken to make good the locks and payment for the locks was authorised.

41. Clerk and Councillors' reports and items for future agenda

Village Hall - An update was provided on the Village Hall AGM, plans to re-instate the Tea Room, and progress being made on an application for funds from the National Lottery. An agenda item will be added for Village Hall updates in the future.

Councillor vacancies - The Clerk reported that no applications for co-option had been received. It was noted that with 4 vacancies there was a high risk that future meetings may become inquorate. Managing this risk may result in the

appointment of co-opted members from outside the parish being necessary in order for meetings to proceed and to conduct business. A further appeal is to be made

42. Date of next meeting:
The next meeting of the Parish Council will take place on **Tuesday 2 September 2025 in Walton Village Hall at 7.00pm. – PLEASE NOTE CHANGE OF DAY!**
Agenda items to be submitted to the Clerk by 12 noon on 25 August 2025.

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 extra-ordinary meeting held on Tuesday 29 July 2025 at 7.00pm in Walton Village Hall

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

Also present: I. Blythe, Clerk, R. Reynolds, T. P. Hodgson.

43. APOLOGIES FOR ABSENCE – none.

44. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION

1. Register of Interests: Councillors are reminded of the need to update their register of interests
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3. To declare any prejudicial interests in items on the agenda and their nature.

(Councillors with prejudicial interests must leave the meeting for the relevant items)

4. To make any requests for dispensation
   NONE

45. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960) - NONE

46. PUBLIC PARTICIPATION (20 MINUTES ALLOWED) - None

47. Co-opting of Councillors – the applications received for co-option to the Parish Council from Richard Reynolds and Thomas Rodney Hodgson were duly considered and both were elected.

48. FINANCE – payment of invoices authorised for,

DM Payroll Services -	£72.00
Green Team Garden Services -	£616.00

49. Date of next meeting:
The next meeting of the Parish Council will take place on **Tuesday 2 September 2025 in Walton Village Hall at 7.00pm. – PLEASE NOTE CHANGE OF DAY!**
Agenda items to be submitted to the Clerk by 12 noon on 25 August 2025.

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 31/07/2025			
	Cash in Hand 01/04/2025			20,810.83
	ADD			
	Receipts 01/04/2025 - 31/07/2025			10,585.60
				31,396.43
	SUBTRACT			
	Payments 01/04/2025 - 31/07/2025			6,644.79
A	**Cash in Hand 31/07/2025** (per Cash Book)			**24,751.64**
	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	31/07/2025	23,288.81	
	Current Unity 177	31/07/2025	2,150.83	
				25,439.64
	Less unpresented payments		Inv 37 Green Team £616.00 Inv 35 DM Payroll £72.00	688.00
				24,751.64
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**24,751.64**
	A = B Checks out OK			

Created by Scribe

Walton Parish Council (Cumbria)

Prepared by: IAN BLYTHE Date: 8 AUG 2025

Name and Role (Clerk/RFO etc)

Approved by: IA Anstey Date: 17/8/25

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/07/2025			
	Cash in Hand 01/04/2025			20,810.83
	ADD			
	Receipts 01/04/2025 - 31/07/2025			10,585.60
				31,396.43
	SUBTRACT			
	Payments 01/04/2025 - 31/07/2025			6,644.79
A	**Cash in Hand 31/07/2025** (per Cash Book)			**24,751.64**
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	Savings Unity 180	31/07/2025	23,288.81	
	Current Unity 177	31/07/2025	2,150.83	
				25,439.64
	Less unpresented payments		Inv 37 Green Team £616.00 Inv 35 DM Payroll £72.00	688.00
				24,751.64
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**24,751.64**
	A = B Checks out OK			

Created by Scribe

Walton Parish Council (Cumbria)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
9	Clerk/RFO Salaries	08/07/2025		Current Unity 177		Salary and Exps	Ian Blythe	Z	197.88		197.88
9	Clerk/RFO Expenses	08/07/2025		Current Unity 177		Salary and Exps	Ian Blythe	Z	20.70		20.70
9	WFH	08/07/2025		Current Unity 177		Salary and Exps	Ian Blythe	Z	26.00		26.00
10	Clerk/RFO Salaries	08/07/2025		Current Unity 177		Salary and Exps	Ian Blythe	Z	322.31		322.31
10	WFH	08/07/2025		Current Unity 177		Salary and Exps	Ian Blythe	Z	37.27		37.27
21	Newsletter	08/07/2025		Current Unity 177		Printing Parish newsletter	Lees Hill School	Z	11.63		11.63
22	Newsletter	08/07/2025		Current Unity 177		Printing Parish newsletter	Ivan Whetton	Z	26.17		26.17
23	Audit Fees	08/07/2025		Current Unity 177		A. Dawes - outgoing clerk	Allan Dawes	Z	67.06		67.06
24	Admin & Stationery	08/07/2025		Current Unity 177		Admin & Stationery	Ian Blythe	S	33.24	6.65	39.89
25	WFH	08/07/2025		Current Unity 177	VOID	Salary and Exps	Ian Blythe	Z			
26	Clerk/RFO Salaries	08/07/2025		Current Unity 177	VOID	Salary and Exps	Ian Blythe	Z			
27	Clerk/RFO Salaries	08/07/2025		Current Unity 177	VOID	Salary and Exps	Ian Blythe	Z			
29	Clerk/RFO Expenses	08/07/2025		Current Unity 177		Salary and Exps	Ian Blythe	Z	30.60		30.60
30	Grass Cutting	08/07/2025		Current Unity 177		Grass cutting	Green Team Garden Servic	S	550.00	66.00	616.00
31	Village Hall Hire	08/07/2025		Current Unity 177		Hire of Village Hall	Walton Village Hall	Z	25.00		25.00
32	Training	08/07/2025		Current Unity 177		Training - SLCC	SLCC	S	120.00	24.00	144.00
33	Scribe Accounts	15/07/2025		Current Unity 177		Scribe accounts	Starboard Systems Limited	S	24.00	4.80	28.80
34	S.137	15/07/2025		Current Unity 177		Village Hall Mother & Toddler g	Walton Village Hall	Z	500.00		500.00
35	Payroll Services	29/07/2025		Current Unity 177		Payroll Services	DM Payroll Services Ltd	S	60.00	12.00	72.00
36	Payroll Services	29/07/2025		Current Unity 177	VOID	Payroll Services	DM Payroll Services Ltd	S			
37	Grass Cutting	29/07/2025		Current Unity 177		Grass cutting	Green Team Garden Servic	S	550.00	66.00	616.00
38	Bank charge	31/07/2025		Current Unity 177	VOID	Bank charge	Unity Trust Bank 177	Z			
39	Bank charge	31/07/2025		Current Unity 177		Bank charge	Unity Trust Bank 177	Z	6.00		6.00
								Total	**2,607.86**	**179.45**	**2,787.31**

Your Account Statement

unity trust bank
For Businesses. For Communities. For Good.
Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Ian Bl the
[redacted]

Date: 31/07/2025

Account Name: Walton Parish Council

Swift Code (BIC): [redacted]
IBAN Number: [redacted]

Sort Code: 608301
Account Number: [redacted]177

Your arranged overdraft limit is £0.00

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For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us

Call us: **0345 140 1000**
Email us: **us@unity.co.uk**
Visit us: **unity.co.uk**

Your Current T1 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
30/06/2025		Balance brought forward	£0.00	£0.00	£2,250.14
09/07/2025	Faster Payment Debit	B/P to: Walton Village Hal	Inv 31 £25.00	£0.00	£2,225.14
09/07/2025	Transfer	B/P to: SLCC Enterprises	Inv 32 £144.00	£0.00	£2,081.14
09/07/2025	Faster Payment Debit	B/P to: Ivan Whetton	Inv 22 £26.17	£0.00	£2,054.97

Statement number 011

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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We are a Living Wage Employer
NACFB WINNER

Your Current T1 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
09/07/2025	Faster Payment Debit	B/P to: Ian Blythe Clerk	Inv 9 £244.58	£0.00	£1,810.39
09/07/2025	Faster Payment Debit	B/P to: Ian Blythe Clerk	Inv 10 £359.58	£0.00	£1,450.81
09/07/2025	Faster Payment Debit	B/P to: WaltonLeesHillSch	Inv 21 £11.63	£0.00	£1,439.18
09/07/2025	Faster Payment Debit	B/P to: Allan Dawes	Inv 23 £67.06	£0.00	£1,372.12
09/07/2025	Faster Payment Debit	B/P to: Ian Blythe Clerk	24 & 29 £70.49	£0.00	£1,301.63
09/07/2025	Faster Payment Debit	B/P to: Green Team	Inv 30 £616.00	£0.00	£685.63
14/07/2025	Transfer	Transfer from 20515180	£0.00	£2,000.00	£2,685.63
15/07/2025	Standing Order	S/O to: Scribe Accounts	Inv 33 £28.80	£0.00	£2,656.83
16/07/2025	Faster Payment Debit	B/P to: Walton Village Hal	Inv 34 £500.00	£0.00	£2,156.83
31/07/2025	Fee	Service Charge	Inv 39 £6.00	£0.00	£2,150.83

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Your Account Statement

unity trust bank

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

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

Mr Ian Blythe
[redacted]

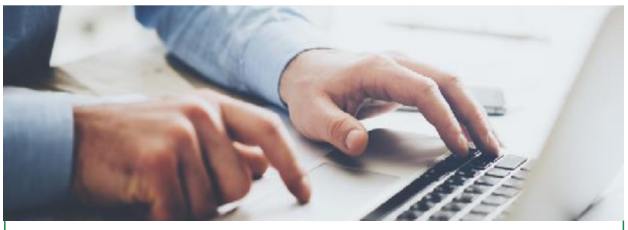
Date: 31/07/2025

Account Name: Walton Parish Council

Swift Code (BIC): [redacted]
IBAN Number: [redacted]

Sort Code: 608301
Account Number: [redacted]180

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For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us

Call us: **0345 140 1000**
Email us: **us@unity.co.uk**
Visit us: **unity.co.uk**

Your Instant Access account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
30/06/2025		Balance brought forward	£0.00	£0.00	£25,288.81
14/07/2025	Transfer	Transfer to 20515177	£2,000.00	£0.00	£23,288.81

Statement number 011

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INVESTORS IN PEOPLE We invest in people Gold

WALTON PARISH COUNCIL

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

Grant Awarding Policy

This Grant Awarding Policy was approved by Walton Parish Council at their meeting on 2 September 2025

Policy Statement

A grant or subsidy is any payment made by Walton Parish Council (WPC) to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the community.

Guidelines for Grant Applications

1) It is a condition of any grant application that the group or project must bring direct benefit to the residents of the parish. All applications must clearly demonstrate how this will be achieved.
2) Grant Aid application forms are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the group's annual accounts and bank statement(s). It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
3) Retrospective grant applications will only be considered under special circumstances.
4) The scheme provides awards for new as well as grants for existing organisations. Applications will be considered for day-to-day running expenses and individual projects.
5) Applications WILL NOT be considered from:
    a. Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
    b. Private organisations operated as a business to make a profit or surplus.
    c. "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
6) Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs.
7) It must be understood that any grant must only be used for the purpose for which it was awarded
8) WPC reserves the right to request any further information that it deems necessary to assist the decision making process
9) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
10) The size of any grant awarded is at the sole discretion of WPC

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11) WPC reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of the parish council.

12) WPC sets a budget in January of each year for the following financial year (April -March) and therefore grant applications will be discussed and agreed at the November meeting of the Parish Council. Any applications and associated paperwork should therefore be received by the Clerk no later than two weeks before the November meeting. Grants will then normally be paid in the next financial year.

13) Any urgent application for funding made outside of the normal budget setting cycle may be deferred until the next budget cycle. Councillors, at their discretion, may resolve to consider payment earlier than the next financial year.

WALTON PARISH COUNCIL

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

WALTON PARISH COUNCIL

GRANT APPLICATION FORM

Name of Organisation:		
Address:		
Telephone No:	**Email:**	
Contact Name & Position in Organisation:		
Contact Address (if different from above):		
Telephone No (if different from above):	**Email (if different from above):**	
1. **Aims of the Organisation**. (brief description of the main focus of the group and its benefit to Hayton)		
2. Approximate cost of project (if applicable)	**£**	
3. Amount you are applying for from Walton Parish Council	**£**	
4. Other funding applications (pending or approved)		
BANK DETAILS: **5. Account Name, Sort code and Account Number**		
6. Please tick to confirm you have enclosed a copy of your latest audited accounts, and	**Audited Accounts** ☐ **Latest Bank Statement(s)** ☐	

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most recent bank statement(s) to support your application	

Application submitted by:	**Name:** **Signature:**
Date:	
Completed Applications should be sent to: **Clerk to Walton Parish Council, Ian Blythe 4, The Dell, TALKIN. Brampton CA8 1AQ** **Queries: clerk@watonparish.co.uk or 07545086857**	

For Walton Parish Council use only:	
Date application received by WPC:	
Date submitted to full HPC:	
Request approved / Not approved	**Amount awarded (if applicable):** **£**

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IT Policy

This IT Policy was approved by Walton Parish Council at their meeting on 2 September 2025

1. Introduction

Walton parish council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Walton parish council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Walton 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.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Walton parish council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential [insert name] parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Walton parish council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Walton parish council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

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Walton parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Where applicable mobile devices provided by Walton parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Walton parish council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Walton parish council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the clerk.

All staff and councillors are responsible for the safety and security of Walton parish council's IT and email systems. By adhering to this IT and Email Policy, Walton parish council aims to create a secure and efficient IT environment that supports its mission and goals.

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.: 1510
Terms: Net 15
Invoice date: 24/08/2025
Due date: 08/09/2025

#	Product or service	Description	Qty	Rate	Amount	VAT
1.	**Services**	07/08/2025 - 1 x Parish Grass Cut @ £275	1	£275.00	£275.00	20.0% S
2.	**Services**	21/08/2025 - 1 x Parish Grass Cut @ £275	1	£275.00	£275.00	20.0% S

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

Subtotal	£550.00
VAT @ 20% on £550.00	£110.00
Total	**£660.00**

Ian Blythe

Payslip for Month Ending 31 Aug 2025

EMPLOYEE DETAILS

Works number	2
Tax code	[redacted]
National Insurance number	[redacted]
National Insurance table	C

ADDITIONS

Monthly pay	£255.33
Working From Home allowance	£26.00
Mileage	£23.40
Back pay	£37.26
Total	***£341.99***

DEDUCTIONS

Tax	£58.40
National Insurance	£0.00
Total	***£58.40***

THIS PAY PERIOD

Taxable gross pay	£292.59
Net pay	£234.19

YEAR TO DATE

Taxable gross pay	£1,189.86
Tax	£237.80
Employee National Insurance	£0.00
Employer National Insurance	£0.00

PAYMENT

£283.59

Paid on 15/08/2025

Walton Parish Council · PAYE ref [redacted]

Ian Blythe

Payslip for Month Ending 31 Jul 2025

EMPLOYEE DETAILS

Works number	2
Tax code	[redacted]
National Insurance number	[redacted]
National Insurance table	C

ADDITIONS

Monthly pay	£247.28
Working From Home allowance	£26.00
Total	***£273.28***

DEDUCTIONS

Tax	£49.60
National Insurance	£0.00
Total	***£49.60***

THIS PAY PERIOD

Taxable gross pay	£247.28
Net pay	£197.68

YEAR TO DATE

Taxable gross pay	£897.27
Tax	£179.40
Employee National Insurance	£0.00
Employer National Insurance	£0.00

PAYMENT

£223.68

Paid on 15/07/2025

Walton Parish Council · PAYE ref [redacted]6322

P30 Walton Parish Council
Month 5 (Ending 05/09/2025)

Employer

PAYE reference	[redacted]322
Accounts Office reference	[redacted]3470

Income Tax

Gross tax	£58.40
Received from HMRC to refund tax	£0.00
CIS deductions suffered	£0.00
Gross Student + Postgraduate Loan deductions	£0.00
NET INCOME TAX (1)	***£58.40***

National Insurance Contributions

Employee National Insurance contributions	£0.00
Employer National Insurance contributions	£0.00
Statutory Maternity Pay recovered	£0.00
Statutory Maternity Pay NIC compensation	£0.00
Statutory Paternity Pay recovered	£0.00
Statutory Paternity Pay NIC compensation	£0.00
Statutory Adoption Pay recovered	£0.00
Statutory Adoption Pay NIC compensation	£0.00
Statutory Shared Parental Pay recovered	£0.00
Statutory Shared Parental Pay NIC compensation	£0.00
Statutory Parental Bereavement Pay recovered	£0.00
Statutory Parental Bereavement Pay NIC compensation	£0.00
Statutory Neonatal Care Pay recovered	£0.00
Statutory Neonatal Care Pay 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	£179.40
Amount paid in previous periods	£0.00
Adjustment	£0.00
SHORTFALL (3)	***£0.00***

Total amount due (1 + 2 + 3) **£58.40**

Payment should reach HMRC by 22/09/2025. Pay account name HMRC Cumbernauld, account number 12001039, sort code 08-32-10, with reference 120PC002884702605.

P30 Walton Parish Council
Month 4 (Ending 05/08/2025)

Employer

PAYE reference	[redacted]322
Accounts Office reference	[redacted]8470

Income Tax

Gross tax	£49.60
Received from HMRC to refund tax	£0.00
CIS deductions suffered	£0.00
Gross Student + Postgraduate Loan deductions	£0.00
NET INCOME TAX (1)	***£49.60***

National Insurance Contributions

Employee National Insurance contributions	£0.00
Employer National Insurance contributions	£0.00
Statutory Maternity Pay recovered	£0.00
Statutory Maternity Pay NIC compensation	£0.00
Statutory Paternity Pay recovered	£0.00
Statutory Paternity Pay NIC compensation	£0.00
Statutory Adoption Pay recovered	£0.00
Statutory Adoption Pay NIC compensation	£0.00
Statutory Shared Parental Pay recovered	£0.00
Statutory Shared Parental Pay NIC compensation	£0.00
Statutory Parental Bereavement Pay recovered	£0.00
Statutory Parental Bereavement Pay NIC compensation	£0.00
Statutory Neonatal Care Pay recovered	£0.00
Statutory Neonatal Care Pay 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	£129.80
Amount paid in previous periods	£0.00
Adjustment	£0.00
SHORTFALL (3)	***£0.00***

Total amount due (1 + 2 + 3) **£49.60**

Payment should reach HMRC by 22/08/2025. Pay account name HMRC Cumbernauld, account number 12001039, sort code 08-32-10, with reference 120PC002884702604.

From: **GOV.UK Pay** gov.uk.pay@notifications.service.gov.uk
Subject: Your payment of £7.00 to Search for land and property information was successful
Date: 7 August 2025 at 13:59
To: clerk@waltonparish.co.uk

GP

GOV·UK

Your payment of £7.00 to Search for land and property information was successful

Payment for: Title plan
Reference: 1000008159254
Date of payment: 7 August 2025 – 13:57:38

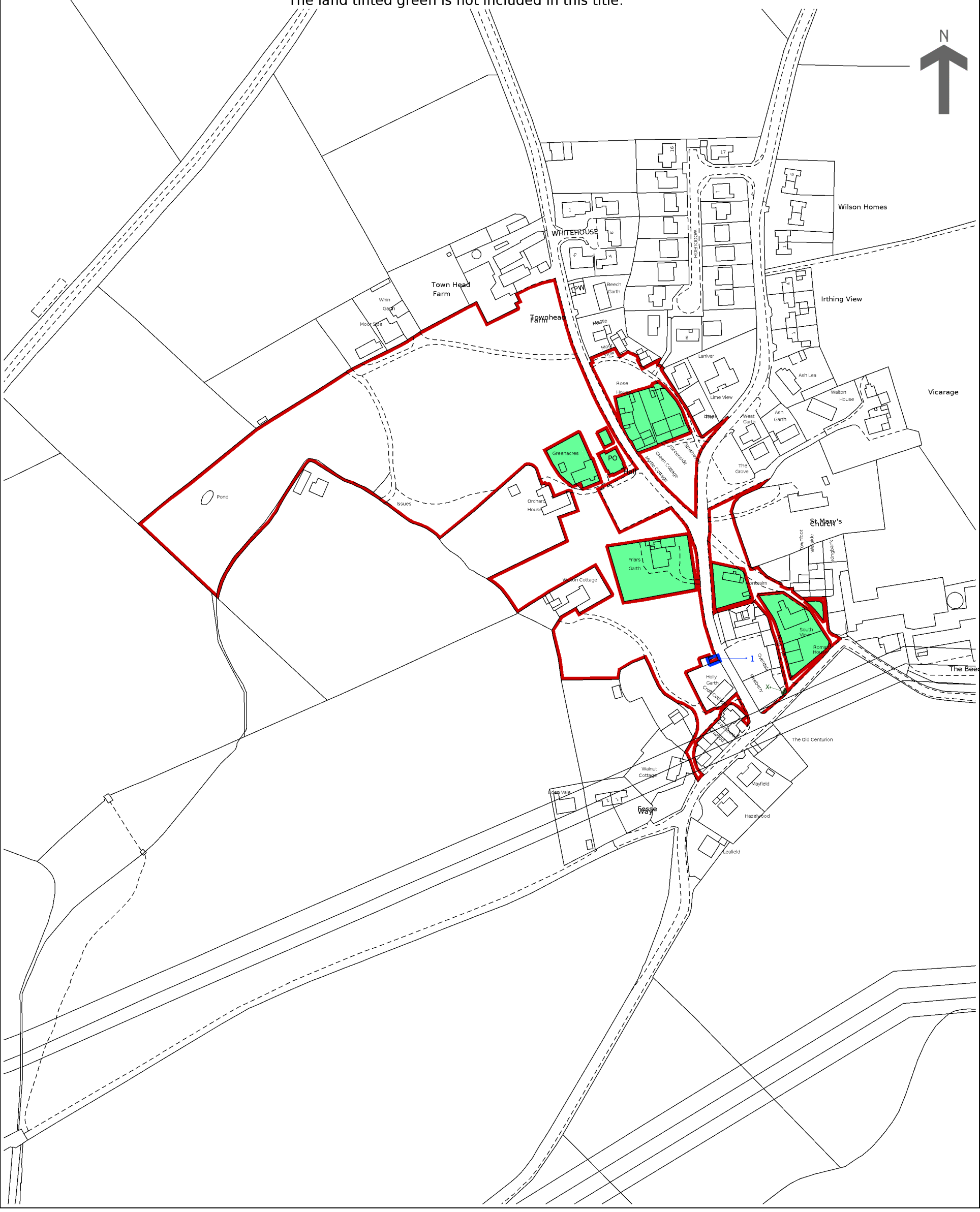
This email address is not monitored. If you have any questions about your payment, contact the service you made the payment to directly.

HM Land Registry
Current title plan

Title number **CU256322**
Ordnance Survey map reference **NY5264SW**
Scale **1:2500**
Administrative area **Cumberland**

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The land tinted green is not included in this title.



This is a copy of the title plan on 7 AUG 2025 at 14:02:08. This copy does not take account of any application made after that time even if still pending in HM Land Registry when this copy was issued.

This copy is not an 'Official Copy' of the title plan. An official copy of the title plan is admissible in evidence in a court to the same extent as the original. A person is entitled to be indemnified by the registrar if he or she suffers loss by reason of a mistake in an official copy. If you want to obtain an official copy, the HM Land Registry web site explains how to do this.

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This title is dealt with by HM Land Registry, Durham Office.

From: **GOV.UK Pay** gov.uk.pay@notifications.service.gov.uk
Subject: Your payment of £7.00 to Search for land and property information was successful
Date: 7 August 2025 at 14:02
To: clerk@waltonparish.co.uk

GP

GOV·UK

Your payment of £7.00 to Search for land and property information was successful

Payment for: Title plan
Reference: 1000008159317
Date of payment: 7 August 2025 – 14:02:09

This email address is not monitored. If you have any questions about your payment, contact the service you made the payment to directly.