

# HAYTON PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW

Tel: 0750 800 1602 Email: [clerk@Hayton-pc.gov.uk](mailto:clerk@Hayton-pc.gov.uk) [www.haytonparishcouncil.org.uk](http://www.haytonparishcouncil.org.uk)

Wednesday, 12 March 2025

Dear Councillor

You are summoned to attend the Annual Parish Meeting followed by the **Hayton Parish Council Meeting** that will be held at Talkin Village Hall on **Wednesday 19 March 2025** at 7.00 PM. The Public and Press are invited to attend.



Clerk

## AGENDA Annual Parish Meeting

**137. APOLOGIES FOR ABSENCE** - To receive apologies and approve reasons for absence

**138. Chairman's report – to note** the attached report.

**139. Public Participation – all electors are invited to attend.** To note that any matters or ideas raised by parishioners will be included in a report from the clerk for consideration at a future meeting unless otherwise covered on the agenda.

### Parish Council Meeting

**140. MINUTES OF THE COUNCIL MEETING held on 19 February 2025** - To authorise the chair to sign, as a correct record, the minutes of the meeting held on 19 February 2025 (attached).

### 141. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION

- a. Register of Interests: Councillors are reminded of the need to update their register of interests
- b. To declare any personal interests in items on the agenda and their nature
- c. 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)
- d. To make any requests for dispensation

### 142. 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

**143. 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.

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**144. 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.)

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

**146. PLANNING APPLICATIONS** - You may view the details on the Planning Authority website ([Cumberland.gov.uk](http://Cumberland.gov.uk)) where parishioners can submit their own observations directly

a. To resolve whether to submit any observations on the following applications

25-0017-tpo	6 Clover Meadows, Heads Nook, Brampton, CA8 9AW	Removal Of 1no. Lime Tree (T2) Subject To TPO220
25/0110	1 Little Corby Road, Little Corby, Carlisle, CA4 8QN	Erection Of Detached Garage
25/0104	Jonathans Farmhouse, Fenton, How Mill, Brampton, CA8 9JZ	Change Of Use Of Land To Residential Garden Meadow (Part Retrospective)
25/0083	Stonehouse Farm, Hayton, Brampton, CA8 9JE	Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 22/0148 (Erection Of Detached Garage And Formation Of Gravelled Access Drive) To Change Orientation Of Roof To Match House And Extension; Relocate Windows From Rear Elevation To Side/Garden Elevation
25/0080	Grove House, How Mill, Brampton, CA8 9JN	Demolition Of Rear Lean To; Erection Of Two Storey Rear Extension To Provide Additional Living Accommodation On Ground Floor With 2no. Bedrooms (1no. En-Suite) Above
25/0056	Gelt Bridge (Gelt Viaduct), How Street, Hayton, Carlisle, CA8 9JJ	Repair Works To Gelt Bridge (LBC)
25/0054	Castello Cottages, Garden Walk, Edmond Castle, Corby Hill, Carlisle, CA4 8QD	Variation Of Conditions 3 (Holiday Let Restriction); 4 (Nature Of Occupation) & 5 (Bound Register) Of Previously Approved Permission 11/1063 (Erection Of A Single Terrace Of 4no. Two Storey Holiday Let Units With Associated Access And Parking) To Enable Mixed Residential (Use Class C3) & Holiday Let Use (Sui Generis)

### 147. FINANCE

a. **Payments- to authorise** schedule of payments totalling £1781.84 (VN 77-84) 2024-25

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
78	28/02/2025	WaterPlus	0	Allotment water fee	6.79	0.00	6.79
79	20/03/2025	Nicholas Phillips	0	Clerk's Salary	733.38	0.00	733.38
80	20/03/2025	HMRC	0	HMRC	165.94	0.00	165.94
81	20/03/2025	Nicholas Phillips	0	Clerk's Expenses	23.73	0.00	23.73

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81	20/03/2025	Nicholas Phillips	0	Clerk's Expenses	312.00	0.00	312.00
82	20/03/2025	Talkin Village Hall	Room Hire - Hayton Parish Council	Room Hire	30.00	0.00	30.00
77	20/03/2025	WJP Software Ltd	IN24-1075	Website fee	225.00	45.00	270.00
83	31/03/2025	Unity Trust Bank		Bank Charge	6.00	0.00	6.00
84	20/03/2025	Cumbria Clock Company	20083	Church Clock	195.00	39.00	234.00

- b. Payments- to authorise** schedule of payments totalling £905.32 (VN 1-3) 2025-26 Please note that VN2 & 3 are subject to change due to HMRC code changes..

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
2	16/04/2025	Nicholas Phillips	0	Clerk's Salary	733.38	0.00	733.38
3	16/04/2025	HMRC	0	HMRC	165.94	0.00	165.94
1	30/04/2025	Unity Trust Bank	0	Bank Charges	6.00	0.00	6.00

- c. Monthly reconciliation (February 2025) – to receive and note** the reconciliation and balances checked by Cllr Culley.
- d. Monthly budget update- to receive and note**
- e. Receipt – to note** receipt from Barclays Bank – Interest £72.58 R08.
- f. To note that all Barclays accounts are now closed and funds transferred to Unity Trust Bank.**
- g. To note that there is a claim for VAT of £1186.44 with HMRC**
- 148.Potholes – to discuss how to report potholes effectively.
- 149.Sexual Harassment Policy- to resolve whether to adopt the recommended policy (attached).
- 150.Clerk's verbal report:** to receive feedback on the following items
- a. Removal of Lamp Column in Hayton Village
- 151.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.
- 152.Date of next meeting**
- The Annual meeting of the Parish Council** will take place on Wednesday 21 May 2025 in Heads Nook Village Hall at 7.00pm.
- Agenda items to be submitted to the Clerk by 12 noon on 9 May 2025.

## *Annual Electors Meeting – 19 March 2025*

### **Chairman's Report**

I was re-elected as Chairman in May 2024 and it has remained a pleasure to serve in this role. Cllr Raymond Tinnion was elected to the role of Vice Chair.

I would like to thank all the Parish Councillors for their continued contribution over the past year. Their input has helped the Council achieve a lot despite the challenges it and the local community have faced and continue to face.

I would also like to thank the Cumberland Councillor who has attended the above meetings and kept the Parish Council informed about Cumberland Council's response to matters relevant to the Parish and look forward to continuing this work in the future.

At the Annual meeting in May 2024, the council was able to accept and sign off the annual accounts for 2023/24 which had been internally audited and agreed to appoint an auditor for 2024/25. The subsequent returns for the external auditor were then completed and submitted.

Vacancies still remain in Corby Hill ward, these are advertised on the Council's website and the council would welcome any application.

Over the last 12 months the Parish Council has considered 27 planning applications and made observations on them to the relevant Planning Authorities. I would like to thank the Councillors on the Planning Working Group who help me review applications in detail and report to the Parish Council with our observations.

At the meeting on 11 November 2024, the Precept for 2025/26 was discussed thoroughly before agreeing to set a precept of £20500, a small increase on the previous year.

I would like to finish by thanking my fellow councillors, Cumberland Councillor and the Clerk for their work over the past year and for their support.

Gary Clubbs

March 2025

# HAYTON PARISH COUNCIL

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Minutes of the Hayton Parish Council meeting held on Wednesday 19 February 2025 at 7.00pm in Hayton Reading Room.

Present: G Clubbs (Chair), I Blythe, D Byers, H Denby, J Dowling, R Hayton, R Tinnion

Also Present: N Phillips (Clerk/RFO)

121. **APOLOGIES FOR ABSENCE** - received apologies and approved reasons for absence from Cllrs Jackson & Culley

122. **MINUTES OF THE COUNCIL MEETING held on 15 January 2025** - authorised the chair to sign, as a correct record, the minutes of the meeting held on 15 January.

### 123. **DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION**

Cllr Dowling made a request for dispensation for £27.90 for repairs to the community field and declared an interest in item 131.

### 124. **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

### 125. **PUBLIC PARTICIPATION** none

### 126. **CUMBERLAND COUNCILLOR REPORTS**—none

127. **POLICE MATTERS** —resolved to submit to the Local Focus Hub concerns about tractors driving on to the verges and tractor drivers using mobile phones whilst moving. Clerk to Contact Police about parking in Hayton Village particularly at school pick up times.

### 128. **FINANCE**

#### a. **Payments- authorised** schedule of payments totalling £1077.74 (VN 70-74)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
71	20/02/2025	Nicholas Phillips	0	Clerk's Salary	733.38	0.00	733.38
72	20/02/2025	HMRC	0	HMRC	165.94	0.00	165.94
73	20/02/2025	Nicholas Phillips	0	Clerk's Expenses	8.02	0.00	8.02
74	20/02/2025	RO Lamb Memorial Reading Room	Room Hire - Hayton PC	Room Hire	30.00	0.00	30.00
70	20/02/2025	Cumberland Council	0385291	Playground Inspections	58.50	11.70	70.20
70	20/02/2025	Cumberland Council	0385291	Playground Inspections	58.50	11.70	70.20

b. **Monthly reconciliation (January)** —received and noted the reconciliation and balances checked by Cllr Culley.

c. **Monthly budget update-** received and noted

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- d. **Receipt –noted** receipt from Heads Nook Village Hall for Play area Inspection £58.50 R06, Hayton Playing Field Project £470.05 play equipment R07.
129. Banking –resolved to transfer the council bank accounts to Unity Trust Bank and authorised signatures on the relevant forms – Cllrs Clubbs, Tinnion, Dowling and Blythe to sign and account closure form for Barclays also signed.
130. **Councillor email addresses: resolved to set up official email addresses for councillors.**
131. **Grant Application from Hayton Reading Room** - resolved to make a grant of £697 to Hayton Reading Room for their annual insurance.
132. **Grant application policy** –resolved to adopt the attached policy.
133. Dog Fouling on Community Field and Village Green in Hayton –discussed and resolved to take the following actions: speak to Cllr Dobson to ask for support from Cumberland Council with Hayton Village and Talkin Village dog fouling issues.
134. Play area inspection reports: noted the attached reports
135. **Councillors’ reports and items for future agenda**
- Potholes**
- Lamp column removed in Hayton Village.**
136. **Date of next meeting**
- The next meeting of the Parish Council** will take place on 19 March 2025 in Talkin Village Hall at 7.00pm.
- Agenda items to be submitted to the Clerk by 12 noon on 6 March 2025.
- Meeting closed at 20.20

Nick Phillips  
Clerk to Hayton PC  
14 Twickenham Court  
Carlisle  
CA1 3TW

**Case Officer:**

Sue Stashkiw

**Direct Line:**

01228 817175

**E-mail:**

Susan.Stashkiw@carlisle.gov.uk

**Your Ref:**

**Our Ref:**

SJS/DC/25/0017 TPO

10 March 2025

Dear Nick

### **CONSULTATION ON SUBMITTED APPLICATION**

**Proposal: Removal Of 1no. Lime Tree (T2) Subject To TPO220**  
**Location: 6 Clover Meadows, Heads Nook, Brampton, CA8 9AW**  
**Appn Ref: 25/0017/TPO**  
**Grid Ref: 349416 555281**

This Department has received an application for the above proposal.

I would be pleased to receive any observations you wish to make about the application by 07 April 2025. If you are unable to let me have your observations within this period please inform me when they will be available. If I do not hear from you at all by 07 April 2025 I will assume that you have no observations to offer.

If you require any further information, please contact the case officer named above, quoting the application reference listed in the heading to this letter. Please note that your comments will be available for inspection by the applicant and the public both at the Council offices and on the internet.

Yours sincerely



**Christopher Hardman, Head of Development Management**

Nick Phillips  
Clerk to Hayton PC  
14 Twickenham Court  
Carlisle  
CA1 3TW

**Case Officer:**

Leigh Thompson

**Direct Line:**

01228 817125

**E-mail:**

Leigh.Thompson@carlisle.gov.uk

**Your Ref:**

**Our Ref:**

LT/DC/25/0110

10 March 2025

Dear Nick

## **NOTIFICATION OF AMENDED DETAILS/FURTHER INFORMATION**

**Proposal: Erection Of Detached Garage**

**Location: 1 Little Corby Road, Little Corby, Carlisle, CA4 8QN**

**Appn Ref: 25/0110**

**Grid Ref: 347406 556976**

I refer to the above application, upon which you were recently consulted and/or commented and write to advise that revised plans of the proposal have now been submitted.

You may view the application via our online register at [www.cumberland.gov.uk](http://www.cumberland.gov.uk). Revised details can be found at the top the "Documents" listed on the application details under either "Amended" or "Additional Info".

As this is a householder application, in the event of an appeal against a refusal of planning permission, any representations made about this application will be sent to the Secretary of State and there will be no further opportunity to comment at appeal stage.

I would be grateful to receive, by 31 March 2025, your observations upon the amendments prior to the application being formally determined. Please note that due to the volume of correspondence on applications we do not usually enter into a dialogue with those making representations and matters will be dealt with through the application process/assessment.



You are reminded of the Right to Speak Scheme and how it applies to Parish Councils. If you require further details of the Scheme please contact Planning for a copy of the "Right To Speak Policy" or you may access it via the Planning Applications page on the Council's website, [www.cumberland.gov.uk](http://www.cumberland.gov.uk)

Should you require any further information or wish to clarify any aspect of the proposal or if you have difficulty in providing comments by the response date, please contact the Case Officer whose details are given at the head of this letter.

Please note that any adjacent residents who have also been notified of the amended plans may contact you to arrange to view the amended plans. I would ask that any request of that nature be accommodated if at all possible.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C Hardman', followed by a horizontal line.

**Christopher Hardman, Head of Development Management**

Cumberland Council  
Thriving Place and Investment  
Planning  
Civic Centre  
Rickergate  
CARLISLE  
CA3 8QG

**FAO Case Officer:** Leigh Thompson

## **PARISH COUNCIL REPLY TO CONSULTATION ON PLANNING APPLICATION**

**Proposal:** Erection Of Detached Garage

**Location:** 1 Little Corby Road, Little Corby, Carlisle, CA4 8QN

**Appn Ref:** 25/0110

- \*1 My Council does not wish to make any representation on the proposal detailed above.
- \*2 The observations of my Council on the proposal detailed above are given\*below/on the attached document.

*\*Delete as appropriate*

**Clerk to Hayton PC**

**Parish Observations**

Nick Phillips  
Clerk to Hayton PC  
14 Twickenham Court  
Carlisle  
CA1 3TW

**Case Officer:**

Laura Brice

**Direct Line:**

01228 817260

**E-mail:**

Laura.Brice@carlisle.gov.uk

**Your Ref:**

**Our Ref:**

LB/DC/25/0104

10 March 2025

Dear Nick

## **NOTIFICATION OF AMENDED DETAILS/FURTHER INFORMATION**

**Proposal: Change Of Use Of Land To Residential Garden Meadow (Part Retrospective)**

**Location: Jonathans Farmhouse, Fenton, How Mill, Brampton, CA8 9JZ**

**Appn Ref: 25/0104**

**Grid Ref: 350180 556094**

I refer to the above application, upon which you were recently consulted and/or commented and write to advise that revised plans of the proposal have now been submitted.

You may view the application via our online register at [www.cumberland.gov.uk](http://www.cumberland.gov.uk). Revised details can be found at the top the "Documents" listed on the application details under either "Amended" or "Additional Info".

I would be grateful to receive, by 31 March 2025, your observations upon the amendments prior to the application being formally determined. Please note that due to the volume of correspondence on applications we do not usually enter into a dialogue with those making representations and matters will be dealt with through the application process/assessment.

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Yours sincerely

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**Christopher Hardman, Head of Development Management**

Cumberland Council  
Thriving Place and Investment  
Planning  
Civic Centre  
Rickergate  
CARLISLE  
CA3 8QG

**FAO Case Officer:** Laura Brice

## **PARISH COUNCIL REPLY TO CONSULTATION ON PLANNING APPLICATION**

**Proposal: Change Of Use Of Land To Residential Garden Meadow (Part Retrospective)**

**Location: Jonathans Farmhouse, Fenton, How Mill, Brampton, CA8 9JZ**

**Appn Ref: 25/0104**

\*1 My Council does not wish to make any representation on the proposal detailed above.

\*2 The observations of my Council on the proposal detailed above are given\*below/on the attached document.

*\*Delete as appropriate*

**Clerk to Hayton PC**

**Parish Observations**

# Hayton Parish Council

12 March 2025 (2024-2025)

## PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
78	Allotments	28/02/2025		Old Barclays Commu		Allotment water fee	WaterPlus	Z	6.79		6.79
79	Clerk Salary	20/03/2025		Current - Unity		Clerk's Salary	Nicholas Phillips	Z	733.38		733.38
80	HMRC	20/03/2025		Current - Unity		HMRC	HMRC	Z	165.94		165.94
81	Travel and Office expenses	20/03/2025		Current - Unity		Clerk's Expenses	Nicholas Phillips	Z	23.73		23.73
81	Office accommodation (WFH)	20/03/2025		Current - Unity		Clerk's Expenses	Nicholas Phillips	Z	312.00		312.00
82	Room rental	20/03/2025		Current - Unity	Room Hire - Hayto	Room Hire	Talkin Village Hall	Z	30.00		30.00
77	Website	20/03/2025		Current - Unity	IN24-1075	Website fee	WJP Software Ltd	S	225.00	45.00	270.00
84	Church Clock	20/03/2025		Current - Unity	20083	Church Clock	The Cumbria Clock Compni	S	195.00	39.00	234.00
83	Bank charges	31/03/2025		Current - Unity		Bank Charges	Unity Trust Bank	Z	6.00		6.00
<b>Total</b>									<b>1,697.84</b>	<b>84.00</b>	<b>1,781.84</b>

Prepared by: \_\_\_\_\_

*Name and Role*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

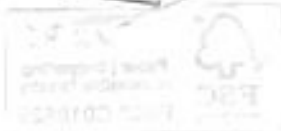
*Name and Role*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

*Name and Role*

Date: \_\_\_\_\_



**B&Q**

B&Q  
Carlisle 1182  
London Road, Carlisle, Cumbria  
CA1 2PD  
01228 818100  
Email: Carlisle.DutyManager@b-and-q.co.uk  
90 Days Returns Policy  
See Overleaf

1x BLUE CIRCLE POSTCRETE 20KG		
5018719100152		£7.50
2x TARMAC SUB BASE MOT LARGE		
5030349012414	£5.70	£11.40
2x TOP SOIL 25L		
5059340918068	£4.50	£9.00

5 Item(s)

TOTAL £27.90

Card sale -£27.90

\*\*\*\*\*9302  
15672772624

Visa	CONTACTLESS
Number:	*****9302
Auth Code:	004889
AID:	A0000000031010
App Date:	
App Seq No: 05	Issue:
Merchant ID:	
Terminal ID:	****5565
Permanent TID:	39200873
Reference:	0050 1182 118282

Please debit my account

NO CARDHOLDER VERIFICATION



RT1182118282180225005080

Transaction in accordance with notified terms and conditions.

Shopping is now faster and easier than ever with the B&Q app. Search "B&Q" in the App Store and Google Play store today.

Please retain for your records.

18/02/2025 13:11 1182 082 0050

**WJP Software Limited**

Office 10, Bedale Hall, North End,, Bedale,, North Yorks,, DL8 1AA

**Telephone:** 01677 392001 **Mobile:** 07769970448**Email:** james.proctor@wjps.co.uk **Website:** www.wjps.co.uk**VAT Number**  
GB 110 437659**Customer** Hayton Parish Council  
**Reference**  
**Invoice Address** c/o Parish Clerk  
**Delivery Address** c/o Parish Clerk**Invoice Number** IN24-1075  
**Invoice Date** 25/02/2025  
**Due Date** 27/03/2025

Description	Qty/Hrs	Price/Rate	Net	% VAT	VAT	Total (£)
Office 365 Kiosk Emails (O365 Kiosk Email)	9.00	25.00	225.00	20.00	45.00	270.00
<b>Total Net</b>						225.00 (£)
<b>Total VAT</b>						45.00 (£)
<b>Total</b>						270.00 (£)

**Notes**Please note that you can pay directly into our bank account.  
Please quote the invoice number.

Sort Code: 40-40-22 / Account Number: 01742582

Account Name: WJP Software Limited / Bank: HSBC

VAT Rate	Net (£)	VAT (£)	Total (£)
Standard 20.00%	225.00	45.00	270.00

**Terms and Conditions**The total must be paid within 30 days of the date at the top of the invoice.  
If you have any problems with this invoice please contact info@wjps.co.uk



# Hayton Parish Council

## Clerk's Expenses March 2025

		VAT		Total
Postage				
Agenda postage				£ 1.65
WFH Allowance	12 Months x £26			£ 312.00
Travel	Miles	@per mile		
To post agendas on noticeboards	12.2	£ 0.52		£ 6.37
Defibrilator Check	30.1	£ 0.52		£ 15.71
		Totals	£ - £ 335.73	£ 335.73

# Cumbria Clock Company Ltd

Dacre  
Penrith, Cumbria, CA11 0HH  
United Kingdom  
Website [www.clockmaker.co.uk](http://www.clockmaker.co.uk)  
Telephone: 01768486933  
Mobile 07753628282  
Email [hazel@clockmaker.co.uk](mailto:hazel@clockmaker.co.uk)

## Invoice To:

Hayton Parish Council  
14 Twickenham Court  
Cumbria  
CA1 3TW

## SALES INVOICE

**Invoice Date** 28/02/2025  
**Due Date** 14/03/2025  
**Reference** Hayton  
**Customer Code** Hayton  
**Invoice Number** 20083

Description	Qty/Hrs	Price/Rate	VAT %	Net
Re: St MAry Magdalene church clock	1.00	0.00	20.00	0.00
The servicing of the above clock on 24/2/25	1.00	195.00	20.00	195.00

VAT Rate	Net	VAT	Total Net	195.00
Standard 20.00% (20.00%)	£195.00	£39.00	Total VAT	39.00
			<b>TOTAL</b>	<b>£234.00</b>

## Notes:

General Data Protection Regulation Notice.  
If you do not wish us to keep your personal data please can you contact us.  
Kind regards  
The Cumbria Clock Company Ltd.

## Terms and Conditions:

PAYMENT TERMS 14 DAYS NET  
Details for bank transfer:-  
Please use invoice number as ref  
Cumbria Clock Company Ltd  
HSBC, Penrith Branch  
Account No: 41376209  
Sort Code: 40-26-06  
IBAN GB74HBUK40260641376209



Registered in England and Wales No. 4439944 , VAT Registration Number GB 533549733  
Registered Address Dacre, Penrith, Cumbria, CA11 0HH, United Kingdom

Please can we have your email address.

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2	Clerk Salary	16/04/2025		Current - Unity		Clerk's Salary	Nicholas Phillips	Z	733.38		733.38
3	HMRC	16/04/2025		Current - Unity		HMRC	HMRC	Z	165.94		165.94
1	Bank charges	30/04/2025		Current - Unity		Bank Charges	Unity Trust Bank	Z	6.00		6.00
									<b>Total</b>	<b>905.32</b>	<b>905.32</b>

THE OFFICIALS  
HAYTON PARISH COUNCIL  
14 TWICKENHAM COURT  
CARLISLE  
CA1 3TW

## Your Business accounts – at a glance

### Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

### Your balances on 28 February 2025

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#### Business Current Accounts

Community Account Statement	<b>£26,044.82</b>
.....	
Sort Code 20-18-47 • Account No 80453005	

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#### Business Savings Accounts

Business Premium Account	<b>£13.68</b>
.....	
Sort Code 20-18-47 • Account No 30438049	

This is the end of your account summary.



Today: 26 Feb 2025



MR NICHOLAS MARK PHILLIPS

## Transactions

**Business Premium ME**

**20-18-47 30438049**

Available balance	£13.68
Last night's balance	£13.68
Overdraft limit	n/a

Showing 1 transaction between 21/02/2025 and 21/02/2025 from 27/01/2025 to 26/02/2025

Date	Description	Money in	Money out	Balance
21/02/2025	Funds Transfer 201847 80453005 FT 201847 80453005 FT		-£23,000.00	£13.68

[Need to view older transactions?](#)

If you have registered for online statements, then follow the link to view them  
If you don't have online statements, then statements may still be visible in Barclays Cloud It  
If you can't find the relevant statement/transactions online, you can order a copy statement

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 number: 759676). Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at [www.lendingstandardsboard.org.uk](http://www.lendingstandardsboard.org.uk)

Barclays Insurance Services Company Limited is authorised and regulated by the Financial Conduct Authority (Financial Services Register number: 312078).

Barclays Smart Investor is a trading name of Barclays Investment Solutions Limited. Barclays Investment Solutions Limited is authorised and regulated by the Financial Conduct Authority. (Financial Services Register number: 155595). Barclays Investment Solutions Limited is a member of the London Stock Exchange & NEX.

Barclays Bank PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702).

Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London, E14 5HP.

**THE OFFICIALS  
 HAYTON PARISH COUNCIL  
 14 TWICKENHAM COURT  
 CARLISLE  
 CA1 3TW**

## Your Community Account

## At a glance

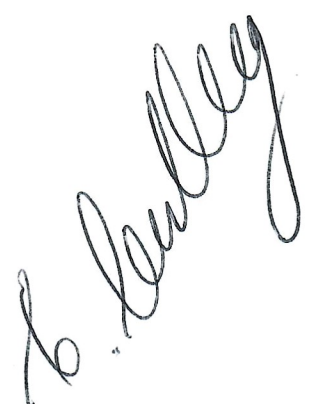
Date	Description	Money out £	Money in £	Balance £
1 Feb	<b>Start Balance</b>			<b>4,325.70</b>
3 Feb	<b>Giro</b> Direct Credit From Heads Nook Village Ref: Heads Nook Play AR	<b>R06</b>	58.50	4,384.20
12 Feb	<b>Deposit at Barclays Post Office Credit</b> Ref: 100263	<b>R07</b>	470.05	4,854.25
17 Feb	<b>STO</b> Standing Order to H M R C PAYE Nic Ref:- 783PH00166975	165.94	<b>VN72</b>	4,688.31
	<b>STO</b> Standing Order to Nicholas Phillips Ref:- Salary	733.38	<b>VN71</b>	3,954.93
21 Feb	<b>On-Line Banking Bill Payment to Nicholas Phillips</b> Ref: Exp Feb VN73	8.02	<b>VN73</b>	3,946.91
	<b>On-Line Banking Bill Payment to John Dowling</b> Ref: Reimbursement	27.90	<b>VN75</b>	3,919.01
	<b>On-Line Banking Bill Payment to The RO Lamb Memori</b> Ref: Room Hire Feb VN74	30.00	<b>VN74</b>	3,889.01
	<b>On-Line Banking Bill Payment to Cumberland Council</b> Ref: 0385291	140.40	<b>VN70</b>	3,748.61
	<b>On-Line Banking Bill Payment to The RO Lamb Memori</b> Ref: Insurance	697.00	<b>VN76</b>	3,051.61
	<b>Internet Banking Transfer From Account 30438049 at 20-18-47</b>		23,000.00	26,051.61

Continued

### 01 - 28 Feb 2025

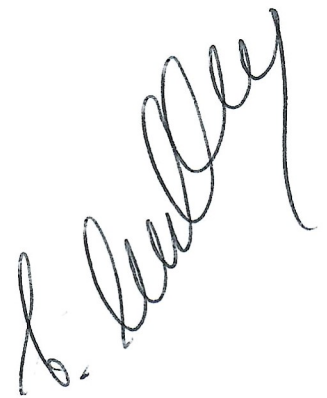
Start balance	£4,325.70
Money out	£1,809.43
▶ Commission charges	£0.00
Money in	£23,528.55
▶ Gross interest earned	£0.00
<b>End balance</b>	<b>£26,044.82</b>

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



Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				26,051.61
28 Feb	DD Direct Debit to Water Plus Ref: 4192056449 This Is A New Direct Debit Payment	6.79	R06	26,044.82
28 Feb	Balance carried forward			26,044.82
Total Payments/Receipts		1,809.43	23,528.55	

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







# Hayton Parish Council

12 March 2025 (2024-2025)

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>PAYMENTS</b>															
<b>Income</b>															
Precept															
Bank interest															
<b>Administration</b>															
Clerk Salary	10,207.80	698.73	709.13	703.93	703.93	703.93	703.93	703.93	932.42	733.38	733.38	733.38	733.38	8,793.45	1,414.35
HMRC		158.65	148.25	153.45	153.45	153.45	153.45	153.45	260.52	165.94	165.94	165.94	165.94	1,998.43	-1,998.43
Annual Payroll	186.18	174.00												174.00	12.18
Insurance	1,324.66										536.00			536.00	788.66
Audit fees	128.40		100.00				210.00							310.00	-181.60
Travel and Office expen	214.03		7.72	23.43	7.72		96.90	8.02	8.02		23.73	8.02	23.73	207.29	6.74
Office accommodation (	267.50												312.00	312.00	-44.50
Training	214.03														214.03
Room rental	288.90		30.00	30.00	30.00		30.00	30.00	61.67		30.00	30.00	30.00	301.67	-12.77
Bank charges													6.00	6.00	-6.00
<b>Grounds Maintenance</b>															
Grass contract	2,781.98		1,065.00	532.50	532.50	532.50	532.50		100.00					3,295.00	-513.02
Trees	1,069.97														1,069.97
Hayton Playing Field	106.97								470.05			86.40		556.45	-449.48
Heads Nook Playing Fie	106.97											58.50		58.50	48.47
Talkin Signpost project															
<b>General maintenance</b>															
Repairs and Maintenanc	374.48														374.48
Seats and Noticeboards	1,069.97		190.00											190.00	879.97
Bus Shelters	321.00														321.00
Church Clock	199.08												195.00	195.00	4.08
<b>Subscriptions and lice</b>															
Subscriptions	513.60		875.45	24.99										900.44	-386.84
Website	160.50		190.21								20.00		225.00	435.21	-274.71

# Hayton Parish Council

12 March 2025 (2024-2025)

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>Miscellaneous</b>															
AED batteries	535.03				592.94									592.94	-57.91
Allotments	85.63	20.73	10.71		10.93	8.86	8.86	8.64	8.86	8.64		6.79		93.02	-7.39
Christmas trees and light	428.00								525.00					525.00	-97.00
Miscellaneous							1,000.00							1,000.00	-1,000.00
Grants												697.00		697.00	-697.00
	<b>20,584.68</b>	<b>1,052.11</b>	<b>3,326.47</b>	<b>1,468.30</b>	<b>2,031.47</b>	<b>1,398.74</b>	<b>2,735.64</b>	<b>904.04</b>	<b>2,366.54</b>	<b>907.96</b>	<b>1,509.05</b>	<b>1,786.03</b>	<b>1,691.05</b>		
														<b>Total:</b>	<b>21,177.40</b>
														<b>Variance:</b>	<b>-592.72</b>

# Hayton Parish Council

12 March 2025 (2024-2025)

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>RECEIPTS</b>															
<b>Income</b>															
Precept	19,500.00	19,500.00												19,500.00	
Bank interest				85.10			85.43			85.74			72.58	328.85	328.85
<b>Administration</b>															
Clerk Salary															
HMRC															
Annual Payroll															
Insurance															
Audit fees															
Travel and Office expen															
Office accommodation (															
Training															
Room rental															
Bank charges															
<b>Grounds Maintenance</b>															
Grass contract															
Trees															
Hayton Playing Field	106.97											470.05		470.05	363.08
Heads Nook Playing Fie	106.97											58.50		58.50	-48.47
Talkin Signpost project															
<b>General maintenance</b>															
Repairs and Maintenanc															
Seats and Noticeboards															
Bus Shelters															
Church Clock	99.48														-99.48
<b>Subscriptions and lice</b>															
Subscriptions															
Website															

# Hayton Parish Council

12 March 2025 (2024-2025)

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>Miscellaneous</b>															
AED batteries															
Allotments	85.63														-85.63
Christmas trees and light															
Miscellaneous															
Grants															
	<b>19,899.05</b>	<b>19,500.00</b>		<b>85.10</b>			<b>85.43</b>			<b>85.74</b>		<b>528.55</b>	<b>72.58</b>		
														<b>Total:</b>	<b>20,357.40</b>
														<b>Variance:</b>	<b>458.35</b>

# HAYTON PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW

Tel: 0750 800 1602 Email: [clerk@Hayton-pc.gov.uk](mailto:clerk@Hayton-pc.gov.uk)

[www.haytonparishcouncil.org.uk](http://www.haytonparishcouncil.org.uk)

## SEXUAL HARASSMENT POLICY

### Document history

Notes of changes	Version No.	Date of approval and adoption
Sexual Harassment Policy	1	19/3/2025

**THIS SEXUAL HARASSMENT POLICY IS PUBLISHED AS APPROVED BY HAYTON PARISH COUNCIL IN MARCH 2025**

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## **Scope**

This policy covers all Hayton Parish Council employees and councillors.

## **Definition of Sexual Harassment**

Sexual harassment is any unwanted behaviour of a sexual nature that makes someone feel offended, humiliated, or intimidated. It can include, but is not limited to:

- Unwelcome sexual advances.
- Inappropriate touching or physical contact.
- Sexual jokes or comments.
- Displaying sexually explicit materials.
- Sending sexually explicit emails or messages.

## **Duty to Prevent Sexual Harassment**

In accordance with the Worker Protection (Amendment of Equality Act 2010) Act 2023, effective from 26 October 2024, we have a duty to take reasonable steps to prevent sexual harassment in the workplace. This includes:

- Implementing preventive measures such as regular training and clear communication of this policy.
- Creating a culture of respect and inclusion.
- Taking proactive steps to identify and mitigate risks of sexual harassment.

## **Reporting Procedure**

If you experience or witness sexual harassment, you should report it to your line manager. If you do not feel able to do so, report it to the Chair or another councillor. Reports can be made in person or via email.

## **Handling Sexual Harassment Complaints**

All complaints will be taken seriously and handled promptly and sensitively. If proven, we will take prompt and effective action. Any employee found to have engaged in sexual harassment may face disciplinary action, which may include

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dismissal. Councillors may also be subject to appropriate actions if found to be engaged in sexual harassment.

## **Procedure**

The process will include:

- Acknowledging receipt of the complaint
- Conducting a thorough and impartial investigation
- Keeping all parties informed of the progress
- Ensuring confidentiality as much as possible

Subject to the outcome of an investigation, we may consider a range of formal and, potentially, informal options where both the council and the person making a complaint think this is appropriate.

## **Informal Action**

For example, this might include:

- Explaining to the person who's been complained about why their behaviour was not acceptable and that it needs to change.
- Arranging mediation between the people involved.

## **Formal Action**

A formal procedure will be followed either:

- When informal options have not or would not work or be appropriate or.
- A formal complaint is made at the outset.

## **Disclosure of Sensitive Communications**

We will handle sensitive communications with the utmost care. This includes:

- Maintaining the confidentiality of all parties involved
- Ensuring that any sensitive information disclosed during the investigation is protected
- Following legal guidelines on privilege and disclosure to ensure that sensitive communications are only shared with those who need to know.

## **Supporting People in Speaking Up About Sexual Harassment**

# HAYTON PARISH COUNCIL

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We recognise the importance of supporting individuals in speaking up about sexual harassment. We recognise that creating and maintaining an open, respectful culture is key to doing so and, to foster a safe environment for reporting, we will:

- **Reduce Psychological Barriers:** Acknowledge the difficulty of speaking up and provide reassurance that reports will be taken seriously and handled with sensitivity.
- **Lessen Social Threats:** Make it clear that the intention of reporting is to improve the workplace environment, not to target individuals.
- **Provide Clear Reporting Channels:** Ensure that people know how and where to report incidents, and that they can do so without fear of retaliation.
- **Offer Support and Resources:** Provide access to counselling and support services for those who report harassment.
- **Encourage a Speak-Up Culture:** Regularly communicate the importance of speaking up and, if reasonably possible, provide training on how to do so effectively.

## Additional Steps for Management

We also recognise that creating an open and respectful culture is primarily the responsibility of Underskiddaw Parish Council. To further ensure a harassment-free workplace, management will:

- **Include in Policies and Training:** Ensure that our zero tolerance of sexual harassment is properly reflected in other policies, induction and on the job training.
- **Lead by Example:** Demonstrate zero tolerance for sexual harassment through their own behaviour and actions.
- **Communicate Clearly:** Communicate the importance of a harassment-free workplace and the steps being taken to ensure it.
- **Report Instances:** Any complaints about sexual harassment will be reported to the Chair and, if appropriate, other reporting action taken.
- **Regular Training:** Conduct annual training sessions for all employees, and councillors on recognising, preventing, and addressing sexual harassment.

## Support for Affected Individuals

We will provide support to anyone affected by sexual harassment, including access to counselling services and adjustments to work arrangements if needed.