

WINSCALES PARISH COUNCIL

Minutes of the council meeting of Winscales Parish Council held on Monday 17th November 2025, at the Hunday Manor Hotel, 6.30pm.

Councillors present: Cllr Peter Gaston, Cllr Hilary Harrington, Cllr Chris West (Chairman).

Minute taker Jaymie Meek

Proper Officer Angela Meek, Clerk & RFO observed the meeting

1. Apologies for Absence were received from Cllr Armstrong, Cllr Twiss (Vice Chair) - accepted.
2. Disclosure of Pecuniary Interests – none to note.
3. Resignations – none to note.
4. Co-options – none to note.
5. Policy and Procedures.
 - 1) An IT Policy has been developed, after discussion the chair signed and the policy for Winscales Parish Council is now live.
 - 2) Winscales Parish Council adheres to all policy and procedures of the higher authority.
6. **Public Participation Session** – there was one member of public in attendance, nothing to note.
7. **Minutes of the General Meeting** held on 15 September 2025 numbered (057-SEP)
 - a) Items brought forward from the 15 September 2025 meeting
Review of Clerks Salary – Discussions were around the change in the job role dynamics; the clerk has consulted with CALC, and they forwarded their Profile Role LC1-LC4 for information. The clerk forwarded the presentation of the salary review to councillors prior to the meeting asking for a pay grade of LC2.24 (substantive range) £18.35ph to begin 1st April 2026. Councillors discussed both the job roles for LC1 & LC2, both descriptions were said not to reflect the role of a modern-day clerk, councillors were of a difference of opinions with the request for a salary increase, Cllr Harrington suggested that the Chair raise this further with CALC. Councillors voted 3-1 in favour of a pay increase of LC2.23 £17.85.
Proposed Cllr Gaston, Seconded Cllr Harrington.
The clerk thanked Councillors for the integrity and trust they have for their clerk.
8. **Financial Matters presented by the Clerk**
 - 1) **Bank Statements**, the clerk is having issues with accessing the account online after a new card was issued by Lloyds Bank, she has visited to the bank on several occasions and has also been on the phone for technical support only to be issued with a new card which also does not work, she is waiting for the banks technical team to see if they can resolve the problem.
If this is not resolved by January, the clerk will make an appointment to speak with the manager of Lloyds Bank for the Chair and clerk.
 - a. Balance on 1 October 2025 £11643.46
 - Total Paid in £0
 - Total Paid out £414.44
 - Balance on 31 October 2025 £11229.02

REF:058-NOV

Signed by Chair: 

CLERK: Mrs Angela Meek, 0792 011 5050 – winscalesparishcouncil@gmail.com
10 Newlands Lane, Workington, Cumbria CA14 3NF

- 2) **Schedule of Payments/Receipts** (CN 123) £410.19, (cheque signed by Cllr Gaston and Cllr Twiss between meetings). (CN 124-125 Cancelled). (CN 126) Expenses relating to home working (193.50), Travel (39.15) Poppy Wreaths (100.00), and Room Hire for November 2025 Meeting (40.00) – Total £332.65.
 - 3) Cheque was signed by Cllr Gaston and Cllr West.
 - 4) **Account Report Sheet and Balance**, all agreed they were of a true record and the Chair signed.
 - 5) New laptop purchased, the clerk paid upfront as Curry's do not take cheque payments and was reimbursed by the parish council.
- 9. Budget Forecasting 2026/27**
Discussed was the budget for 2026-27, the clerk forwarded the forecast to councillors prior to the meeting. The clerk is proposing to raise the precept by £1000 from £7000 to £8000 for 2026/27 in line with rising costs. Cllr West proposed, Cllr Gaston seconded, Cllr Harrington agreed to the increase.
- 10. Planning Applications/Decisions/Appeals**
Proposed development at: Alexandra View - Workington - CA14 4JG.
Location: 31 poles to be placed opposite Alexandra View.
Councillors had no objections.
- 11. Parish Matters**
- a) Remembrance Sunday 9th November 2025, 4 Poppy Wreaths were ordered and placed at the sites of the lone soldiers on Friday 7th November. The clerk informed councillors that the rifle stems of three of the soldiers has broken off.
Councillors asked AM if he would take a look to see if they could be fixed.
 - b) Defibrillator reading to be taken after the meeting, the clerk will ask Cllr Twiss if she is available to do this in the coming weeks.
 - c) Notice boards maintenance, a quote of £45 for chipping off the loose paint, cleaning down and painting of the one sited on the A595, and the cleaning off, of tape at the Distington site. Purchase of paint and cleaning products will be added to the invoice with receipts. To arrange new keys prior to the next meeting.
 - d) Clerk Role - Jaymie has been attending meetings for over a year now, and she has shown an interest in training as a clerk, because of the low hours of the job role clerks are hard to employ, Angela Meek, Clerk asked councillors as she approaches retirement age would the parish council be interested in Jaymie taking on the clerk role when a clerk is required. Councillors agreed to Jaymie shadowing the clerk and learning the procedures of becoming a clerk. The clerk informed councillors that if she thinks Jaymie is ready by August 2026 (her retirement month) she will enrol Jaymie as an employee with HMRC as clerk from 1st October 2026 which will begin the third quarter salary, both will split the hours (3 each) where Angela will stay on as the Responsible Financial Officer attending meetings and be available to Jaymie for guidance and direction.

There was no other business.

12. Agenda items to be received by 10th January 2026.

13. Date of next meeting – (meeting dates for the diary)
(GM) 19th January 2026, (GM) 16th March 2026

Meeting closed at: 19:44

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