



Clerk to the Council: Sonia Hutchinson,  
2 Sevenoaks Terrace, Cross Lane, Wigton CA7 9DG  
Telephone 016973 43702 Email: clerk@kingmoorparishcouncil.org

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To Members of Kingmoor Parish Council

8<sup>th</sup> March 2017

I am writing to invite you to attend the Parish Council Meeting which will take place on Thursday 16<sup>th</sup> March 2017 at Rockcliffe Community Centre at 7.30pm prompt.

Yours faithfully

Sonia Hutchinson, Clerk to the Parish Council

### AGENDA

18. **APOLOGIES FOR ABSENCE**
19. **DECLARATIONS OF INTEREST**
20. **REQUESTS FOR DISPENSATIONS**
21. **TO APPROVE MINUTES OF THE LAST MEETING**
22. **PLANNING APPLICATION NUMBER 1/16/9009**  
Shared use Footway/Cycleway, Land adjacent to South Side of Kingmoor Road, Carlisle, Kingmoor Road, Carlisle – Shamus Giles, Programme Control Officer, Cumbria County Council.
23. **PUBLIC PARTICIPATION**
24. **PROGRESS UPDATES**
  1. Agenda item 819 – Fencing works Crindledyke – verbal update from Cllr. Allison
  2. Agenda item 973 – Footpaths – verbal update from Cllr. Ruddick.
  3. Agenda item 960 (8) – Starlings – verbal update from the Clerk.
  4. Agenda item 974 – Increased tipping by Brampton Skips at Cargo Hill Farm – verbal update by the Clerk.
  5. Agenda items 901 / 943 – Benches – Cllr. Faulder.
  6. Agenda item 977 – Bus stops Parkhouse Road End – verbal update from Cllr. Allison.
  7. Agenda item 978 – Footpath at Crindledyke Close and bus stop Crindledyke road – verbal update from Cllr. Ruddick.
  8. Agenda item 979 – Bus Shelter Cargo – verbal update from Cllr. Ruddick.
  9. Postal Services Stainton – verbal update by the Clerk.
  10. Agenda item 9 – verbal update from the Clerk re 1/16/9009 Proposed Shared-Use Footway/Cycleway along Kingmoor Road and how the £94k has been spent to date
  11. Agenda item 14 – Maintenance of Playground – verbal update from the Clerk.
  12. Agenda item 15 – Mobile phone coverage verbal updates from Cllr. Allison and Cllr. Bainbridge.



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**25. PLANNING APPLICATIONS**

See attached Planning Working Group Schedule.

**26. PLANNING DECISIONS**

1. Application 16/1057 Change of use, Four Oaks Hotel, Cargo - Permission refused

**27. HIGHWAYS ISSUES**

1. Complaints notified to highways and waiting for a response – see attached Highways Complaints Schedule.
2. Agenda item 859 cycle way from Cargo to CNDR roundabout – update from Cllr. Allison.

**28. FINANCE**

1. INCOME – None

**2. EXPENDITURE**

<b>Cheque No.</b>	<b>Payee</b>	<b>Description</b>	<b>Amount £</b>
101120	Staples UK Ltd	Stationary / ink	30.05
101121	Staples UK Ltd	Stationary / ink	62.96
101122	S. Hutchinson	Expenses = postage and OS map	26.59
101123	E. Robinson	Grass cutting Oct 2016	80.00
101124	CALC	CiLCA Clerk training	125.00
101125	S. Hutchinson	Salary Quarter 4	725.56
101126	HMRC	PAYE Quarter 4	260.46
101127	Cumbria Payroll	Payroll Services quarter 3	16.80
101128	The Rockcliffe Centre	Room Bookings 2016 / 2017	72.00
101129	D. Kinsella	Website Maintenance and training	232.00
101130	B. Colville	To lay flags and site bench	180.00

Expenditure for approval.

**3. CURRENT POSITION**

Balance in Community Account £12,708.70

Balance in 14 day Business Account £2171.53

Total balance £14,880.23

After deduction of outstanding cheques listed above

Total balance £13,068.81

VAT recoverable to date £145.15 (will be recovered end of financial year).

See attached Bank Reconciliation.

Note anticipated expenditure on traffic calming measures and footpaths of approx. £6k will now be invoiced for during 2017/2018 financial year.

**4. SUMMARY OF RISK ASSESSMENT & INTERNAL AUDIT DOCUMENT INCLUDING ASSET REGISTER**

For agreement and approval – see attached

**5. REVIEW OF RISK ASSESSMENT SCHEDULE**

For noting and approval – see attached



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**29. POLICE ISSUES**

1. Police Report March 2017 Kingmoor Parish (most recent data)  
Breakdown of crimes   Criminal damage and arson 1 (Asda area)  
                                  Other theft 2 (Asda area)  
                                  Shop lifting 3 (Asda area)  
      Stop & Search         Controlled drugs 3 on Queens Drive  
      Performance         Crime statistics show that crime is falling in the area.
2. Agenda item 814 – Speeding on Crindledyke – see attached report from the Clerk.

**30. WAVERLEY VIADUCT – Cllr. Jones**

**31. GRASS CUTTING – The Chairman**

**32. WEBSITE – Cllr. Ruddick**

**33. ST. MARY'S CHURCH ROCKCLIFFE WITH CARGO CHURCHYARD MAINTENANCE – The Clerk**

**34. CORRESPONDENCE RECEIVED BY THE CLERK**

1. Termination of Staples Business Account with effect from 15<sup>th</sup> February due to Staples UK Retail being sold in February 2017. Stores are re-opening as Office Outlet and will not be operating Business Accounts.
2. Cumbria in Bloom in your Community Competition details for 2017.
3. February CALC Circular
4. North West Coastal Update February 2017.
5. Boundary Commission for England consultation between 28<sup>th</sup> February and 27<sup>th</sup> March 2017 on new constituency boundaries.
6. Press Release - New Boundaries for Clinical Commissioning Groups in North Lancashire and Cumbria are confirmed for 2017.
7. Confirmation received from the Pensions Regulator that Kingmoor Parish Council has completed its auto-enrolment declaration of compliance.
8. Local Government Boundary Commission for England review of electoral boundaries in Carlisle – invite to a briefing at Carlisle City Council on 10<sup>th</sup> April at 4pm.
9. Healthcare for the future update newsletter.
10. March CALC Circular.

Copies of all correspondence will be available at the meeting.

**35. DATE AND TIME OF NEXT MEETING**

25<sup>th</sup> May 2017 at 7.30pm



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**Planning Working Group Comment Schedule**

The following schedule outlines the comments agreed at the meeting of the Planning Working Group which have taken place between 19<sup>th</sup> January 2017 Parish Council meeting and 16<sup>th</sup> March 2017 Parish Council meeting.

<u>Ref. No.</u>	<u>Description</u>	<u>Comments</u>	<u>Date Planning Committee met</u>	<u>Initials of Cllrs.</u>	<u>Date submitted to City Council</u>
<u>16/1057</u>	Change of use, Four Oaks Hotel, Cargo	Comment outlined and minuted at Feb. 2017 Council Mtg. agenda item 5	19/02/2017	All members	20/02/2017
<u>16/1098</u>	Change Of Use To Vehicle Rental Use (Sui Generis) To Include Erection Of Office Building And Ancillary Wash Bay. Location: Land to the south of Thomas Graham and Sons, Unit 8, Kingmoor, Park East, Carlisle, CA6 4SQ	Porta cabins look out of character on the site we would prefer a proper brick built building, similar to Thomas Graham Construction or screened off in some way. Low level planting would lessen the impact on the area and help with CO2	Week commencing 25/02/2017	RG, BC, JR	03/02/2017
<u>16/1099</u>	Display Of 4No. Internally Illuminated Fascia Signs And 1No. Internally Illuminated 4-Sided Post Sign. Location: Land to the south of Thomas Graham and Sons, Unit 8, Kingmoor Park East, Carlisle, CA6 4SQ	No Comment	Week commencing 25/02/2017	RG, BC, JR	03/02/2017



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**Kingmoor Parish Council Highways complaint schedule March 2017**

**Unresolved complaints raised with Highways department**

Reference number	Description	Current position
CT/1400742	Due to the lack of maintenance since the construction of the CNDR roundabout, a drainage gutter at the base of the embankment next to Spa House has become blocked, causing highway drainage water to overflow onto a public footpath, which then flows into the CNDR underpass west of Spa House. The nearby Pow Beck also requires cleaning out, either side of the CNDR, to maintain field drainage. The septic tank overflow for Spa House empties into Pow Beck and will benefit from an unobstructed discharge."	Still with Connect update has been requested.
33/1428544	1. Opposite the Crindledyke junction there is a bus stop and pavement both are heavily overgrown and 2. On the old Waverley bridge on Parkhouse Rd the pavement is very mucky which is unsafe also there are tree branches overhanging from the wood these are Willow and will snap due to the length and small diameter stems.	The markings to the bus stop will not be refreshed as it is not in an ideal location and this has been highlighted with the Local Transport Team who will look to relocate it.  We are currently trying to arrange for a team to come in early one morning to be able to clean off the footway over the railway bridge and they will look to do the bus stop at the same time, this will hopefully be carried out before the end of next week (17/03/2017).
No reference number supplied	Complaints received from Cllrs. Colville and Ruddick and two parishioners regarding the state of the footpath following works that have been carried out by Electricity North West.	Luke Leathers, Grounds Maintenance and Green Spaces Manager, Carlisle City Council has issued posters for the notice boards regarding the works which are being carried out in the Nature Reserve on the Asda footpath. Update from Luke Leathers - a contractor has been appointed and will be starting work on the new paths at the end of March.

**KINGMOOR PARISH COUNCIL**

**BANK RECONCILIATION AT 1 MARCH 2017**

		<b>Bank Balance</b>	<b>Total</b>
<b>Opening Balance Comm. Acc.at 1/4/2016</b>		<b>9617.25</b>	
<b>Receipts</b>	<b>9,193.46</b>	<b>Payments</b>	<b>£ 7,913.33</b>
<b>Closing Balance Community Account</b>			<b>£ 10,897.28</b>

**Current Balance @01/03/2017**

<b>Barclays</b>	<b>All Bank Accounts</b>	<b>£ 14,880.23</b>
	<i>Community Account</i>	<i>£ 12,708.70</i>
	<i>Business 14 Day Account</i>	<i>£ 2,171.53</i>

**Deduct unpresented cheques Current Account** **£ 1,811.42**

101120	30.05
101121	62.96
101122	26.59
101123	80.00
101124	125.00
101125	725.58
101126	260.46
101127	16.80
101128	72.00
101129	232.00
101130	180.00

**Adjusted balance** **£ 13,068.81**

**Variance See 14 day account** **£ 2,171.53**

## **KINGMOOR PARISH COUNCIL**

### **SUMMARY OF RISK ASSESSMENT & INTERNAL AUDIT DOCUMENT**

In order to manage risk the Council carried out the annual assessment of risk at a Council meeting on 16<sup>th</sup> March 2017.

This was done to ensure that the Council has a sound system of financial control that facilitates the effective exercise of the council's functions for the prevention and detection of fraud and corruption.

The Financial Regulations formally laid down and adopted in July 2016 are designed so that the Council can meet its responsibilities.

#### **Financial Safeguards:**

The Financial Regulations are reviewed on an annual basis.

### **OVERALL SYSTEMS AND PROCEDURES**

- The Council formally adopts a set of Financial Regulations and Standing Orders annually.
- The Council has a Responsible Financial Officer being the Clerk who is appropriately qualified.
- The Council has an appointed parish councillor (Councillor Ruddick) to check financial details and the bank reconciliation at every meeting.
- The Council has an internal Auditor who is a qualified accountant.
- The Council reviews the effectiveness of its systems and procedures annually. This is done every May when the Council approves the Annual Accounts for the previous year. The Clerk reads through the Governance Statement for agreement for approval before the accounts are approved.

### **FINANCIAL RECORDS**

- The Cash Book is regularly maintained and up to date throughout the year.
- The Cash Book arithmetic is reconciled and confirmed by the bank reconciliation.
- All other financial records are checked regularly. Members are issued with copies of the Schedule of Payments and Bank Reconciliation at each meeting. The annual accounts are presented at the May meeting following inspection and approval by the Internal Auditor. All paperwork is uploaded on to the website.
- Payments in the cashbook are supported by invoices, authorised and minuted. A Schedule of Payments is presented to the members at each meeting within the agenda.
- Income is properly recorded and promptly banked.
- All income is noted on the agenda papers and recorded in the minutes.

- Councillors are kept aware of balances as they are issued with the monthly bank reconciliation. Cllr. Ruddick checks the bank reconciliation with the bank statements and the cashbook.
- All payments are approved by the Council. The payments are posted on the notice boards in the agenda papers in advance. Payments are formally proposed and seconded and then approved before payment is authorised.
- All cheques are signed and counterfoils initialled by two authorised councillors. The Clerk is not a signatory.
- Actual expenditure against the budget is reported to the council at every meeting.
- No petty cash is held by the clerk or Member.
- Security controls over cash and near-cash are adequate and effective. No cash is held. Cheque books are stored under lock and key at the Clerks home
- VAT on payments is identified, recorded and reclaimed on an annual basis
- S137 expenditure is separately recorded and within statutory limits.
- Where appropriate, debtors and creditors have been properly recorded.

#### **PROVISION OF GOODS AND SERVICES**

- All items are competitively purchased. Financial Regulations stipulate that the Clerk must strive to obtain three quotations.
- An audit trail from underlying financial records to the accounts is in place and checked by the Internal Auditor
- All capital works is administered in accordance with the Council's standing orders and financial regulations relating to contracts. No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

#### **RISK MANAGEMENT**

- Council minutes record the council carrying out an annual risk assessment.
- Insurance cover is appropriate and adequate and regularly reviewed by the RFO.

#### **PRECEPT & BUDGETARY CONTROLS**

- The council prepares an annual budget based upon anticipated income and expenditure including the use of reserves and all sources of funding for the year in support of its precept. The budget cycle is started in September with a view to being approved at the November meeting to levy a Precept for the next financial year.
- The annual budgets form the basis of financial control for the ensuing year.
- Unexplained variances from budget are explained at the year end meeting.
- The precept recorded is checked so that it agrees to the Council Tax authority's notification
- The RFO/Clerk issues the precept to the billing authority and supplies each member with a copy of the approved budget.



**STAFFING**

- The Clerk has a contract of employment with clear terms and conditions.
- Salaries paid agree with those approved by the council. The Clerk is paid quarterly by cheque which is recorded on the Schedule of Payments itemised on the agenda. It has been agreed by the council that the Clerk will move to bi-monthly payments from 1<sup>st</sup> April 2017 (Nov. 2016 agenda item 969 (5)).
- Other payments to employees are approved by the council and paid by cheque.
- PAYE/NIC is properly operated by the council as an employer. The Council is a registered employer with HM Revenue & Customs. The Council contracts the payroll to Cumbria Payroll Services.

**ASSET MANAGEMENT**

- The council maintains a register of all material assets owned or in its care. See below.
- The Assets and Investments register is kept up to date and is published on the website

*Signed:*

*Chairman of Parish Council*

*Dated:*

**KINGMOOR PARISH COUNCIL**

**ASSET REGISTER**

**LAST UPDATED**

31/01/2017

**DESCRIPTION OF ASSET**

**VALUE**

5 Noticeboards @ 880 net	4400
Cargo Playground	
Purchased from Playdale Playgrounds Ltd for £52472 net in July 2007 and written down by 20% in July 2008	52472
2 Benches	554
1 Bench (donation)	1
1 Printer	45
1 Projector	210
1 Laptop	249
<b>Total Assets</b>	<b>57931</b>

## Risk Assessment Schedule

**Kingmoor Parish Council:**

**Date of review of risk assessment schedule: 16.03.2017**

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Kingmoor Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

### PHYSICAL RISKS TO COUNCIL MEMBERS AND EMPLOYEE

What are the hazards?	Who might be harmed and how?	Risk rating High H Medium M Low L	What is being done to control this risk?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Site visits Site specific hazards	Council Members, employee	L	Obtain site induction where possible Site Regulations must be adhered to Take notice of all signage and adhere to all instructions	Make everyone aware of the risks and action to take. Provide all new councilors with a copy of the risk assessment schedule. Review on a bi-annual basis	Clerk	Every 6 months	
Site visits Persons may slip, trip or fall on uneven/worn surfaces or be hit by falling debris	Council Members, employee	L	To be aware of where you are walking; uneven surfaces, potholes, overhanging branches, traffic etc. Hard hats and appropriate footwear and clothing must be worn at all times whilst on a construction site	Make everyone aware of the risks and action to take. Provide all new councilors with a copy of the risk assessment schedule. Review on a bi-annual basis	Clerk	Every 6 months	
Site visits Persons may not be seen easily by vehicles on site	Council Members, employee	M	To wear appropriate PPE equipment (high visibility clothing, suitable footwear, hard hat if appropriate)	Make everyone aware of the risks and action to take. Provide all new councilors with a copy of the risk assessment schedule. Review on a bi-annual basis	Clerk	Every 6 months	
Play-ground Inspections Persons may slip, trip or fall on uneven/worn surfaces	Council Member, volunteers	L	To be aware of where you are walking; uneven surfaces, potholes, overhanging branches, traffic etc. Wear appropriate footwear and clothing.	Make everyone aware of the risks and action to take. Provide all new councilors with a copy of the risk assessment schedule. Review on a bi-annual basis	Clerk	Every 6 months	

Subject	Risk(s) identified	Risk rating High H Medium M Low L	Management/control of Risk	Review/Assess/Revise
Freedom of Information	Policy Provision	L M	The Council has a Publication scheme in place. To date there has been no requests under FOI. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours	Monitor any requests made under FOI
Assets	Loss or damage	L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate
Notice Boards / Benches	Risk of damage	L	The Parish Council currently has 5 notice boards. No formal inspection procedures are in place but any reports of damage are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Meeting locations	Adequacy Health & Safety	L M	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public. The venue has a health and safety risk assessment undertaken on an annual basis.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, and bank records. The documents are stored in a lockable cabinet.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on the Council laptop held with the Clerk at his home. Electronic data is backed up on an external hard drive.	Existing procedures considered adequate

Subject	Risk(s) identified	Risk rating High H Medium M Low L	Management/control of Risk	Review/Assess/Revise
Employees	Fraud by staff Health and safety	L L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. Employee to be provided adequate direction and safety equipment needed to undertake the role	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate
Annual Return	Submit within time limits	L	Annual Return is completed and submitted with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly.	Existing procedures adequate
Minutes/agendas/ Notices Statutory Documents'	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings is managed by the Chair	Existing procedures adequate.
Members interests	Business conduct Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of members' interests forms reviewed regularly.	Members adhere to Code of Conduct Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually.
Data protection	Policy provision	L	The Parish Council has a Data protection Policy in place which is reviewed annually.	Existing procedures adequate.

**FINANCIAL AND MANAGEMENT RISKS**

Subject	Risk(s) identified	Risk rating High H Medium M Low L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information monthly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Carlisle City Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the Financial regulations when necessary and at least on an annual basis.
Bank and banking	Inadequate checks Banks mistakes	L	The Council has Financial Regulations which set out banking requirements	Existing procedure adequate
Reporting and auditing	Information communication	L	Bi-monthly bank reconciliation provided at every council meeting. Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.	Existing procedures adequate.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L L	Cheques to employee and HIMRC signed and approved at council meetings. Included in bank reconciliation.	Existing procedure adequate.

**Clerk Report on Traffic Calming Measures**

**Quotes for vehicle activated sign at Crindledyke**

Following the site visit in December 2016 and subsequent quote from SWARCO Traffic Ltd it was resolved at the January meeting of Kingmoor Parish council that the Clerk would obtain further quotes.

The Clerk approached 3 companies with the following specification: -

A bad bend sign rather than a speed sign. The bend is a left hand bend.

Solar powered

Installed including supplying post installing and commissioning of sign

With any traffic management costings included in the quote.

The Clerk obtained 3 additional quotes not all of the companies were able to meet all of the parish council's requirements and that is reflected in the price. Please find below a breakdown of the quotes and what is being offered.

Company	Cost fully installed including post and traffic management, civil works and commissioning	Cost fully installed including post and <b>NO</b> traffic management	Device installed but post must already be installed by parish council	No installation of post or device posted to council
SWARCO	<b>£5199.44</b>	<b>£4132.94</b>	N/A	N/A
UNIPART	N/A	N/A	<b>£3578</b>	N/A
THERMOTOR	N/A	N/A	N/A	<b>£3,495</b>
TELENT	<b>£4,144.48</b>	N/A	N/A	N/A

**Please note**

TELENT currently fit and maintain all Cumbria County Council vehicle activated signs and have an office in Chorley.

SWARCO are based in Ripon.

UNIPART are based in Southport.

THERMOTOR are based in West Sussex.