



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY
Tel: 01228 231124 Mobile: 07910 842 797
www.stanwixrural.co.uk clerk@stanwixrural.co.uk

4 December 2018

A meeting of Stanwix Rural Parish Council will be held at 7:30pm on:

Monday 10th December 2018 in the WI Hall, Linstock

This is a public meeting and all are welcome to attend.

A handwritten signature in black ink, appearing to be 'SK', is written above the name Sarah Kyle.

Sarah Kyle
Clerk to the Council

Agenda

1. Apologies for absence

To receive apologies and approve reasons for absence

2. Minutes of the meeting of the Parish Council held on 14th November 2018

To authorise the Chairman to sign as a correct record the minutes of the last meeting of the Parish Council held

3. Requests for Dispensations

The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest

4. Declarations of Interest

To receive declarations by elected and co-opted members of interests in respect of items on this agenda

5. Public Participation

In accordance with Standing Order 3e the Chairman will, at his discretion, invite members of the public to address the meeting in relation to the business to be transacted at this meeting

6. Finance matters

6.1 To approve payments detailed in the schedule and to note the reconciled balances at bank

6.2 Income Received

To note receipts:

- £1,500 GLL, Summer Play Scheme
- £400 Cumbria County Council, Brunstock Pond Grant
- £1440.47 HMRC, VAT repayment

6.3 Finance/Risk Group

To consider acceptance of the recommendations of the working group, held on 27 November, for items not listed elsewhere on the agenda

6.4 Internal Audit Report

To receive a mid-year internal audit report

6.5 Budget and Precept 2019/20

To consider setting the budget and precept for 2019/20

6.6 Risk Assessment

To consider approval of the risk assessment for 2018/19

7. Planning matters

7.1 To consider New Applications

18/1062 Land at Rickerby, Carlisle Grid Ref: 341296 556992 - Construction Of Flood Alleviation Scheme; Landscaping And Associated Works

7.2 To Note Permission Notices Received:

18/0702 Green Acres, High Knells, Houghton, Carlisle, CA6 4JW - Change Of Use From Agricultural Land To Provide Additional Land For Existing Caravan Storage Compound

8. Clerk's Report

Clerk to give a verbal report on actions undertaken following the November meeting

9. Administrative Matters

9.1 Community Plan - Action Plan

To consider an update to the above

9.2 Clerk's Additional Employment

To note that the Clerk has commenced additional employment with Nether Denton Parish Council

10. Village Matters

10.1 Houghton Fair 2019

To receive and accept minutes of a working group planning meeting held on 8 November 2019

10.2 Bus Stop Seating

To consider a request for seating provision at the bus stop opposite Tribune Drive

10.3 Houghton Village Green Parking

To consider ways of preventing parking adjacent to specific houses as requested

10.4 Winter Gritting, Crosby-on-Eden

To consider gritting arrangements, including the authorisation of immediate expenditure on a grit bin

11. Consultations

11.1 North East Cumbria Forestry Investment Zone Pilot scheme

To consider the above

11.2 Electoral Review of Carlisle: Final Recommendations

To note the above final recommendations

11.3 Julian Glover Review of National Parks and AONB

To consider the above

12. Schedule of Correspondence, notices and publications

To note items of correspondence received since the last meeting:

- CALC CPCA AGM Draft Minutes
- CALC November Newsletter
- Cumbria Coastal Strategy - Public Engagement
- VAS Policy Update

13. Councillor matters

An opportunity for Councillors to raise issues on behalf of residents in their ward. *Note: no decisions can be made on these matters but the Clerk may make investigations and/or they may be placed on a future agenda of the Council*

14. Date of next meeting – to resolve that the next meeting of the Parish Council be held on Tuesday 22nd January 2019 in the Village Hall, Houghton at 7.30pm. Please note the later than normal meeting date and change of venue.

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 14 November 2018 in the Wildlife Centre, Houghton at 7:30 p.m.**

Present: The Chairman Cllr C Nicholson, Cllrs A Coles, C Duncan, M Fox, R Gordon, A Lightfoot, C Savory and M Sherriff.

In Attendance: City Cllrs J Bainbridge and M Bowman. One member of the public.

SR 730/11/18 Apologies for absence

Apologies were received from County Cllr Mallinson.

SR 731/11/18 Minutes of the meeting of the Parish Council held on 10 October 2018

Resolved to authorise the Chairman to sign, as a true and accurate record, the minutes of the last meeting of the Council.

SR 732/11/18 Requests for Dispensations

No requests for dispensations were received.

SR 733/11/18 Declarations of Interest

Declarations of interest were made by Cllr Fox with regards to planning application 18/0928 as he knows the architect involved. Cllr Savory declared an interest in planning application 18/0985 as he is a member of Cumbria Wildlife Trust. Cllr Lightfoot also declared an interest in item 736/11, the applicant being known to him. Finally Cllr Nicholson declared an interest at the time of the item in 735.3, his wife being treasurer of Houghton Village Hall.

SR 734/11/18 Public Participation

One member of the public was in attendance to lodge concerns regarding the parking at school collection times. Concerns were expressed that an accident appears inevitable and that preventative action needs to be taken. Cllrs were in agreement that the situation is untenable and considered various suggestions, including whether double yellow lines could be reconsidered. City Cllrs Bowman and Bainbridge offered to speak to the local PCSO to see if she can help and the Council will submit photographic evidence to Highways, the Police and the County Council to try and progress the matter. The School will be kept fully informed.

One member of the public left the meeting at 7.43pm.

SR 735/11/18 Financial Matters

735.1 Payments:

Resolved that the following payments be approved:

NEST Pension, November pension	£81.88
Sarah Kyle, November salary and reimbursements	£1,220.24
HMRC, November PAYE and NI	£226.30
Cumbria Payroll, November payroll	£18.00
Tech4Office, Oct/Nov printing	£25.65
Crosby Parish Hall, rental	£20.00
B Waugh, notice board repairs	£36.00
Newlands Activity Centre, climbing wall deposit	£100.00
TOTAL:	£1,728.07

735.2 Noted: balances at bank as at 31 October 2018:

Community Account	£441.16
Money Manager Account	£68,168.07
Cash Account	£2,569.55
Expenditure 31/10/18	£41,026.56

735.3 Grant Scheme 2nd Round

A report had been circulated prior to the meeting detailing the applications received.

Resolved: To award the following grants:

ACTION

CN/
CLERK

- Houghton in Bloom, new planter, £300 (Public Health Act 1875 s164)
- Crosby-on-Eden Parish Hall, CCTV system, £300 (LGA 1972 s133)
- Houghton Village Hall, heating repairs, £500 (LGA 1972 s133)
- Susan's Farm, new notice board, £150 (LGA 1972 s137)

CLERK

SR 736/11/18 Planning Matters

736.1 New Applications:

18/0923 14 Vestaneum, Crosby on Eden, Carlisle, CA6 4PN - Erection Of Single Storey Side And Rear Extension To Provide Kitchen/Dayroom To Rear And Utility, W.C. And Hall To Side (Revised Application)

Resolved: The Parish Council continues to consider that the proposed VM Zinc Quartz zinc standing seam cladding is incapable of integrating well into the existing local built environment and thus would constitute a jarring, industrial style, intrusion into the residential street scene. For this reason the Parish Council objects strongly to the current form of the proposed development and must recommend refusal. No objections are made regarding the sedum roof covering.

CLERK

18/0928 Meadow Cottage, Tarraby, Carlisle, CA3 0JS - Erection Of 2no. Detached Dwellings

Resolved: The Parish Council to object to the application on the grounds of the excessive intrusion into the conservation area and the access arrangements. A full, detailed response will be compiled and submitted immediately.

CN/MF

18/0985 Gosling Sike Farm, Houghton Road, Houghton, Carlisle, CA3 0LD - Erection Of 1no. Polytunnel And 2no. Timber Sheds

Resolved: To object to the application based on the scale of the application, the perceived spreading of the site and the potential additional light pollution. Clarification regarding the broader educational circumstances to be gained from the application also to be requested. A full detailed response is to be compiled following the meeting.

CN/MF

18/0889 Crosshill Farm, Blackford, Carlisle, CA6 4DU - Erection Of Stable Block, Tack And Feed Room; Change Of Use Of Land To Outdoor Sand School For Equestrian Use And Erection Of Floodlights Together With 3.5m High Clay Embankment (Retrospective) Grid Ref: 340104 561322

Resolved: To clarify what elements of the application have already been established and to recommend refusal of the remaining elements or enforcement with strict conditioning on the lighting suggested. A site visit is also to be suggested when a detailed objection is submitted following the meeting.

CN/MF

18/0937 Wm Morrisons Supermarkets plc, Kingstown Road, Carlisle, CA3 0QZ - Erection Of Restaurant With Drive-Through Facility

It was noted that this application had been brought to the attention of the Parish Council by a local concerned resident. Concerns were expressed as to why the City Council had not consulted the Parish Council directly and this matter will be taken up with them.

Resolved: To object to the application on numerous grounds, including safety, the failure of the application to recognise the drive to promote Carlisle as a "Healthy City", potential smell, vermin, noise, waste/litter and the belief the access is unsuitable. A detailed response will be compiled and submitted following the meeting.

CN/MF

736.2 Resolved to note Deferment Notices Received:

18/0702 Green Acres, High Knells, Houghton, Carlisle, CA6 4JW - Change Of Use From Agricultural Land To Provide Additional Land For Existing Caravan Storage Compound

736.3 Resolved to note Permission Notices Received:

18/0783 Gosling Sike Farm, Houghton Road, Houghton, Carlisle, CA3 0LD - Construction Of Timber Pergola To Office Entrance

SR 737/11/18 Clerk's Report

The Clerk provided a verbal report, noting the following:

- Internal Audit - Has been arranged to take place on Tuesday 20th November;
- Houghton Fair - A meeting had been held which had positively moved arrangements forward, the minutes of it will be presented for approval in December;
- Trees on Green - The resident who had previously requested the planting of two ornamental trees has notified the Clerk that she will not be planting them due to a chamber nearby and concern over roots/drainage. She has requested consideration be given to other parking deterrents - the matter will be taken forward at the December meeting; and
- Parking opposite Houghton Shop - A second phone call has been received requesting confirmation of the arrangements in the parking lay-by opposite Houghton Shop. It has been confirmed that no restrictions are enforceable, although the area is intended for short stay use only, although not confined only for shop users.

SR 738/11/18 Flood Recovery

Cllr Fox informed members that the Environment Agency consultants are currently sampling/boring in Crosby on Eden for the potential scheme. Although this is welcome progress, it is behind schedule and both the Environment Agency and Cumbria County Council are not currently responding to local flood group concerns.

It was also noted that the new drainage system in Linstock had coped well with recent heavy rain. Excessively large puddles were noted on Houghton Road; Cllr Coles confirmed he is investigating the gully levels at Eden Gate. He also noted that the query over the motorway culvert at Brunstock is still being pursued, following one response to his Freedom of Information request.

AC

SR 739/11/18 Administrative Matters

739.1 WW1 Commemoration

Members were informed that plaques had been purchased and installed following approval of wording by the Finance/Risk group. Unfortunately, it had been noticed after installation that the wording was an earlier version of that suggested.

Resolved to request replacement plaques from the engraver.

CLERK

739.2 Membership

Members were reminded that elections are to be held in May 2019 and serious consideration needs to be given to ensuring Cllr numbers remain adequate. Posters will be displayed and an article is to be placed in the next Echo.

SR 740/11/18 Village Matters

740.1 Brunstock Pond

It was noted that the panel to determine the grant application to restore the pond has been deferred until late November therefore a decision will be available by mid-December.

SR 741/11/18 Schedule of Correspondence, Notices and Publications

A schedule of correspondence, notices and publications received since the last meeting was noted.

SR 742/11/18 Councillor Matters

Cllr Coles suggested a brightly coloured notice regarding the parking situation (min SR734/11/18 refers) be placed on the Houghton notice boards. The wording for such a poster will be considered.

CLERK

Cllr Savory noted dog fouling on Houghton Road. The Clerk noted dog fouling on Houghton Village Green also. The matter will be considered further in December.

SR 743/11/18 Date of Next Meeting

Resolved that the next meeting of the Parish Council be held on Monday 10th December 2018 in the WI Hall, Linstock at 7.30pm. Please note the change of date and venue.

There being no further business, the Chairman closed the meeting at 9.08pm.

STANWIX RURAL PARISH COUNCIL
SCHEDULE OF PAYMENTS TO BE AUTHORISED 10 DECEMBER 2018

PAYEE	DETAILS	AMOUNT	VOUCHER No.	PAYMENT
NEST Pension	December Pension	£ 81.88	95	DD
Sarah Kyle	December salary plus reimbursements	£ 1,228.57	96	BACS
HMRC	December PAYE and NI	£ 226.10	97	BACS
Cumbria Payroll	December Payroll	£ 18.00	98	BACS
Tech4Office	Nov/Dec Printing	£ 10.12	99	BACS
Cumbria Wildlife Trust	Rental November	£ 20.00	100	BACS
Brian Waugh	Plaque Installation	£ 60.00	101	BACS
Silver Pennies**	Plaque WW1	£ 179.91	102	BACS
YPO	Stationery	£ 12.36	103	BACS
J Airey	Internal Audit	£ 144.10	104	CHEQUE
Cumbria County Council	Footpath contribution	£ 1,500.00	105	BACS
Susans Farm	Rental November	£ 12.00	106	BACS
		<u>£ 3,493.04</u>		

***Already paid prior to meeting*

Authorised by:

Signatory 1:

Minute Ref:

Signatory 2:

Balance at 30 November 2018

Bank Reconciliation

Cash Book:

Balance at 01.04.18	£61,478.80
Receipts to 30.11.18	<u>£53,751.37</u>
	<u>£115,230.17</u>

Less expenditure at 30.11.18	£42,934.54
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Balance at 30.11.18	<u><u>£72,295.63</u></u>
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Represented by:

Community A/C (HSBC)	£2,388.70
Money Manager A/C (HSBC)	£67,508.54
Cash Account (CBS)	£2,569.55

Less outstanding payments	£ 171.16
	<u><u>£72,295.63</u></u>

Reconciled by: _____

STANWIX RURAL PARISH COUNCIL

FINANCE/RISK GROUP MEETING Tuesday 27th November 2018, 11am at Susan's Farm

MINUTES

Present: Cllrs C Nicholson (Chairman), A Coles, M Fox, R Gordon and A Lightfoot.

1. Apologies

All members were present.

2. GDPR

Noted that all systems appeared to be working effectively.

3. Budget 2019/20

A report had been circulated prior to the meeting, detailing the estimated income and expenditure for the remainder of 2018/19 and setting out a proposed budget for 2019/20. Consideration was given to the increasing costs, decreasing income streams and the lack of grant funding for community groups within the parish.

Resolved: To recommend the Council agree an increase of £2,960 to a precept of £46,500. Clerk to confirm impact upon Band D properties prior to final report circulation to Council.

4. Risk Assessment 2018/19

The document had been previously circulated and the high risk areas discussed. The risk assessment will be put forward for approval at the Council meeting in December.

Matters arising from the assessment include:

- Houghton Village Hall Committee are asked to confirm Land Registry discussions so that the land registration applications can be progressed;
- Councillor numbers and recruitment to remain a priority;
- Councillor adherence to the Code of Conduct to be prioritised.

5. Internal Audit Mid-year Report

The audit report had been previously circulated and will be put forward for approval at the Council meeting in December.

6. Winter Gritting

A resident had requested that the Parish Council consider gritting in Crosby-on-Eden during the forthcoming winter. Concerns were expressed regarding the possible proliferation of requests throughout the Parish and it was therefore considered that pushing for the placement of a grit bin at the Parish Hall would be a better solution.

Resolved: The Clerk to check back previous minutes and correspondence and speak to Highways accordingly.

7. Festive Arrangements

The Clerk noted that she would be closing the office for Christmas on Friday 21st December at 3.30pm. She will catch up on any outstanding work (if necessary) and check emails (if any received) up to lunch time on Thursday 27th and Friday 28th December but will be away from emails/phone from 12 noon on Friday 28th December until her return on Wednesday 16th January. Cllr Nicholson will receive any redirected emails and maintain a watch for large planning applications on the City Council website.

8. Any Other Business

- Footpaths, Houghton - noted that complaints had been forwarded to the appropriate authorities regarding poor works carried out in Houghton;
- Lounge on the Green – noted that the refuse arrangements have increased – Cllr Nicholson to visit the premises to view.
- Eden Gate Entrance Flooding – noted that flooding is occurring on Houghton Road near to the entrance to Eden Gate. Cllr Nicholson noted such occurrences for many years due to its proximity to the source of Gosling Syke.
- Cllr numbers were again mentioned; Cllr Fox is to write an article for the Crosby magazine, stressing that representatives for Crosby, Linstock and Brunstock are essential.
- Plaques – noted that replacement plaques had been obtained and had been left at the joiners for installation.

9. Date of Next Finance/Risk Group

Resolved to hold the next Finance/Risk group on Tuesday 26 February at 11am. Venue TBC.

There being no further business the Chairman closed the meeting at 12.13pm.

**INTERIM AUDIT REPORT BY THE INTERNAL AUDITOR
TO STANWIX RURAL PARISH COUNCIL
PERIOD 1ST APRIL 2018 – 30TH SEPTEMBER 2018
FINANCIAL YEAR ENDING 31 MARCH 2019**

The Local Audit and Accountability Act 2014 Sct 20(2) & 25 and The Accounts and Audit (England) Regulations 2015 (S1 2015/234) requires a Council to publish, as soon as reasonably practicable, after the conclusion of the audit, a statement on the website – stanwixrural.co.uk, that the audit has been completed.

The clerk has undertaken the requirement and the Annual Governance and Accountability Return, (AGAR) with all attendant information was publicly displayed, upon receipt from the External Auditor – 14th 2018, on the Council notice board and website ensuring compliance with all aspects of the Regulations.

The Council received an unqualified audit report from the External Audit, with no minor matters arising. This is the assurance to Stanwix Rural Parish Council that the Council, and Clerk/ Responsible Financial Officer (RFO) have fulfilled all obligations of the Account and Audit Regulations ensuring full compliance. The return of the AGAR was notified to Council and recorded in the minutes at the meeting held on 12th September 2018. Min. No. 706.5

I confirm I have, on the 20th November 2018 undertaken the internal audit for the period 1st April 2018 – 30th September, 2018 in accordance with the Account and Audit Regulations 2015 and following the guidance in "Governance & Accountability for Smaller Authorities in England" A Practitioners" Guide (England) March 2018. The work plan consisted of an investigation to review whether the systems of financial and other controls over the Council's activities and operating procedures are effective.

I conclude and report that the Clerk/(RFO) has maintained a high standard of record keeping which has simplified the audit process. The Council's control systems are efficient and effective and give the appropriate level of confidence that the financial statements and reports reflect a true and accurate account of the Council's finance and governance records.

Detailed below are the findings of the Internal Audit.

1. Proper Bookkeeping

The Council operates Receipts and Payments accounts as required by the Regulations. The Cashbook records receipts and payments under specific budget headings allowing immediate identification of spending in each budget sector. The cashbook is balanced monthly and also records cumulative spending to date. There is the additional security of an internal checking system to monitor the accuracy of the data input into the computerised accounts. Backups are contained on an external hard drive, which is kept in a fireproof safe. All e-mails are encrypted on a Cloud based server.

2. Financial Regulations, Standing Orders

Documents were produced to confirm that the Clerk has, from the NALC Model Standing Orders,

- submitted Standing Orders applicable to Stanwix Rural Parish Council, which were adopted at the meeting held on 9th May 2018 Minute No. 665.3

3. Invoice procedure

There is a clear audit trail from the financial records, supported by invoices and all payments are authorised and duly recorded in the minutes. A random check was made of all payments to date above £1000. Confirmation was given that good practice exists to ensure that expenditure is monitored to ensure all are competitively purchased and the Council adheres to the principle of Best Value.

25	Playdale	Crosby Play Equipment	£1158.60
64	Colville	Ground Maintenance	£2340.39
113	Colville	Ground Maintenance	£1105.38

4. VAT

VAT was identified on purchases for the period ending 31st October 2018 and the claim for repayment of £1440.47 submitted

5. Sct 137 Payments

The RFO has identified and adhered to the statutory requirement to maintain 'a separate account' of expenditure under Local Government Act 1972 section 137, by the inclusion in the cashbook of a separate accounting column, even if not used.

6. Risk Management

Recorded minutes confirm that the Council plays an active role in identifying and addressing risks. The systems are regularly reviewed and the completed documentation will be verified prior to the conclusion of the current year ending 31st March 2019 to comply with AGAR requirements.

7. Minutes/Internal Financial Controls

The Minutes clearly documents the activities of the Council and there is no evidence of unusual financial activity. The minutes are correctly numbered and verified as a true record by the initials and signature of the chairman on the loose leafs and signature with date on the final page.

8. Register of Interest

Members have duly completed the Register of Interests and fulfilled their obligation to keep it updated.

9. Budget Control

A correct budget process is in place and the budget is regularly monitored. Variances are identified by forecasting over-budget spending, which virements or transfers from cash reserves subsequently address.

10. Cash Balances

While cash balances at the bank of £74849.62 may appear excessive there is a clear financial management plan, which identifies allocated sums for planned projects.

Audit guidance suggests that free cash reserves should amount to six months to one-year operational expenditure.

11. Income Controls

No cash income on a regular basis.

12. Clerk's Expenses

All spending under Clerk's Expenses is notified to and approved by Council

Sums drawn are allocated to the appropriate budget head and VAT is identified and claimed.

13. Payroll Controls

All PAYE/NIC records are up to date and submissions to HMRC are made in real time online.

All PAYE is operated externally and the Responsible Financial Officer verifies the accuracy of the returns.

14. Asset Control

The Asset Register will be updated to reflect any acquisitions and disposals throughout the year and will be formally reviewed and adopted prior to the end of the financial year March 2019 to ensure an accurate entry in the Annual Return.

15. Bank Reconciliation

Bank Reconciliations are carried out on receipt of bank statements and accurately portray the financial position of the Council. It is confirmed that there are no unexplained balancing entries. Members ensure the accuracy of the information contained in the reconciliation by a signature on the document and the respective bank statement.

Conclusion

In concluding the report I acknowledge the assistance of the Town Clerk/RFO for her assistance with queries and the thorough preparation and availability of all documents, which expedited the audit process as a result of accurate and transparent records.

A handwritten signature in black ink, appearing to read 'Georgina D Airey', with a stylized flourish at the end.

Georgina D Airey
Internal Auditor – 21st November 2018

REPORT TO COUNCIL

Date of Meeting: 10th December 2018
Title: Budget – 2019/20
Report of: Vice-Chairman and Clerk

SUMMARY:

To consider the remaining income and expenditure for 2018/19 and to consider the setting of the level of precept for 2019/20.

REPORT:

Financial Reserve Levels Held

At the start of the current financial year (1st April 2018) the Council held £61,479 of reserves. This was higher than anticipated due to lower than predicted expenditure on projects towards the latter months of the 2017/18 financial year.

At present, based upon information available to date, the Clerk estimates that we are likely to hold approximately £52,123 at the end of March 2019. This is based on expenditure this year likely to total approximately £72,013. These figures include the spending of:

- The purchase of a new computer/monitor with necessary software for the Clerk. The current one is now more than five years old and is reaching the end of its predicted lifespan. It is envisaged that whilst the budget exists to pay for it then progression should be made as it may become more difficult to action in future years. A report will follow over the coming months to discuss full costs;
- Routine administrative costs, such as expenditure on the Clerk, minor postages, room rental for meetings and the internal audit.
- The spending of the grants budget, using the full remaining budget in delivering a second round;
- Minor grounds works for the remaining grass cutting of the season, the remaining pathway work at Linstock and routine maintenance as well as wood preservative treatment at Linstock and Crosby play areas;
- £1,500 for the Brunstock bridleway, now invoiced by Cumbria County Council;
- £2,670 on an interpretation panel at Brunstock. Research into an additional one at perhaps Tarraby will follow. The panel is to follow production of footpaths leaflets, at an estimate of £300;
- Remaining expenditure on the pond at Brunstock as well as the purchase of a bench and necessary rock/stone, not included in the quotation.

Monies not spent on projects (only) will be carried forward for completion in 2019/20. Remaining monies on other areas of expenditure will be subsumed into the general reserve budget.

Income expected, other than grant income for the Brunstock pond, will be a small amount of bank interest, a VAT repayment and the income from the summer play days.

The external auditor recommends that the level of reserves held are equal to 3-12 months gross expenditure, i.e. (based on 2017/18 actual spend) between £12,837 and £51,347. The Council is therefore anticipated to hold reserves that are well within the recommended thresholds. The Internal Auditor has however also advised that the reserves should not be allowed to fall below £20,000.

Budget 2019/20

The Council is required to set its budget and determine the precept by 11th January 2019. As the January meeting is delayed due to the Clerk's annual leave, it will be necessary to set it at this meeting in December. At the time of writing this report, the outcome of the Brunstock pond application is unknown but indications from the grant agency are that it is to be looked upon favourably. The remainder of the report therefore assumes the full grant of £6,000 has been awarded and discusses costs based upon expenditure progressing immediately.

Adjustments to the budget for 2019/20, recommended by the Clerk, are outlined below.

Administrative Budget Areas to be Increased

- Clerks Gross Salary - increased to take into account an already agreed increase in NJC scales (not yet officially published and as such, the contingency budget has also increased slightly in case of any unexpected increase). This also increases employers pension payments - adjusted in line. The Clerk has reached the top of the incremental points on her spinal banding so will not receive any other increase going forward;
- A small increase has been made to insurances and subscriptions in line with normal annual increases.

Administrative Budget Areas to Remain Static/Decreased

- Misc. admin & stationery has been decreased due to the anticipated IT renewal in early 2019; The adjustment does allow for the inclusion of the Crosby magazine grant to show in here, as the payment is more publicity/marketing and not included in the grant scheme going forward;
- Employers NI payments have been lower than anticipated this year therefore the budget has been very slightly reduced (still taking into account the anticipated increase in salary);
- Audit commission charges, postages, room rent and training budgets have all remained static;
- The mileage, internal audit and telephone budgets have been decreased slightly in line with this year's expected expenditure.

Grants

The grant budget has been increased to £9,000. Traditional avenues for grant funding being available are closing slowly and without a renewable energy grant scheme in the parish, routes to obtain money are few. This is true not only for Parish Councils, but also for the community groups within our parish. Realistically, as a Parish Council, we are now the only local authority tier that can base our precept upon actual need. This ought to be borne in mind as it does allow us some

flexibility and also potentially, the ability to become the main community provider to other groups who may struggle in the future to access grant funding elsewhere. As such, an increase in budget available is recommended for consideration.

Parish Council Services

- Grass cutting and greens maintenance has been increased due to an anticipated annual increase, in line with inflation. The budget, as in recent years, is set according to the contracted price but it has never been spent in full in recent years due to the weather making some cuts unfeasible so the full amount may again be unnecessary;
- The maintenance budget has been decreased this year due to the wood treatment works that were budgeted for due to take place imminently;
- The playground inspections budget has been maintained in line with expected annual costs although a small annual increase could potentially occur;
- The emergency planning budget has been significantly reduced due to repeated non-expenditure.

Projects

A project budget is proposed below. These figures are based on assumptions made on the spending anticipated during the rest of the current financial year.

• Walks & Footpaths	£2,100 brought forward from previous year(s)
• WWI Commemorations	£50 retained to purchase and plant poppy seeds
• Summer Fair 2019	£1,500 (some expenditure necessary this year)
• Land Registration	£4,250 brought forward from previous year(s)
• Contingency projects	£1,000
• Community Plan Development	£2,000
• Rural Play Scheme	£2,800
• Interpretation Panels	£2,330 brought forward from previous year
	<u>£16,030</u>

The Finance/Risk group recommend that a programme of works for projects for 2019 is set before the new Council term is set to ensure continuity during the first year, when membership numbers are looking dangerously unclear. It is likely that the Finance Group will consider these actions at their February meeting.

Income

The only guaranteed income source is the precept. The CTRS grant is expected to have been reduced to zero so all funds requested will be made up from household taxation.

Other than the precept, a very small amount of bank interest and repayment from the Clerk's three other Councils for SLCC membership is expected. Rural play scheme income and variable income from the Houghton Fair is also accounted for. VAT returns are made regularly and the figure is contingent upon expenditure incurred. Any other income achieved will be through grant income for

specific projects, not yet applied for although this cannot be relied upon in the current financial climate.

Level of Precept Required

If the Council agree with the budget decisions above then expenditure will be approximately £62,611. It should be noted that administrative costs, parish council services and grants amount to £46,581 and that is without any project expenditure at all - therefore, once again it would appear that a precept of £43,540 is inadequate to support the above budget when considered in the longer term scheme of maintaining an adequate reserve.

The need to increase the precept does again seem inevitable, even with the expected reduction in expenditure next year. It is therefore suggested that a large increase is better in the long term, to increase the precept to £46,500 to essentially almost cover essential expenditure? This will leave us with a minimum of £38,052 by 31st March 2020 which will be within the reserve boundaries. The danger with increases vastly above the rate of inflation is that, if expenditure this year and next is not realised, especially where possible in the areas of grounds maintenance and projects, the increase becomes hard to justify to residents when reserves remain high. Councillors therefore need to determine if the budget is realistic and whether the risk is proportionate and if it should be taken?

Before final consideration of the precept amount to be raised, a Plan B scenario if the pond grant application is unsuccessful needs to be considered. It is estimated that approximately £8,750 will be required by the time the stones and bench are paid for. This does not take into account any quotation for stones so could be in need of adjustment. If the £6,000 grant application is unsuccessful then it is recommended that the remaining project budget for this year, along with £600 already confirmed grant income, is held over until next year and combined with project monies allocated for 2019/20. It will however mean that the project budget needs increased by a further £1,200 to include the pond and will not allow for any additional works to be carried out. It is hoped by the time of the meeting we will have a confirmed response to the grant application so that this can be considered if necessary.

ACTION:

The Council is asked to consider the above budget and consider the following recommendations to make to Council to consider:-

- To accept the proposed budget for 2019/20;
- To set a precept of between £46,500 for the council year 2019/20; and
- To consider a timetable to determine a programme of works for 2019.

EXPENDITURE	Budget		Actual Figures already incurred					Estimated Figures				Total	% Spend	Actual end 2017/18	Budget		
	2018/19	1st Quarter	2nd Quarter	Oct	Nov	Dec	Jan	Feb	Mar	2019/2020	2019/2020						
Administration																	
Clerks Gross Salary	£ 15,849	£ 3,962.24	£ 4,292.44	£ 1,320.75	£ 1,320.75	£ 1,320.75	£ 1,320.75	£ 1,320.75	£ 1,320.75	£ 1,320.75	£ 16,179.18	102%	£ 16,098.66	£ 16,163			
Employers NI Contributions	£ 1,075	£ 255.72	£ 301.53	£ 85.42	£ 85.42	£ 85.42	£ 85.42	£ 85.42	£ 85.42	£ 85.42	£ 1,069.77	100%	£ 1,005.72	£ 1,068			
Employers Pension Contributions	£ 476	£ 118.88	£ 128.77	£ 39.62	£ 39.62	£ 39.62	£ 39.62	£ 39.62	£ 39.62	£ 39.62	£ 485.37	102%	£ 448.32	£ 485			
Postage	£ 50	£ 0.98	£ 20.15		£ 1.77						£ 38.98	78%	£ 32.73	£ 50			
Mileage	£ 700	£ 158.40	£ 123.75	£ 57.60	£ 38.70	£ 48.60	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 607.05	87%	£ 681.48	£ 650			
Room Rent	£ 506	£ 126.48	£ 126.48	£ 42.16	£ 42.16	£ 42.16	£ 42.16	£ 42.16	£ 42.16	£ 42.16	£ 505.92	100%	£ 505.92	£ 506			
Audit - Commission	£ 300	£ -	£ 300.00								£ 300.00	100%	£ 300.00	£ 300			
Audit - Internal	£ 290	£ 121.16	£ -			£ 144.10					£ 265.26	91%	£ 288.20	£ 288			
Telephone	£ 174	£ 68.16	£ -						£ 10.00		£ 78.16	45%	£ 54.00	£ 100			
Insurances - Council	£ 940	£ 929.97	£ -								£ 929.97	99%	£ 894.20	£ 968			
Subscriptions	£ 580	£ 541.00	£ -								£ 541.00	93%	£ 519.75	£ 581			
Training	£ 150	£ 70.00	£ -								£ 70.00	47%	£ 125.00	£ 150			
Website hosting and maintenance	£ 76	£ 60.00	£ 16.00								£ 76.00	100%	£ 120.00	£ 76			
Misc Admin & Stationary 1	£ 2,550	£ 881.78	£ 221.29	£ 70.80	£ 56.38	£ 85.00	£ 85.00	£ 85.00	£ 795.00		£ 2,280.25	89%	£ 996.39	£ 1,750			
Contingency	£ 500	£ -	£ -								£ -	0%	£ 500.00	£ 750			
Grants																	
Section 137 - Other Bodies	£ 1,000	£ -	£ -						£ 1,000.00		£ 1,000.00	100%	£ -	£ 1,000			
Grants to other organisations	£ 6,850	£ 2,650.00	£ 649.28	£ 772.78					£ 2,777.94		£ 6,850.00	100%	£ 7,164.36	£ 8,000			
Crosby Magazine grant	£ 150	£ -	£ -						£ 150.00		£ 150.00	100%	£ 150.00				
Repayment of CPCA Grants	£ -	£ -	£ 1,500.00								£ 1,500.00		£ -	£ -			
Parish Council Services																	
Grasscutting & Greens Maint.	£ 9,458	£ 557.18	£ 2,669.68	£ 921.14			£ 550.00				£ 4,698.00	50%	£ 4,106.00	£ 9,717			
Maintenance of Assets	£ 4,960	£ 895.00	£ 420.00	£ 193.40	£ 30.00		£ 460.00	£ 1,960.00	£ 500.00		£ 4,458.40	90%	£ 3,493.20	£ 3,000			
Playground Inspections	£ 880	£ 200.00	£ 200.00	£ 210.00			£ 210.00				£ 820.00	93%	£ 775.00	£ 880			
Emergency Planning	£ 600	£ -	£ -								£ -	0%	£ -	£ 100			
Projects																	
Allocated projects brought forward	£ 21,276	£ 109.95	£ 5,601.50			£ 1,729.91	£ 1,795.00	£ 2,670.00			£ 11,906.36	56%	£ 1,854.02	£ 8,730			
Parish Plan Projects 2	£ 2,000	£ 965.50	£ 965.50				£ 5,305.27				£ 7,236.27	362%	£ 5,735.83	£ 2,000			
SPAA Summer Scheme	£ 2,675	£ -	£ 2,736.30								£ 2,736.30	102%	£ 2,674.50	£ 2,800			
Houghton Fair	£ 1,605	£ 1,228.16	£ 212.30				£ 250.00				£ 1,690.46	105%	£ -	£ 1,500			
Contingency Project	£ 2,000	£ -	£ -				£ 2,600.00				£ 2,600.00	130%	£ -	£ 1,000			
VAT (To be reclaimed)	£ -	£ 660.62	£ 1,993.93	£ 272.81	£ 13.27						£ 2,940.63		£ 2,823.35	£ -			
TOTAL EXPENDITURE	£ 77,669.47	£ 14,561.18	£ 22,478.90	£ 3,986.48	£ 1,628.07	£ 3,495.56	£ 12,803.22	£ 6,262.95	£ 6,796.97	£ 72,013.33	93%	£ 51,346.63	£ 62,611				
INCOME																	
Precept	£ 43,540.00	£ 43,045.05	£ -								£ 43,045.05	99%	£ 39,483.64	£ 46,500			
CTRS Grant	£ -	£ 494.95	£ -								£ 494.95	0%	£ 1,056.36	£ -			
Concurrent Services Grant	£ -	£ -	£ -								£ -	0%	£ -	£ -			
Grants	£ -	£ 1,979.00	£ 200.00				£ 6,400.00				£ 8,579.00	0%	£ 1,100.00	£ -			
Bank Interest	£ 24.00	£ 10.40	£ 14.22				£ 12.00				£ 36.62	153%	£ 28.86	£ 40			
CPCA Grants to be repaid	£ -	£ -	£ 1,500.00								£ 1,500.00	0%	£ -	£ -			
VAT (reclaimed)	£ -	£ -	£ 2,027.28			£ 1,440.47			£ 13.28		£ 6,361.97	0%	£ 2,329.41	£ -			
Misc Other Income	£ 2,774.01	£ 150.00	£ 990.00			£ 1,500.00					£ 2,640.00	95%	£ 2,979.27	£ 2,000			
TOTAL INCOME	£ 46,338.01	£ 45,679.40	£ 4,731.50	£ -	£ -	£ 2,940.47	£ 6,412.00	£ -	£ 13.28	£ 62,657.59	135%	£ 46,977.54	£ 48,540				

Opening Balance 01.04.18	£ 61,478.80
Add estimated receipts	£ 62,657.59
Less estimated payments	£ 72,013.33
Estimated Closing balance 31.03.19	£ 52,123.06
Estimated Opening balance 01.04.19	£ 52,123.06
Add estimated receipts	£ 48,540.00
less estimated payments	£ 62,610.86
Estimated closing balance 31.03.20	£ 38,052.20

Bus Shelters

<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2018/19</u>
Low	Absence of Highway Authority	Maintain register of licence requirements and carry obtain for new shelters.	email confirmation obtained	None	n/a	n/a	Low	Low
Medium	Provision of adequate insurance cover.	Ensure all risks are reviewed annually.	Insurance review to be undertaken annually - prior to policy renewal.	Insurance review undertaken May 2018. Asset register to be reviewed February 2019.	Clerk	28/02/2019	Medium	Medium
Medium	General wear and tear leading to fabric deterioration	Monitor sites	Annual asset inspection.	Asset register to be reviewed February 2019.	Clerk	28/02/2019	Medium	Medium
Low	Vandalism	Arrange regular monitoring of sites	Clerk to inspect periodically when doing notice boards.	Ongoing	Clerk	Ongoing	Low	Low

Code of Conduct

<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2018/19</u>
Medium	Failure to maintain /update register of interests/gifts	Ensure all council members are aware of their statutory responsibilities. Maintain appropriate registers.	Agenda item every April - advising Cllrs of requirement to disclose.	As resolution.	Clerk	01/04/2018	Medium	Medium
High	Failure to declare an interest when appropriate	Ensure all council members are aware of their statutory responsibilities.	Cllrs to be reminded at meeting to leave room if appropriate	Chairman and Clerk to undertake training if offered	Chair/Clerk	If offered	High	High

Medium

Commons & Common Pastures

<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2018/19</u>
Medium	Provision of adequate insurance cover	Carry out annual review to ensure appropriate insurance cover held	Public liability cover to be held for £10 million.	Reviewed May 2018.	Risk Group	01/05/2018	Medium	Medium
Medium	Grass cutting	Ensure subject to tender bids, enforce conditions of contract and inspect contractors documentation.	Ensure all necessary documentation held	Reviewed Oct/Nov 2018 for 2nd last year before necessary re-tender in Nov 2020 for April 2021.	Clerk	01/11/2018	Medium	Medium
Medium	Dog Fouling	Ensure appropriate signage in place, provide bins and enforce dog fouling laws	Annually check signage adequate as part of asset review & work with dog enforcement teams	Asset inspection February 2019 to check adequacy	Clerk	28/02/2019	Medium	Medium
Low	Inadequate maintenance of footpaths and bridle paths	Define responsibility for areas and who responsible for maintenance.	Determine who responsible for each footpath.	Maintain working relationship with Footpaths officer and report issues when known	Clerk	ongoing	Low	Low
High	Poor Drainage	Define responsibility for drainage and provide for emergency work and periodic inspection.	Clerk to determine which areas we own	Ongoing.	Clerk	ongoing	High	High
Medium	Inadequate maintenance of trees & hedges	Ensure contracts in place for maintenance work and urgent repairs are in place		Tree inspection undertaken Feb 2017 by qualified arboriculture consultants & remedial works due to be completed August 2017. Need to confirm they have been. Report valid for 3 years. Review Dec 2019.	Clerk	30/09/2019	Medium	Medium

Computing

Risk Level	Hazard	Control	Resolution	Further Action Required	Action by	Date	Previous Risk Level	Recommended Risk Level
Low	Loss arising from theft/misappropriation	Allocate responsibility for security of equipment.	Office Equipment included as standard cover on Came & Company External disc drives and anti-virus software purchased.	Documents stored in "the cloud" and virus software installed by computer repair company on a three year term.	Clerk	01/04/2018	Low	Low
High	Crash of IT System	Ensure regular back-up of data & maintenance of equipment. Maintain effective anti-virus software.			Clerk	01/04/2020	High	High
Low	Hacking of website	Ensure controls are in place to protect website	Confirm cyber insurance for the Council	Confirmed Council is covered for cyber attacks under current policy	Clerk	ongoing	Low	Low
Low	Personal Injury	Ensure controls are in place to minimise risk of injury to officers.	Undertake risk assessment of working conditions and PAT electrical testing undertaken	Continue with annual PAT testing	Clerk	ongoing	Low	Low
Medium	Breakdown of IT system	Ensure budget in place for necessary repairs/replacement	Allocate budget for maintenance and plan for future renewal	Consider purchasing replacement in 2018/19. Potential issue with Microsoft cost.	Finance/Risk	30/11/2017	Medium	Medium
Medium	Loss of Assets	Maintain adequate Asset Register and ensure appropriate insurance cover is held.	Maintain Asset Register and ensure new additions are incorporated onto register and insurance cover.	Review by council in February 2019	Clerk	28/02/2019	Medium	2017/18 Recommended Risk level
Risk Level	Hazard	Control	Resolution	Further Action Required	Action by	Date	Previous Risk Level	Recommended Risk Level
Medium	Provision of Office Accommodation							
Low	Defective Electrical Equipment/Machinery	Arrange regular inspection of equipment and maintenance contracts	Arrange periodic inspection of equipment (PAT)	See IT above	Clerk	ongoing	Low	Low
Low	Inadequate Office Space	Ensure adequate office space provision for Clerk	Confirm Home Office Size and Layout	Clerk confirmed	Clerk	achieved	Low	Low
Risk Level	Hazard	Control	Resolution	Further Action Required	Action by	Date	Identified Risk level	Recommended Risk level
High	Virus Control	Purchase of anti-virus package	Package purchased	Continue subscription	Clerk	01/04/2020	High	High
Employment of Staff								
Risk Level	Hazard	Control	Resolution	Further Action Required	Action by	Date	Previous Risk Level	Recommended Risk level
Low	Failure to comply with employment law	Issue contracts of employment to all employees & review annually.	Contract issued to Clerk as of TBC	Clerk signed at September 2015 meeting. Annual review necessary	Clerk	28/02/2019	Low	Low
Medium	Loss of key staff	Ensure procedures for key functions are documented	Implement documented procedures	Ongoing	Clerk	Ongoing	Medium	Medium
Low	Inability to retain staff	Regular Staff appraisals and complete exit questionnaire	Staff appraisal scheme to be implemented.	Annual appraisal due February 2019	Chair	28/02/2019	Low	Low
Low	Use of own Vehicle for Council Business	Is Employees car insured for business use? Council Business	Insured for Business use; costs borne by Clerk (included in mileage rate payment)	Confirm annually	Clerk	01/05/2018	Low	Low
Low	Inability of Clerk to display posters on boards due to ill health	Provide alternative means of having posters displayed in required date	Purchase spare keys for designated councillors in case of emergency	Purchase spare keys and distribute to councillors in case of an emergency - to do.	Clerk	01/12/2018	Low	Low

<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Risk Level</u>	<u>Risk level</u> <u>2018/19</u>
High	Full Financial Risk Assessment not undertaken for audit purposes	Council to prepare financial risk assessment and review in annually	Annual stand-alone financial risk assessment to be undertaken	Agenda item by March 2019 meeting.	Clerk	28/02/2019	High	High
Council Members								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level</u> <u>2018/19</u>
High	Insufficient Council members to function legally	Council to actively recruit new volunteers and to ensure Councillors respect the legal summons to attend meetings when called	Recruitment for new councillors to be undertaken as part of Community Plan working arrangements	As control. Diary of meetings to be repeated throughout year.	Clerk	ongoing	High	High
Public buildings and Village Halls								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level</u> <u>2018/19</u>
Low	Inadequate representation on management committee	Arrange appointment of council representatives on Hall Committees.	To maintain representation on village hall committees.	To be done at Annual meeting in May.	Clerk	30/05/2018	Low	Low
Medium	Collapse of Village Hall Committee leading to responsibility passing to Parish Council	Council remain Custodian Trustees for Houghton Village Hall and a risk exists that if the Management structures collapse due to insufficient volunteers, the PC MAY need to consider becoming the Sole Managing Trustee	Maintain working relationship with existing Committees to ensure that support structures are offered if necessary to prevent collapse.	As resolution	Rep for Hall	ongoing	Low	Low
Items removed from the Parish Council Risk Assessment								
Medium	Absence of service level agreements		Responsibility of Village Hall Management Committee's.	Responsibility of Village Hall Management Committee's.	n/a	N/a	None to Council	None to Council
High	Fire	Provide extinguishers and ensure tested. Ensure appropriate signage in place.	Responsibility of Village Hall Management Committee's.	Responsibility of Village Hall Management Committee's.	n/a	N/a	None to Council	None to Council
High	Electrical Equipment safety	Ensure PAT Testing in place for all electrical items	Responsibility of Village Hall Management Committee's.	Responsibility of Village Hall Management Committee's.	n/a	N/a	None to Council	None to Council
Low	Houghton Hall Clock	Bought by SRPC in 2000 for £1600 + Vat	Removed from asset register 2015/16. Village Hall made aware it is their responsibility.	Removed from Risk Register	N/a	No PC action Necessary	Low	None
High	Public Liability Cover		Responsibility of Village Hall Management Committee's.	None	n/a	No PC action necessary	None to PC	None to PC
High	Inadequate Insurance Cover		Responsibility of Village Hall Management Committee's.	None	n/a	No PC action necessary	None to PC	None to PC
High	Personal Injury, & maintenance of car park surfaces		Responsibility of Village Hall Management Committee's.	None	n/a	No PC action necessary	None to PC	None to PC
Medium	Theft from Car Parks		Responsibility of Village Hall Management Committee's.	None	n/a	No PC action necessary	None to PC	None to PC


Stanwix Rural Community Action Plan 2017 - 2021


Issue	Action(s)	Lead Group & Partners	Priority	Timescale	Resources	Progress
A689						
Concerns regarding safety/RTA's/near misses on road	Collate safety data and work with lead agency to progress	Cumbria Highways Parish Council	High	1 - 3 years	Parish Council to consider partnership working with agencies for funding	Discussions held with MP, Cumbria County Council & Police. Matter to continue to be progressed despite resistance from external bodies.
Insufficient road signage	Speak to other agencies who are responsible for roads	Cumbria Highways				See above.
Rubbish clearance	Encourage reporting of fly-tipping	Cumbria County Council Carlisle City Council Parish Council	Medium	2 - 5 years		No progress to date.
Provision of footpaths & cycle ways	Identify areas for development	Parish Council Cumbria County Council Wall Together				Need to prioritise where and when to consider.
Brunstock Common Land						
No recreation facilities available; lack of maintenance/development	Identify suitable recreational facilities & begin funding sourcing (for e.g. sports facilities, play facilities etc) Begin plan of maintenance for the area (better hedge cutting, planting?)	Parish Council Invite residents from Brunstock to form a working group	High	1 - 3 years	Parish Council External Funders Local People Grant bodies	Grant application results imminent.
Street Lighting in Houghton						
Concerns regarding street lighting in numerous areas	Ask for a survey to be carried out of lighting and discuss options for increased provision	Cumbria County Council Parish Council Local Residents	Medium	2 - 5 years	Cumbria County Council; Parish Council	Works completed.
Police Problems						
Speeding in Houghton	Reduce speeding, raise awareness	Cumbria Police	High	1 - 2 years	Parish Council	Police van in

Written with the support of:





Stanwix Rural Community Action Plan 2017 - 2021



	Lobby for increased signage; begin use of speed radar gun	Local residents Parish Council Cumbria Highways			Cumbria County Council; Cumbria Police	regular attendance, more volunteers to be recruited.
Lack of police presence	Identify reasons for perception of lack of presence; Seek increased visibility if appropriate; Ask Police and Crime Commissioner for input	Police and Crime Commissioner Parish Council Cumbria Police Local Residents	Medium	1 - 3 years	Parish Council	Request made to Police
Young People						
Lack of engagement with young people in the Parish	Identify and engage with local youth groups; Consider Youth Council.	Parish Council; Local youth groups (e.g. scouts, guides, young farmers)	Low	1 - 5 years	Parish Council	Matter being deferred until Cllr numbers increase.
Flood Defences						
To support the established flood group in Crosby-on-Eden	To provide necessary support as appropriate for the flood defence/action group	Local Residents Parish Council Environment Agency Carlisle City Council Cumbria County Council	High	1 - 2 years	Parish Council Environment Agency Carlisle City Council Cumbria County Council	Support in place for groups. Emergency boxes to be completed at a later date if desired.

Written with the support of:



Stanwix Rural Parish Council, Houghton Fair Working Group

Notes of a Meeting Held on Wednesday 7 November 2018

Present: Mike Fox, Susan Aglionby, Lindsey Slater, Graham Simpson, Anne Nicholson, Michael Neilson, Carol Neilson and Sarah Kyle

Those present were thanked sincerely for attending. A brainstorming session was then held, with the following agreed to be considered for the 29 June 2019 Fair:

Refreshments

- Teas/Coffees/Baking - to be held in the Village Hall and staffed by volunteers from the Village Hall Committee/School Governors/PTA
- Burgers - SA to organise burger stall as normal on Green
- Ice Cream Van - LS to confirm with PTA which van used and donation obtained

In the Hall

- Hall user groups to be invited to put on a display or host an information table - AN to write to groups
- Children's Industrial Competition to be held - LS to consider categories and early publicity to other local schools/children's groups. Prizes to be considered and obtained. Judges to be confirmed.
- Face Painting - LS to ask PTA to provide volunteers
- Raffle to be held, with 4 or 5 decent quality prizes - seller of tickets to be confirmed. Prizes to be left at school for collection if not on day.

On the Green

- Climbing Wall - SK to book
- Inflatable's - SK to book a slide and bouncy castle
- Entertainer - SK to book one able to work outside only
- Sports day - LS/School to run on day, arrangements as in previous years

On the School Field

- Archery for junior age children + - GS to be hired to provide

On the Day/Other Matters

- Choir/Dance Performance - LS to approach volunteers
- Volunteers required for wristband sales - to be considered
- Wristbands - what will the fee include?
- Entry Fee - do we charge? Or leave as free entry? What would they get for their entry fee?
- Would Cumbria Wildlife Trust like to be involved?

Next meeting to confirm arrangements to date and consider outstanding matters to be held on Wednesday 6th February 2019 at 7pm. Venue to be confirmed.