

**Minutes of a Meeting of Stanwix Rural Parish Council held on  
Wednesday 11 April 2018 in the Village Hall, Houghton at 7:30 p.m.**

**Present:** The Chairman Cllr M Fox, Cllrs A Coles, A Earls, C Nicholson and C Savory.

**In Attendance:** City Cllrs M Bowman and J Bainbridge. Two members of the public.

**ACTION**

**SR 654/5/18 Election of Chairman for Council Year 2018/19**

**Resolved** that Cllr M Fox be elected as Chairman for the Council Year 2018/19 however a re-election will be offered in June due to the lack of Cllrs present. Cllr Fox signed the Declaration of Acceptance of Office.

**SR 655/5/18 Appointment of Vice-Chairman for Council Year 2018/19**

**Resolved** that Cllr C Nicholson be appointed as Vice-Chairman for the Council Year 2018/19 however a re-appointment will be offered in June due to the lack of Cllrs present.

**SR 656/5/18 Apologies for absence**

Apologies were received and accepted from Cllrs A Lightfoot, R Gordon and C Duncan.

**SR 657/5/18 Minutes of the meeting of the Parish Council held on 11 April 2018**

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

**SR 658/5/18 Requests for Dispensations**

No requests for dispensations were received.

**SR 659/5/18 Declarations of Interest**

Cllr Savory declared an interest in planning application 18/0169 due to being a member of Cumbria Wildlife Trust. Cllr Nicholson declared an interest in planning application 18/0229 due to the proximity of it to his residence.

**SR 660/5/18 Public Participation**

A resident presented evidence regarding planning application 18/0229, outlining the circumstances for the application and providing clarification on the concerns the Council had raised at the March meeting. Consideration was given to the new information and it was agreed to consider the application immediately to enable the resident to leave the meeting.

**Resolved:** To recommend approval of planning application 18/0229 (listed formally below).

*Two members of the public left the meeting.*

**SR 661/5/18 Financial Matters**

**661.1 Finance/Risk Minutes**

**Resolved** to receive the minutes of the meeting held on 25 April 2018, which had been circulated alongside the agenda, and to approve the recommendations made (all covered as items proper during the meeting).

**661.2 Internal Audit Report**

**Resolved** to receive, note and accept the end of year internal auditors report for the financial year 2017/18, which had been circulated alongside the agenda.

**661.3 Audit Commission Annual Return Governance Statement for the Year Ended 31st March 2018**

**Resolved** to approve the Annual Governance Statement and authorise the Chairman to sign the annual return.

**661.4 Statement of Accounts to Year Ended 31st March 2018**

**Resolved** to approve the Statement of Accounts and authorise the Chairman to sign the annual

#### 661.5 Insurance 2018/19

**Resolved** to accept a quotation of £929.97 for the provision of insurance for the current Council year, as the final year of the previously agreed three-year long term binding agreement with Came & Company

#### 661.6 SLCC Membership

**Resolved** to authorise renewal of membership fees for the Clerk of £185. The Clerk's two other Councils to be asked for a proportionate contribution.

#### 661.7 Clerks Salary

**Resolved** to adopt the new pay scales 2018-2019 in line with the National Joint Council salary award and to agree to the backdated payment from 1 April 2018 to be made.

#### 661.8 CALC Subscription

**Resolved** to authorise the renewal of the subscription to CALC at a cost of £356.

#### 661.9 Payments:

**Resolved** that the following payments be approved:

NEST Pension, May pension	£80.29
Sarah Kyle, May salary plus reimbursements	£1,268.63
HMRC, May PAYE/NI	£213.88
Cumbria Payroll, May payroll	£18.00
Tech4Office, April printing	£32.64
YPO, Stationery	£28.13
Houghton Village Hall, Rental	£8.60
Playdale, Crosby play equipment deposit	£1,158.60
Play Inspection Company, Inspections	£240.00
Came & Company, Insurance	£929.97
Society of Local Council Clerks, Subscription	£185.00
CALC, Subscription	£356.00
CALC, Training Course	£70.00
Houghton In Bloom, WW1 Donation	£100.00
G Airey, Internal Audit	£121.60
CGM, Grounds Maintenance	£386.62
<b>TOTAL</b>	<b>£5,197.96</b>

#### 661.10 Noted: balances at bank as at 30 April 2018:

Community Account	£1,688.84
Money Manager Account	£100,516.17
Cash Account	£1,979.55
Expenditure to 30/04/18	£2,862.98

#### 661.11 Income Received

**Resolved** to note the receipt of:

- £43,540 for precept and CTRS grant, Carlisle City Council
- £1000.00 for Crosby play area equipment, Cumbria County Council

#### 661.12 Internet Banking

**Resolved** to confirm approval for the Clerk to continue to authorise internet banking payments and for the direct debit for pension payments to continue until further notice.

### SR 662/5/18 Planning Matters

#### 662.1 New Applications

**18/0241 Waterside Cottage, Tarraby, Carlisle, CA3 0JS** - Demolition Of Existing Portico And Erection Of New Porch/Entrance Together With Single Storey Extension To Existing Kitchen And Utility

**Resolved:** The application proposes a “new entrance and vestibule of modern contemporary design finished with timber cladding” (D&A Statement). The Parish Council finds the design and timber cladding of the proposed entrance and vestibule to be un-sympathetic to the property and provides a wholly inappropriate finish to a non-agricultural building in what is Carlisle’s oldest Rural Conservation Area. The Parish Council has no objection in principle to remainder of proposal.

**18/0353 33 The Green, Houghton, Carlisle, CA3 0NG** - Erection Of First Floor Dormer Extension To Provide 3no.

Bedrooms And Bathroom Together With Installation Of Bay Window

**Resolved:** The Parish Council recommends the application is determined in accordance with national and local planning policy and guidance.

**18/0364 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB** - Display Of 1no. Non Illuminated Menu Board Sign And 1no. Free Standing Direction Sign

**Resolved:** The Parish Council recommends the application is determined in accordance with national and local planning policy and guidance.

**18/0336 Croft House, Brunstock, Carlisle, CA6 4QG** - Demolition Of Existing Conservatory; Erection Of Two Storey Rear

Extension To Provide Sunroom On Ground Floor With 1no. Bedroom Above

**Resolved:** The Parish Council recommends the application is determined in accordance with national and local planning policy and guidance.

**18/0363 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB** - Siting Of Hand Car Wash And Valet Facility Including Canopy And Portable Office Store Building

**Resolved:** The Parish Council to state detailed arguments regarding drainage and to urge refusal of the application until an Environmental Impact Assessment is completed that can demonstrate sustainability in the long term. In the event that permission is granted the Parish Council urges conditioning to ensure that a limit be placed upon the quantity of detergents etc. that may be stored on site at any time - reason: in order to mitigate the effects of leakage or malicious damage.

**18/0383 Woodside, Brunstock, Carlisle, CA6 4QG** - Demolition Of Existing Dwelling And Erection Of 2No. Dwellings With Creation Of Additional Vehicular Access Without Compliance With Condition 2 Imposed By Planning Permission 16/0791 To Alter The Porch Details On Plot 2

**Resolved:** The Parish Council recommends the application is determined in accordance with national and local planning policy and guidance.

**18/0298 Walby Farm Park, Walby Grange, Birky Lane, Walby, Carlisle, CA6 4QL** - Roofing Over 3no. Existing Structures And Erection Of Lean To Extension

**Resolved:** The Parish Council recommends the application is determined in accordance with national and local planning and conservation policy and guidance.

**18/0400 Red Pike, Linstock, Carlisle, CA6 4PZ** - Erection Of Replacement Garage And Re-Siting Of Oil Storage Tank

**Resolved:** The Parish Council recommends the application is determined in accordance with national and local planning policy and guidance.

## **662.2 Resolved to note Permission Notices Received:**

**18/0169 Gosling Sike Farm, Houghton Road, Houghton, Carlisle, CA3 0LD** - Display Of 1no. Fascia Sign, 1no. Hanging Sign And 2no. Hoarding Signs (All Non Illuminated)

Cllr Nicholson had met with a representative of Cumbria Wildlife Trust onsite to discuss the concerns. He informed Cllrs that he was satisfied that the new information provided removed

DRAFT MINUTES TO BE APPROVED AT A MEETING TO BE HELD 13 JUNE 2018 IN HOUGHTON VILLAGE HALL  
previous concerns.

**Resolved:** To inform the planning department that the new information provided removes concerns and to withdraw the previous objection.

CN/SK

**18/0229 2 Whiteclosegate, Carlisle, CA3 0JE - Erection Of Single Storey Annexe To Rear Of Property**

**Resolved:** To recommend approval of planning application 18/0229 in accordance with national and local planning policy and guidance.

SK

#### **SR 663/5/18 Clerk's Report**

The Clerk has been primarily engaged with the production of the annual accounts and GDPR policies during April leaving little time for other items, however, in addition to the items covered within the agenda, the following items are to report on:

*SR 620.1/2/18 M6 Motorway Noise*

This matter remains ongoing.

*SR 633.6/3/18 Carlisle Airport Development of RNAV Procedures Consultation*

A date is being arranged for a meeting between representatives from the airport and Councillors.

CN

*SR 634.4/3/18 Linstock Notice board*

This item will now be considered at a future meeting.

SK

*SR 647/4/18 Motorway Bridge/Brunstock Beck*

The query raised by Cllr Coles as to whether a culvert under the motorway bridge at Brunstock is draining directly into the Beck remains under investigation.

AC

#### **SR 664/5/18 Flood Recovery**

Cllr Fox reported that the consultation exercise has not yet been finalised for the Crosby scheme. It is hoped that the Environment Agency will appoint a project manager in the near future and that a flood group meeting will be arranged.

#### **SR 665/5/18 Administrative Matters**

##### **665.1 Appointment of Representative to Outside Bodies & Appointment of Working Groups/Committees**

**Resolved** to defer the item until June when more Cllrs will be present.

##### **665.22 Programme of Meetings**

**Resolved** that all meetings will take place on the second Wednesday of the month, alternating between Crosby Parish Hall and Houghton Village Hall with the exception of the January meeting (to be held on Tuesday 22 January 2019 in Linstock WI Hall if available). No meeting is planned for August unless urgent business occurs.

##### **665.3 General Data Protection Regulations**

**Resolved:** To approval and implement GDPR policies, circulated alongside the agenda, with immediate effect.

##### **665.4 Standing Orders**

**Resolved:** To approval and implement updated Standing Orders, circulated alongside the agenda, with immediate effect.

#### **SR 666/5/18 Village Matters**

##### **666.1 Brunstock Common**

A meeting had been held, attended by eleven residents and three Cllrs, to discuss the way forward with Brunstock Common, in particular with regards to the pond and seating. Appreciation for work already completed was expressed and it was agreed that the pond area will be retained.

The restoration of the pond is being taken forward by a resident volunteer and an update will be provided in due course. Tree stumps, left after the initial clearing, will be removed as soon as possible. The Clerk to investigate bench prices.

SK

**SR 667/5/18 Consultations**

**667.1 Electoral Review of Carlisle: Warding Arrangements**

**Resolved:** To ratify the response, which had been previously circulated alongside the agenda.

**SR 668/5/18 Schedule of Correspondence, Notices and Publications**

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

**SR 669/5/18 Councillor Matters**

No matters were raised for the attention of the Council.

**SR 670/5/18 Date of Next Meeting**

**Resolved** that the next meeting of the Parish Council be held on Wednesday 13th June 2018 in the Village Hall, Houghton at 7.30pm.

There being no further business, the Chairman closed the meeting at 9.12pm.