



# STANWIX RURAL PARISH COUNCIL

Chairman: Cllr M Fox

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

2 May 2018

**The Annual Meeting of Stanwix Rural Parish Council which will be held at 7:30pm on:**

**Wednesday 9th May 2018 in the Parish Hall, Crosby-on-Eden**

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

Yours faithfully

**Sarah Kyle, Clerk to the Council**

## **Agenda**

**1. Election of Chairman for the Council Year 2018/19**

To elect a Chairman and to receive the signed Declaration of Acceptance of Office

**2. Appointment of Vice-Chairman for the Council Year 2018/19**

**3. Apologies for absence**

To receive apologies and approve reasons for absence

**4. Minutes of the meeting of the Parish Council held on 11th April 2018**

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

**5. 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

**6. Declarations of Interest**

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

**7. 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

**8. Finance matters**

**8.1 Finance/Risk Minutes**

To receive minutes of the meeting held on 25 April 2018 and consider approval of the recommendations made - attached

**8.2 Internal Audit Report**

To receive, note and accept the end of year internal auditors report for the financial year 2017/18

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

To approve Annual Governance Statement and authorise the Chairman to sign the annual return

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

To approve the Statement of Accounts and authorise the Chairman to sign the annual return

## **8.5 Insurance 2018/19**

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

## **8.6 SLCC Membership**

To consider authorisation of the renewal of membership fees for the Clerk of £185

## **8.7 Clerks Salary**

To consider adoption of 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

## **8.8 CALC Subscription**

To consider renewal of the subscription to CALC at a cost of £356

## **8.9 To approve payments** detailed in the schedule and to note the reconciled balances at bank

## **8.10 Income Received**

To note receipt of:

- £1,000 from Cumbria County Council (grant, Crosby Play Area)
- £43,540 from Carlisle City Council (precept and CTRS grant)

## **8.11 Internet Banking**

To reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for pension payments to continue until further notice

## **9. Planning matters**

### **9.1 To Consider New Applications Received**

**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

**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

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

**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

**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

**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

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

### **9.2 To consider new information received on previously discussed applications**

**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)

## **10. Clerk's Report**

Clerk to report on actions undertaken following the April meeting

## **11. Flood Recovery**

To receive and note a verbal update

## **12. Administrative Matters**

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

To consider the above

### **12.2 Programme of Meetings**

To agree the calendar of meeting dates for the council year 2018/19

### **12.3 General Data Protection Regulations**

To consider the approval of policies

### **12.4 Standing Orders**

To consider the immediate adoption of updated standing orders

## **13. Village Matters**

### **13.1 Brunstock Common**

To consider the way forward with renovations following a public meeting held on 2 May 2018

## **14. Consultations**

### **14.1 Electoral Review of Carlisle: Warding Arrangements**

To ratify the submitted response

## **15. Schedule of Correspondence, notices and publications**

To note items of correspondence received since the last meeting:

- Tree Preservation order 2017 No.290

## **16. 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*

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

***Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests on a 'Notification by Member of Pecuniary and Other Registrable Interests' form. The Code places a duty on all Parish Councillors to ensure that the information given in their Notice of Interest is current and it is a breach of the Code should Parish Councillors fail to give further notice in order to ensure that their Personal Interests form is up to date. Members are therefore politely reminded of the need to complete a new form in respect of any change to their interests, including changes of employment, ownership or renting of property within 28 days of any change taking place.***