



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY
Tel: 01228 231124
www.stanwixrural.co.uk

Mobile: 07910 842 797
clerk@stanwixrural.co.uk

7 March 2019

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

Wednesday 13th March 2019 in the Cumbria Wildlife Trust Centre, Houghton

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. 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

3. Declarations of Interest

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

4. Minutes of the meeting of the Parish Council held on 23 February 2019

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

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. Planning matters

6.1 To Consider New Applications:

18/1152 Moss Cottage, The Knells, Houghton, Carlisle, CA6 4JN - Erection Of 10no. Stables With Adjoining Yard

19/0186 36 Whiteclosegate, Carlisle, CA3 0JB - Change Of Use From Dwelling To Residential Care Home For People With Learning Disabilities Including Conversion Of Detached Garage Into Accommodation

6.2 To Note Permission Notices Received:

18/1138 Langarth, 138 Houghton Road, Houghton, Carlisle, CA3 0LD - Single Storey Rear/Side Extension To Provide Kitchen

7. Clerk's Report

Clerk to give a report on actions undertaken following the February meeting

8. Flood Recovery

To receive and note a verbal update

9. Administrative Matters

9.1 Asset Review

To consider the condition of assets in the Parish and authorise repairs where required

9.2 Clerk's Salary

To consider agreement of implementation of the new National NJC pay scales, effective 1 April 2019 with a £0.27 per hour pay increase (£311.04 annually)

9.3 Community Plan - Action Plan

To consider an update to the above

9.4 Standing Orders and Financial Regulations

To consider the approval of updated standing orders and to note ratification of the existing financial regulations as previously approved

9.5 Election Arrangements 2019

To note the above

10. Village Matters

10.1 Summer Play Scheme

To consider approval of arrangements for provision in 2019

10.2 Houghton Fair

To receive minutes of the planning meeting held on 6 February 2019

10.3 Centurion's Walk

To consider approval of a donation of £1,200 plus VAT towards resurfacing of the above

10.4 Brunstock Common

To receive a verbal update from a residents meeting, held on 11th March and to consider expenditure on additional necessary equipment urgently required for the Common/Pond and the planned interpretation panel

10.5 Houghton School Parking

To receive a verbal update following a joint meeting held and to further consider any necessary actions

11. Finance matters

11.1 Finance/Risk Minutes

To receive minutes from the working group held on 28 February 2019 and consider approval of recommendations, where not covered elsewhere on the agenda proper

11.2 Grants 2018/19

To consider arrangements for outstanding grants for the current financial year

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

11.4 Income Received

To note receipts:

- £24.43 Bank Interest, HSBC
- £190.04 VAT Repayment, HMRC

11.5 Budget Update 2019/20

To consider adjustments required to the budget for the forthcoming year

11.6 Fidelity Guarantee Insurance

To consider a review of the above prior to the receipt of the precept in April

12. Schedule of Correspondence, notices and publications

To note items of correspondence received since the last meeting:

- CALC February Newsletter
- Cumbria Constabulary February Newsletter
- Great British Spring Clean Information - Carlisle City Council

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.* Further agenda items should be submitted to the Clerk by 3 April 2019.

14. Date of next meeting – to resolve that the next meeting of the Parish Council be held on Wednesday 10th April 2019 in the Parish Hall, Crosby at 7.30pm. The meeting will directly follow the Annual Parish Meeting which will commence at 7.20pm.

STANWIX RURAL PARISH COUNCIL

Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 13 February 2019 in the Parish Hall, Crosby-on-Eden at 7:30 p.m.

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

In Attendance: City Cllr M Bowman. County Cllr J Mallinson. 1 member of the public.

ACTION

SR 773/2/19 Apologies for absence

Apologies were received and accepted from Cllrs C Duncan, R Gordon and C Savory. City Cllr J Bainbridge also sent apologies.

SR 774/2/19 Minutes of the meeting of the Parish Council held on 22 January 2019

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

SR 775/2/19 Requests for Dispensations

No request for dispensations were received.

SR 776/2/19 Declarations of Interest

Cllr Lightfoot declared an interest in item 782.1, being Chairman of Houghton Village Hall Committee. Cllr Nicholson declared an interest also in 782.1, his wife being treasurer of Houghton Village Hall Management Committee. He also declared an interest in planning application 19/0099, being the owner of a nearby property.

SR 777/2/19 Public Participation

One member of the public attended to inform members that Riverside Housing were planning on paying for repair works to the road surface adjacent to their properties at Hadrian's Gardens and part of Centurions Walk. An opportunity had therefore arisen for the remainder of the road to be worked on whilst the contractors were on site. The total cost for the additional works, to be financed by the twelve dwellings with responsibility, would be £32,000. A residents meeting was due to be held on 16 February to discuss the proposal but a request for financial assistance to reduce the cost per household was made. Adjacent landowners and United Utilities are also being approached for support.

County Cllr Mallinson pledged some limited financial support due to his reduced resources. He informed the resident that unfortunately the repair works will not bring the road to adoptable County Council standard. City Cllr Bowman expressed regret that she would be unable to financially support due to the forthcoming elections coupled with boundary changes. The Parish Council will consider the matter at their March meeting.

SR 778/2/19 Planning Matters

778.1 New Applications:

19/0065 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 Without Compliance With Condition 2 Imposed On Planning Permission 18/0353 To Amend External Materials

Resolved: That the application is determined in accordance with national and local planning policy and guidance. To also note that the renovation works are somewhat protracted and the Parish Council would welcome swift completion of the remaining works if possible due to the fact that the location of the site, next to a bus stop, is such that contractors vehicle parking can often create problems for local residents and for other road users.

18/1142 Land to North of California Road, Carlisle CA3 0BY - Erection Of 200no. Dwellings And Associated Infrastructure

Resolved: To ratify a previously circulated draft response, outlining numerous concerns regarding the lack of infrastructure to support further large developments in the area; archaeological impact; impact upon nearby public rights of way; parking and traffic.

19/0099 39 Whiteclosegate, Carlisle, CA3 0JA - Single Storey Rear Extension To Provide

Dining Room

Resolved: That the application is determined in accordance with national and local planning policy and guidance.

SR 779/2/19 Clerk's Report

The Clerk provided a verbal report, noting the following:

753.2/12/18 Bus Stop Seating

This matter remains ongoing and an update will be put on the agenda in due course.

CLERK

753.5/12/18 Brunstock Pond

Work has been delayed however it is due to recommence at the end of February.

767.1/1/19 Defibrillator Pads

Five more sets of pads were ordered, at an increased cost of £1 per set. These have now been delivered and will be distributed between the three sites as soon as practical.

CLERK

767.3/1/19 Interpretation Panel

Contact has been made with the chosen supplier and the matter will be progressed once the pond is further completed.

767.4/1/19 Tribune Drive Play Area

A letter has been sent to Carlisle City Council regarding the above and future plans for the site.

767.5/1/19 Houghton Village Green Parking Barrier

This matter remains ongoing.

CLERK

767.6/1/19 Crosby School Parking

This matter remains ongoing.

CLERK

769.1/1/19 Police and Crime Commissioner Council Tax Consultation

A letter was sent raising concerns over the nature of the consultation; a response has subsequently been received.

751/12/18 Crosby Footpath Status

This matter remains ongoing.

CLERK

Tribune Drive Notice board

The board is currently out of action due to the key breaking in the lock.

CLERK

Cllr Fox also noted that an election recruitment poster is being worked on for display in the near future.

CLERK

SR 780/2/19 Flood Recovery

Cllr Fox informed members that there had been little progress since the last meeting. He had attended a Carlisle based information session which highlighted progress with the Rickerby scheme, however frustration is expressed at the lack of progress with a scheme for Crosby.

SR 781/2/19 Administrative Matters

781.1 Clerk's PC

Four quotations for a replacement computer system had been received costing £589, £713, £791, and £870 for the computer, monitor and software.

Resolved: To proceed with the purchase of a computer and software from the lowest cost supplier at a price of £464. A monitor to be sourced separately.

CLERK

SR 782/2/19 Village Matters

782.1 Houghton Christmas Tree

Cllr Lightfoot outlined plans for the Village Hall Management Committee to erect a Christmas tree outside the Hall. Plans were still being discussed with regards to location and type of tree.

Resolved: To consider if Council involvement is necessary after exact location and the type of tree (felled/disposable or permanent) is decided upon.

AL

782.2 Houghton School Parking

This matter remains ongoing whilst a meeting between the school and police is organised.

CLERK

782.3 Brunstock Planning Consent

Informal enquiries regarding the placement of shipping containers had been made to the planning officers. A site visit had been made by a planning officer and the matter was therefore in their hands.

County Cllr Mallinson, City Cllr Bowman and one member of the public left the meeting at 8.40pm.

782.4 Play Area Inspections

The quarterly inspections had been received highlighting mainly low risk maintenance issues but one moderate risk piece of equipment at Linstock.

Resolved: Colville Grounds Maintenance to be asked to undertake necessary maintenance, including the planned wood preservative treatment, as soon as convenient

CLERK

SR 783/2/19 Financial Matters

783.1 Payments:

Resolved that the following payments be approved:

NEST, February pension	£81.88
Sarah Kyle, February salary plus reimbursements	£1219.30
HMRC, February PAYE	£226.10
Cumbria Payroll, February payroll	£18.00
Tech4Office, Dec/Jan printing	£3.44
Play Inspection Company, operational inspections	£240.00
Houghton in Bloom, 2nd round grant award	£300.00
YPO, Stationery	£20.72
TOTAL:	£2,109.44

783.2 Noted: balances at bank as at 31 January 2019:

Community Account	£2,151.35
Money Manager Account	£56,839.48
Cash Account	£2,569.55
Expenditure 31/01/19	£54,746.22

783.3 Internal Audit Arrangements

Resolved that the internal audit plan, including the internal auditor terms of reference, be approved for 2018/19 and continuation into 2019/20 until further review. Also **resolved** that the Council's internal audit procedures be considered effective and that the current internal auditor, Mrs G Airey, continue to be appointed until further notice.

783.4 Grant Scheme 2019/20

Resolved that criteria be considered and amended to tighten up the procedures for evidence required. Once the criteria has been agreed via email it was resolved to open the first round grant scheme for 2019/20. Applications are to be received by 1 April to be considered at the meeting to be held later that month.

CLERK

783.5 Asset Register

Resolved that the asset register be accepted and approved.

SR 784/2/19 Schedule of Correspondence, Notices and Publications

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

SR 785/2/19 Councillor Matters

Cllr Coles noted success in having the gullies outside Eden Gate cleaned by Highways. He further noted drainage and telecom works in Houghton.

Cllr Nicholson informed members that there had been damage to a property in Tribune Drive following high winds, leading to a piece of play equipment being blown over (min. 705/9/18 refers). It was agreed that the Council does not have the power to intervene in what is a civil matter.

Cllr Nicholson also noted that he had been contacted by ITV Border News regarding developments

at Carlisle Airport.

SR 786/2/19 Date of Next Meeting

Resolved that the next meeting of the Parish Council be held on Wednesday 13th March at 7.30pm in the Wildlife Centre, Houghton.

There being no further business, the Chairman closed the meeting at 9.15pm.

STANWIX RURAL PARISH COUNCIL
CLERK'S REPORT, PARISH COUNCIL MEETING 13 MARCH 2019

In addition to the items covered within the agenda, the following items are to report on:

753.2/12/18 Bus Stop Seating

This matter remains ongoing.

767.1/1/19 Defibrillator Pads

Updated sets have now been distributed and installed at each of the three sites.

767.5/1/19 Houghton Village Green Parking Barrier

This matter remains ongoing.

767.6/1/19 Crosby School Parking

A response from the school was received and it was noted that the parent parking on the zig-zags had been spoken to.

751/12/18 Crosby Footpath Status

This matter remains ongoing.

SR 778/2/19 19/0065 33 The Green, Houghton, Carlisle, CA3 0NG

Advice was obtained from the planning officer with regards to the length of time being taken to develop the above.

SR 782.4/2/19 Play Area Inspections

The grounds maintenance team have undertaken preparatory work prior to applying the wood preservative treatment to the play areas at Linstock and Crosby.

REPORT TO COUNCIL

Title: ASSET INSPECTION 2018/19

Report of: CLERK

SUMMARY:

To consider the refurbishment of parish council assets.

REPORT:

In accordance with the annual risk assessment the clerk has undertaken an inspection of all the councils assets. Most are in a good condition with no immediate works required. Listed below are the Clerks recommendations, however, Cllrs are invited to also undertake their own inspection or to comment where views differ.

Rickerby

<u>Item</u>	<u>Condition</u>	<u>Clerks Recommendation</u>
1 x Closed Notice Board	Fine	No works required
1 x Open Board	Fine	No works required

Linstock (first village green when entering from Rickerby)

<u>Item</u>	<u>Condition</u>	<u>Clerks Recommendation</u>
1 x Hardwood Bench (on entering village)	TBC	TBC
1 x Picnic Table	TBC	TBC
1 x Black waste bin	TBC	TBC

Linstock (second village green when entering from Rickerby)

<u>Item</u>	<u>Condition</u>	<u>Clerks Recommendation</u>
1 x Slatted Hardwood Bench	Fine	No works required
2 x Picnic tables	Part of play area inspection	Dealt with under play area
1 x Slatted Bench (beside bus stop)	Good	No works required
1 x Bus Shelter	Good	No works required
1 x Closed Notice Board	Good	No works required
1 x Open Board	Good	No works required
2 x Goalposts	Part of play area inspection	Dealt with under play area

Crosby Moor

<u>Item</u>	<u>Condition</u>	<u>Clerks Recommendation</u>
1 x Bus Shelter	Fine	No works required
1 x Closed board	Fine	No works required

Crosby On Eden

<u>Item</u>	<u>Condition</u>	<u>Clerks Recommendation</u>
1 x Closed Notice Board	Fine	No works required
1 x Open Board	Fine	No works required
Gate into nature reserve	TBC	TBC
Play area gate (onto road)	Fine	No works required
Highway Barrier	TBC	TBC
Bus Shelter	Fine	No works required
1 x Bench (near Church)	Good	No works required

Brunstock

<u>Item</u>	<u>Condition</u>	<u>Clerks Recommendation</u>
1 x Closed Notice Board	Good	No works required
1 x Open Board	Good	No works required
1 x Pedestrian Gate into Common Land?	Good	No works required
1 x Access Gate into Common Land	Extremely Poor	Grounds maintenance team requested to attend

Houghton

<u>Item</u>	<u>Condition</u>	<u>Clerks Recommendation</u>
1 x Closed Notice Board (on village green)	Poor	Joiner requested to attend
1 x Open Board	Fine	No works required
1 x Closed Notice Board (at Tribune Drive)	Broken	Joiner requested to attend
1 x Wooden Bench (near Church)	Fine	No works needed
1 x Concrete & Wood Bench (near Hall, facing road)	Fine	No works needed
1 x Wooden bench (opposite school, facing road)	Fine	No works needed
1 x Wooden bench (pledged bench, near hall car park)	Fine	No works needed

1 x Metal & Wood bench (to rear of village green)	TBC	TBC
1 x Bin	Fine	No works required
2 x Goalposts (village green)	Part of play area inspection	Dealt with under play area
21 x Metal bollards	Fine	No works required
22 x Wooden bollards	Fine	No works required

Whiteclosegate

<u>Item</u>	<u>Condition</u>	<u>Clerks Recommendation</u>
1 x Closed Notice Board	Fine	No works required
1 x Open Notice Board	Fine	No works required
1 x Wooden bench (Tarraby)	Good	No works required

ACTION:

The Council is requested to authorise the Clerk to seek quotations for necessary works where appropriate.


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	Residents leading discussions with MP, Cumbria County Council & Police. Data collation awaited from resident survey.
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				Remains necessary 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	Pond restoration underway. Bench & panel plus lifesaving equipment now required.
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.

Written with the support of:





Stanwix Rural Community Action Plan 2017 - 2021



Police Problems						
Speeding in Houghton	Reduce speeding, raise awareness Lobby for increased signage; begin use of speed radar gun	Cumbria Police Local residents Parish Council Cumbria Highways	High	1 - 2 years	Parish Council Cumbria County Council; Cumbria Police	Police van in 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:



REPORT TO COUNCIL

Title: STANDING ORDERS AND FINANCIAL REGULATIONS
Report of: CLERK
Date: 13 March 2019

SUMMARY:

NALC has made minor changes to its model standing orders to correct minor mistakes and update minor practices. This report summarises the changes to the new document.

REPORT:

Model standing order 17

A minor mistake was made in respect of model standing order 17(d) (ii) which states:

"to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval"

The correct wording for standing order 17(d)(ii) is:

"to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval."

Model standing order 21 and 15 (b) (ix)

Further to the government's decision to exempt local councils from the definition of "public authority" for the purposes of the General Data Protection Regulation the previous reference to "shall appoint a Data Protection Officer" in model standing order 21 (a) has been changed to "may appoint a Data Protection Officer". Model standing order 15 (b) (ix) has also been changed to conform to the new position.

Model standing order 18

Model standing order 18 (c) has been changed to include the words "unless it proposes to use an existing list of approved suppliers (framework agreement)" and now reads:

"A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement)".

This change has been made further to requests that we clarify the wording of the standing order. NALC Legal Topic Note 87 contains detailed guidance on advertising on the contracts finder website.

Asides from those above, the remainder of the standing orders remain unchanged. The updated standing orders will be available to view on the website and sent to all members via email.

The Clerk has also reviewed the Financial Regulations and does not propose any updates to them at this time.

ACTION:

Councillors are recommended to approve the new standing orders with immediate effect and to ratify that the financial regulations remain in force with no updates required.

Stanwix Rural Parish Council, Houghton Fair Working Group

Notes of a Meeting Held on Wednesday 6 February 2019

Present: Cllr M Fox, the Clerk Sarah Kyle and 9 members of the public representing Houghton Village Hall, 1st Houghton Guides, Argentine Tango, Art Club and Susan's Farm.

Apologies were received from 3 members of the public representing Houghton Village Hall, Houghton Primary School and St John's Church.

Feedback was provided on the points raised at the last meeting as arrangements confirmed as follows:

- Bouncy castle, inflatable slide and children's entertainer booked
- Art Club to run workshop/demo
- Argentine Tango to run workshop/demo
- Art club to kindly donate a painting of a village building – grateful thanks were offered
- Guides/rainbows to sell wrist bands and raffle tickets on the day
- Art club to provide judges for industrial entries
- Church to provide volunteers for duties on the day – duties to be confirmed asap where required
- School to run sports day

Items still to confirm/actions to complete:

- Timetable for stage activities – *MF/SK to produce 1st draft of workshop/show times*
- Layout of hall, incorporating industrial entries, displays, refreshments and shows? – *SK/MF/AN to produce a suggested layout, ensuring sufficient space available or consider alternative options*
- Face painting – are PTA happy to do? Will it be included in inclusive wristband price? - *SK to confirm with LS*
- Choir/dance performance - *SK to confirm with LS if they would like a stage slot*
- Refreshments - Are Village Hall Management Committee providing and running as their own fundraiser or are Parish Council providing supplies & keeping funds? - *AN to confirm ASAP*
- Archery – *SK to confirm cost of provision and cost per child to participate – funds per participant will need to be returned to the Parish Council*
- Ice Cream Man – to organise with a site fee payable – *SK to arrange*
- Industrial – Categories confirmed. *SK to liaise with LS to confirm publicity with other schools required and arrangements for the entries on the day to be considered, including entry fee & volunteers for receiving goods*
- Raffle – two or three additional good quality prizes to be obtained – **ALL**

Additional items to Consider:

- Pizza Van – suggestion made that the pizza van be invited to sell food on the day and/or approached for raffle prize?
- The bee keepers, magic circle and WI also to be asked if would like to be included on stage activities?
- Cumbria Wildlife Trust – to be approached to be involved?

Next meeting to confirm on-the-day arrangements to be held on Wednesday 23rd April 2019 at 7pm in Houghton Village Hall.

STANWIX RURAL PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE/RISK GROUP

Held on Thursday 28th February 2019 at 10.30am at Susan's Farm

Present: Cllrs Nicholson (Chairman), Coles, Fox, Gordon and Lightfoot as well as the Clerk.

1. Apologies

None

2. GDPR

Noted that all systems working well and the matter can be removed from the finance/risk agenda.

3. Grants 2018/19

At the point of meeting, four grants were outstanding/incomplete. It was agreed that the grant for the 1st Houghton Guides should be reduced proportionately to actual expenditure. It was also agreed that the £500 for Houghton Village Hall be ring fenced and carried forward, pending the results of the CWMET application. After much debate, it was agreed to recommend that any other grants that are not received prior to the deadline will be forfeited and the monies placed into the administrative contingency heading.

4. Programme of Works for 2019/20

Resolved to recommend changes to the budget for a programme of works for 2019/20 as:

• Walks & Footpaths	£400
• WWI Commemorations	£50 (for poppy seeds and planting)
• Summer Fair 2019	£1,250
• Land Registration	£3,750
• Contingency projects	£6,000
• Community Plan Development	£2,000
• Rural Play Scheme	£2,800
• Interpretation Panels	£2,500
• Brunstock Pond	£3,250
	<u>£22,000</u>

Monies spent in March 2019 will reduce the above accordingly. Monies removed from the above budgets will be moved to the contingency budget (already shown above).

It was agreed that the interpretation panel for Brunstock would need to show the planned wildlife until the pond is established and as such, a reduced scheme would appear more appropriate at a lower cost. This is to be investigated for action.

A resident meeting for Brunstock was also agreed to be held to discuss future plans on 11th March.

5. Summer Play Scheme

Resolved to recommend arrangements are the same as in 2019, i.e. three days each at Houghton and Crosby with times and prices remaining static.

6. Budget Update 2019/20

The updated estimated levels of income/expenditure for the financial year 2019/20 were considered and the following headings agreed for amendment:3

- Increase the administrative contingency budget by the forfeited grant amounts
- Increase the project carry forward budget by £1,220 based on the incompleteness/partial completion of some projects and move reallocated project budgets to the Contingency Project Budget.

Adjustments also need made to the expected income headings as follows:

- £6000 grant income is anticipated for the Brunstock pond project
- £220 VAT repayment is estimated (figure approximate and may change).

It was also agreed to recommend a £1200 plus VAT donation towards the Centurion's walk resurfacing, payable directly to the contractors only. The proposed donation will to be make out of the contingency project allowance. The donation to be made without prejudice and without any acceptance of any future responsibility or liability.

7. Standing Orders/Financial Regulations 2018/19

A report was circulated highlighting minor changes to the standing orders and no changes to the financial regulations. This will be recommended for approval at Council.

8. Grants 2019/20

Noted that grant applications were now being received. The recommendations will be considered prior to the April meeting, firstly via email and then by pre-meeting on 13th April if necessary.

9. 2019/20 Meeting Arrangements

Dates for 2019/20 were circulated and will be put forward for agreement at the May 2019 Council meeting.

10. Any Other Business

Brunstock Pond

Noted that progress continues to be made with the pond. Signage and safety equipment are now a priority and the Clerk will work on these for purchase immediately.

Locum Clerk

Noted that the Clerk is to potentially act as a Locum Clerk for a neighbouring parish temporarily.

Elections

Noted that posters were to display to recruit councillors.

Bus Shelter Guttering

Noted that the Tribune Drive shelter had blocked guttering - the Clerk to report. Consideration for painting the shelters would be given in due course,

10. Date of Next Finance/Risk Group

A date to be considered by the new Council after the May elections.

There being no further business the meeting was closed at 12.18pm.

STANWIX RURAL PARISH COUNCIL
SCHEDULE OF PAYMENTS TO BE AUTHORISED 13 MARCH 2019

PAYEE	DETAILS	AMOUNT	VOUCHER No.	PAYMENT
NEST Pension	March Pension	£ 81.88	133	DD
Sarah Kyle	March salary plus reimbursements	£ 1,402.55	134	BACS
HMRC	March PAYE and NI	£ 226.30	135	BACS
Cumbria Payroll	March Payroll	£ 18.00	136	BACS
Tech4Office	Jan/Feb Printing	£ 40.13	137	BACS
Crosby Parish Hall	Grant payments	£ 1,600.00	138	BACS
1st Houghton Guides	Grant payment	£ 200.00	139	BACS
Crosby Parish Hall	Rental	£ 20.00	140	BACS
At Home PC	IT equipment	£ 543.00	141	BACS
Cumbria Wildlife Trust	Rental	£ 20.00	142	BACS
Equiphase Limited	Annual hosting	£ 60.00	143	BACS
Crosby Magazine Grant	Grant	£ 150.00	144	BACS
Houghton Community Bonfire/S Aglionby	Grant	£ 286.06	145	BACS
Savills	Linstock Green Rent	£ 10.00	146	BACS
Linstock WI Hall	Rental 22 January & 11 March (pond meeting)	£ 45.00	147	BACS
Susan's Farm	Rental & grant	£ 164.40	148	BACS
		<u>£ 4,867.32</u>		

G Airey	BACS payment for lost cheque 200091	£ 121.16	25	
Scouts	BACS payment for lost cheque 200079	£ 50.00	71 (2017/18)	

Authorised by: _____
 Signatory 1:

Minute Ref: _____
 Signatory 2:

Balance at 28 February 019
Bank Reconciliation
Cash Book:

Balance at 01.04.18	£61,478.80
Receipts to 28.02.19	£53,980.40
	<u>£115,459.20</u>
Less expenditure at 28.02.19	£56,855.66
Balance at 28.02.19	<u>£58,603.64</u>

Represented by:	Community A/C (HSBC)	£1,241.91
	Money Manager A/C (HSBC)	£55,529.52
	Cash Account (CBS)	£2,589.55
	Less outstanding payments	£ 737.44
		<u><u>£58,603.64</u></u>

Reconciled by: _____

REPORT TO COUNCIL

Date of Meeting: 13 March 2019
Title: Budget Amendments– 2019/20
Report of: Clerk

SUMMARY:

To consider the amendment of budgetary headings for the forthcoming financial year 2019/20.

REPORT:

Further to precept setting, a programme of works and known expenditure to date has been considered by the Finance/Risk group and consequently a number of headings in the budget for the next financial year need updated. These are as follows:

- Carry forward £500 for Houghton Village Hall grants (increase grants budget by ring-fenced £500)
- Increase the administrative contingency budget by the grants under spend of £423 (figure to be confirmed at meeting depending on final grant awards payable)
- Increase the maintenance budget by £2760 based on the incompleteness of play area maintenance (£500), Linstock pathway improvements (£300) and the wood preservative treatment at both Crosby and Linstock (£1960)
- Reduce the Houghton Fair budget by £250 (expenditure made in this current financial year by means of deposits)

A programme of works for the forthcoming new Council has also been considered and this has altered the project budget. The new project budget is recommended as:

- | | |
|------------------------------|---|
| • Walks & Footpaths | £400 brought forward from previous year(s) |
| • WWI Commemorations | £50 for poppy seeds |
| • Summer Fair 2019 | £1,250 |
| • Land Registration | £3,750 brought forward from previous year(s) |
| • Contingency projects | £6,000 |
| • Community Plan Development | £2,000 |
| • Rural Play Scheme | £2,800 |
| • Interpretation Panels | £2,500 brought forward from previous year |
| • Brunstock Pond | £3,250 brought forward from previous year
(also see Pond income) |
| | <u>£22,000</u> |

The effect on the budget heading is to:

- Increase the project carry forward budget by £1,220 based on the incompleteness/partial completion of some projects and move reallocated project budgets to the Contingency

Project Budget. The proposed donation to the Centurion's Walk resurfacing will to be made out of the contingency project allowance.

Adjustments also need made to the expected income headings as follows:

- £6000 grant income is anticipated for the Brunstock pond project
- £223 VAT repayment is estimated (figure approximate and may change).

Any spending incurred on any of the above items during this financial year and paid at the March meeting but not known at the time of writing, will be adjusted accordingly in the budget for 2019/20 before the April meeting.

ACTION:

The Council is asked to consider the above and approve the suggested budget changes and approve the programme of works for the forthcoming year.

EXPENDITURE	Budget		Actual Figures already incurred				Known Figures		Total	Budget Remaining	% Spend	Budget	
	2018/19	1st Quarter	2nd Quarter	3rd Quarter	Jan	Feb	Mar	4th Quarter				2019/2020	
Administration													
Clerks Gross Salary	£ 15,849	£ 3,962.24	£ 4,292.44	£ 3,962.25	£ 1,320.75	£ 1,320.75	£ 1,320.75	£ 3,962.25	£ 16,179.18	£ 330.18	102%	£ 16,163	
Employers NI Contributions	£ 1,075	£ 255.72	£ 301.53	£ 256.26	£ 85.42	£ 85.42	£ 85.42	£ 256.26	£ 1,069.77	£ 5.23	100%	£ 1,068	
Employers Pension Contributions	£ 476	£ 118.88	£ 128.77	£ 118.86	£ 39.62	£ 39.62	£ 39.62	£ 118.86	£ 485.37	£ 9.56	102%	£ 485	
Postage	£ 50	£ 0.98	£ 20.15	£ 1.77	£ 3.32			£ 16.08	£ 19.40	£ 42.30	85%	£ 50	
Mileage	£ 700	£ 158.40	£ 123.75	£ 144.90	£ 45.28	£ 39.33	£ 61.20	£ 145.81	£ 572.86	£ 127.14	82%	£ 650	
Room Rent	£ 506	£ 126.48	£ 126.48	£ 126.48	£ 42.16	£ 42.16	£ 42.16	£ 126.48	£ 505.92	£ -	100%	£ 506	
Audit - Commission	£ 300	£ -	£ 300.00	£ -				£ -	£ 300.00	£ -	100%	£ 300	
Audit - Internal	£ 290	£ 121.16	£ -	£ 144.10				£ -	£ 265.26	£ 24.74	91%	£ 288	
Telephone	£ 174	£ 68.16	£ -	£ -				£ -	£ 68.16	£ 105.84	39%	£ 100	
Insurances - Council	£ 940	£ 929.97	£ -	£ -				£ -	£ 929.97	£ 10.03	99%	£ 968	
Subscriptions	£ 580	£ 541.00	£ -	£ -				£ -	£ 541.00	£ 39.00	93%	£ 581	
Training	£ 150	£ 70.00	£ -	£ -				£ -	£ 70.00	£ 80.00	47%	£ 150	
Website hosting and maintenance	£ 76	£ 60.00	£ 16.00	£ -			£ 60.00	£ 60.00	£ 136.00	£ 60.00	179%	£ 76	
Misc Admin & Stationary 1	£ 2,550	£ 881.78	£ 221.29	£ 190.91	£ 85.95	£ 35.14	£ 707.99	£ 829.08	£ 2,123.06	£ 426.94	83%	£ 1,750	
Contingency	£ 500	£ -	£ -	£ -				£ -	£ -	£ 500.00	0%	£ 1,173	
				£ -				£ -	£ -	£ -			
Grants				£ -				£ -	£ -	£ -			
Section 137 - Other Bodies	£ 1,000	£ -	£ -	£ -			£ 150.00	£ 150.00	£ 150.00	£ 850.00	15%	£ 1,000	
Grants to other organisations	£ 6,850	£ 2,650.00	£ 649.28	£ 772.78	£ 150.72	£ 300.00	£ 2,086.06	£ 2,536.78	£ 6,608.84	£ 241.16	96%	£ 8,350	
Crosby Magazine grant	£ 150	£ -	£ -	£ -			£ 150.00	£ 150.00	£ 150.00	£ -	100%	£ 150	
Repayment of CPCA Grants	£ -	£ -	£ 1,500.00	£ -				£ -	£ 1,500.00	£ 1,500.00		£ -	
Parish Council Services				£ -				£ -	£ -	£ -			
Grasscutting & Greens Maint.	£ 9,458	£ 557.18	£ 2,669.68	£ 1,547.30				£ -	£ 4,774.16	£ 4,683.58	50%	£ 9,717	
Maintenance of Assets	£ 4,960	£ 895.00	£ 420.00	£ 653.53	£ 210.70		£ -	£ 210.70	£ 2,179.23	£ 2,780.77	44%	£ 5,760	
Playground Inspections	£ 880	£ 200.00	£ 200.00	£ 210.00		£ 200.00		£ 200.00	£ 810.00	£ 70.00	92%	£ 880	
Emergency Planning	£ 600	£ -	£ -	£ -				£ -	£ -	£ 600.00	0%	£ 100	
Projects				£ -				£ -	£ -	£ -			
Allocated projects brought forward	£ 21,276	£ 109.95	£ 5,601.50	£ 1,729.91	£ 1,445.00		£ 7.63	£ 1,452.63	£ 8,893.99	£ 12,382.01	42%	£ 9,950	
Parish Plan Projects 2	£ 2,000	£ 965.50	£ 965.50	£ 600.00	£ 1,655.00		£ 14.58	£ 1,669.58	£ 4,200.58	£ 2,200.58	210%	£ 2,000	
SPAA Summer Scheme	£ 2,675	£ -	£ 2,736.30	£ -				£ -	£ 2,736.30	£ 61.30	102%	£ 2,800	
Houghton Fair	£ 1,605	£ 1,228.16	£ 212.30	£ -	£ 150.00			£ 150.00	£ 1,590.46	£ 14.54	99%	£ 1,250	
Contingency Project	£ 2,000	£ -	£ -	£ -	£ 2,000.00			£ 2,000.00	£ 2,000.00	£ -	100%	£ 6,000	
VAT (To be reclaimed)	£ -	£ 660.62	£ 1,993.93	£ 462.81	£ 50.33	£ 47.02	£ 125.83	£ 223.18	£ 3,340.54	£ 3,340.54		£ -	
TOTAL EXPENDITURE	£ 77,669.47	£ 14,561.18	£ 22,478.90	£ 10,921.86	£ 7,284.25	£ 2,109.44	£ 4,867.32	£ 14,261.01	£ 62,222.95	£ 15,446.52	80%	£ 72,264	
INCOME													
Precept	£ 43,540.00	£ 43,045.05	£ -	£ -				£ -	£ 43,045.05	£ 494.95	99%	£ 46,500	
CTRS Grant	£ -	£ 494.95	£ -	£ -				£ -	£ 494.95	£ 494.95	0%	£ -	
Concurrent Services Grant	£ -	£ -	£ -	£ -				£ -	£ -	£ -	0%	£ -	
Grants	£ -	£ 1,979.00	£ 200.00	£ 1,900.00				£ -	£ 4,079.00	£ 4,079.00	0%	£ 6,000	
Bank Interest	£ 24.00	£ 10.40	£ 14.22	£ 30.94			£ 24.43	£ 24.43	£ 79.99	£ 55.99	333%	£ 40	
CPCA Grants to be repaid	£ -	£ -	£ 1,500.00	£ -				£ -	£ 1,500.00	£ 1,500.00	0%	£ -	
VAT (reclaimed)	£ -	£ -	£ 2,027.28	£ 1,440.47			£ 190.04	£ 1,630.51	£ 5,098.26	£ 5,098.26	0%	£ 223	
Misc Other Income	£ 2,774.01	£ 150.00	£ 990.00	£ -	£ 8.05			£ 8.05	£ 1,148.05	£ 1,625.96	41%	£ 2,000	
TOTAL INCOME	£ 46,338.01	£ 45,679.40	£ 4,731.50	£ 3,371.41	£ 8.05	£ -	£ 214.47	£ 222.52	£ 55,445.30	£ 9,107.29	120%	£ 54,763	

Opening Balance 01.04.18	£ 61,478.80
Add estimated receipts	£ 55,445.30
Less estimated payments	£ 62,222.95
Estimated Closing balance 31.03.19	£ 54,701.15
Estimated Opening balance 01.04.19	£ 54,701.15
Add estimated receipts	£ 54,763.18
less estimated payments	£ 72,264.04
Estimated closing balance 31.03.20	£ 37,200.29