

STANWIX RURAL PARISH COUNCIL

Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 13 March 2019 in the Wildlife Trust Centre, Houghton at 7:30 p.m.

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

In Attendance: City Cllr J Bainbridge. 3 members of the public.

ACTION

SR 787/3/19 Apologies for absence

Apologies were received and accepted from Cllr A Lightfoot and C Duncan. City Cllr M Bowman also sent apologies.

SR 788/3/19 Requests for Dispensations

No requests for dispensations were received.

SR 789/3/19 Declarations of Interest

Cllr Nicholson declared an interest planning application 19/0186, the current property owner may be known to him.

SR 790/3/19 Minutes of the meeting of the Parish Council held on 13 February 2019

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

SR 791/3/19 Public Participation

No comments were raised by the attending members of the public.

SR 792/3/19 Planning Matters

792.1 New Applications:

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

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

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

Resolved: To request that further information be provided to enable a meaningful decision to be made regarding the application, with particular regards to parking issues, a risk assessment and drainage.

Cllr Gordon entered the meeting at 7.36pm.

792.3 Resolved to Note Permission Notices Received:

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

SR 793/3/19 Clerk's Report

A report had been circulated alongside the agenda and the Clerk provided a verbal report regarding the following:

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 who was parking on the zigzags had been spoken to.

751/12/18 Crosby Footpath Status

A response has been received from the footpaths officer regarding the registered public footpath 132002 at Green Lane, Crosby stating that the gate was found to be open to use and access was not being prevented. They are in the process of contacting the landowner with regards to a notice placed on site and will continue to monitor the situation. It was further noted that the Environment Agency will consider the footpath during development of flood defence works in the area.

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. Updated inspection reports have also been obtained and a list of works will be itemised so that quotations for necessary repairs can be obtained.

CLERK

SR 697.6/7/18 A689 Safety/Brunstock

It was noted that a survey is being undertaken by a resident to collate statistical information regarding accidents and near misses at the above, for presentation to Highways in due course.

SR 782.12/19 Houghton Christmas Tree

The Chairman of Houghton Village Hall Management Committee had informed the Clerk that plans were in progress to install the tree within Hall grounds thereby making PC consent unnecessary.

SR 794/3/19 Flood Recovery

Members were informed that a scheme for Low Crosby is expected to be published soon, ahead of the process for obtaining planning consent. Land owner interests have been discussed with the Environment agency, including use of land at Warwick Holme where it is proposed that some reduction of flood banks take place and land is used for water storage. A community consultation will launch once the scheme is published and it is anticipated works can begin within 12 months. It is further noted that the scheme has passed the internal scrutiny at the Environment Agency, required for finance purposes.

SR 795/3/19 Administrative Matters

795.1 Asset Review

A report had been circulated alongside the agenda, detailing the condition of the majority of the assets in the parish. Furthermore a request had been received from Houghton in Bloom to re-stain the two notice boards on the Village Green.

Resolved to source quotations for various maintenance works required for consideration at a future meeting.

CLERK

795.2 Clerk's Salary

The Clerk left the room for this item only.

Resolved: To agree implementation of the new National NJC pay scales, effective 1 April 2019 with a £0.27 per hour pay increase (£311.04 annually). It was also **noted** that the Clerk's appraisal had been carried out with the Vice-Chairman successfully.

795.3 Community Plan - Action Plan

The quarterly updated report had been circulated alongside the agenda, with any points requiring update on the agenda proper. The Clerk noted that the programme of works determined for the year will be included on the quarterly update going forward to enable focus to remain on outstanding priorities.

It was noted that no information has been recently provided regarding the availability of the Speed watch radar gun; this will be chased up so that a session can be organised with volunteers.

CS

795.4 Standing Orders and Financial Regulations

Resolved to agree to implement minor updates, suggested by NALC, to the Standing Orders with immediate effect. These had been circulated in a report alongside the agenda. Also **resolved** that a review of the Financial Regulations, with no changes required presently, be agreed.

795.5 Election Arrangements 2019

A report had been circulated to all Cllrs advising on election processes. Election nomination papers have also been distributed to Cllrs for completion and return to the Civic Centre no later than 4pm on 3rd April. The implications of the inability to recruit new and additional Cllrs were discussed and it was agreed that recruitment sessions may be necessary in the new Council year.

SR 796/3/19 Village Matters

796.1 Summer Play Scheme

Consideration was given to the above at the Finance/Risk group and a recommendation made to the Council that provision remains the same as last year.

Resolved: To provide six days of provision between Crosby and Houghton. Price of £7.50 per child per day and times to remain the same as in 2018.

CLERK

796.2 Houghton Fair

Minutes of the planning group for the Fair had been circulated alongside the agenda and were received and noted. It was noted that increased engagement with hall user groups was evident and that the day was taking shape well. A further meeting is planned for 23rd April.

796.3 Centurion's Walk

Consideration had been given by the Finance/Risk group to supporting the resurfacing works at the above. It was agreed that a donation to assist the long standing problems should be made with the explicit terms that the donation is made without prejudice and without any acceptance of any future responsibility or liability.

Resolved: To approve a donation of £1,200 plus VAT towards resurfacing of the above, payable immediately directly to the contractors.

CLERK

One resident left the meeting at 8pm after thanking the Council sincerely on behalf of the Centurion's Walk residents for the above agreed financial contribution towards resurfacing.

796.4 Brunstock Common

It was noted that a residents meeting had been held on 11 March to discuss progress and future plans. It was noted that it was a positive meeting with a pond monitor volunteer recruited for future inspections. Some signage had been obtained for immediate display and further signs, necessary for safety and information, were being worked on. Public lifesaving equipment was also being researched and advice will be sought to assist with this. Discussion over how best to progress with the interpretation panel was also held.

Resolved: To cancel the place on the waiting list for the interpretation panel and investigate fully low cost means of displaying wildlife information in the short-term.

CN

796.5 Houghton School Parking

A meeting had been held jointly with the school, police, County Council, village hall committee and the local shop owner to discuss the parking problems being experienced. Educating parents was agreed to be the focus of efforts, with a joint letter to be circulated in due course. Photographic evidence can also be submitted to the PCSO, via the Clerk, if instances of irresponsible parking can be safely captured. Full notes from the meeting will be circulated to Cllrs in due course.

SR 797/3/19 Financial Matters

797.1 Finance/Risk Minutes

Minutes from a Finance/Risk working group meeting held on 28 February were circulated alongside the agenda and were received and noted. Recommendations made at the group were featured on the agenda proper and the remaining items, for information only, were **noted**.

797.2 Grants 2018/19

Resolved that any outstanding grant payments and monies remaining in the budgetary heading due to lower amounts paid out than expected, be moved to the administrative contingency budget for 2019/20. This is except for £500 payable to Houghton Village Hall as part of their CWMET grant application. This money to be ring-fenced for when required.

797.3 Payments:

Resolved that the following payments be approved:

NEST Pension, March pension	£81.88
Sarah Kyle, March salary	£1402.55
HMRC, March PAYE and NI	£226.30
Cumbria Payroll, March payroll	£18.00
Tech4Office, Jan/Feb printing	£40.13
Crosby Parish Hall, grant payments	£1,600.00
1st Houghton Guides, grant payment	£200.00
Crosby Parish Hall, rental	£20.00
@Home PC, new computer equipment	£543.00
Cumbria Wildlife Trust, rental	£20.00
Equiphase Limited, website hosting	£60.00
Crosby Magazine Grant, annual donation	£150.00
Houghton Community Bonfire, grant	£286.06
Savills, Linstock rental	£10.00
Susan's Farm, grant and rental	£164.40

TOTAL £4,867.32

797.4 **Noted:** balances at bank as at 28 February 2019:

Community Account	£1,241.91
Money Manager Account	£55,529.52
Cash Account	£2,569.55

Income to 28/02/19	£53,980.40
Expenditure to 28/02/19	£56,855.66

798.3 Income Received

Resolved to note receipts:

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

798.4 Budget Update 2019/20

A report had been circulated alongside the agenda detailing adjustments needed to the 2019/20 budget in preparation for the new financial year. Namely:

- Increase the maintenance budget by £2760 based on the incompleteness of play area maintenance, Linstock pathway improvements and the wood preservative treatment at both Crosby and Linstock; and
- Reduce the Houghton Fair budget by expenditure made in this current financial year by means of deposits

It was also agreed to adjust the project budget in line with an agreed programme of works as follows:

- 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
- £22,000**

The effect on the budget being to increase the project carry forward amount by £1,220 based on the incompleteness/partial completion of some projects and move reallocated project budgets to the Contingency Project heading.

Adjustments are also to be made to the income expected to allow for the grant for the Brunstock pond project and a potential VAT repayment.

798.5 Fidelity Guarantee Insurance

Resolved that the level of Fidelity Guarantee insurance cover remains adequate at £125,000.

SR 798/3/19 Schedule of Correspondence, Notices and Publications

A schedule of correspondence, notices and publications received since the last meeting was noted. Additionally, information relating to "Listening Events" to be held by Carlisle City Council with concerns raised that there was insufficient notice provided by the City Council to actually attend the meetings. Notification of improvement works on the M6 J44 was also received.

SR 799/3/19 Councillor Matters

Cllr Savory noted that prior to the meeting, the emergency barrier erected at St. John's bridge was missing with the repair still not carried out.

CN

Cllr Nicholson noted that flooding on Brunstock lane had been photographed; the Clerk confirmed that Highways had been in attendance.

CLERK

Cllr Nicholson reported a householders concern regarding a large puddle outside their property. This is to be reported to Highways.

Cllr Coles reported a foul-smelling emission in Whiteclosegate. This to be reported to Environmental Health. He also noted two separate incidents of anti-social behaviour in Eden Gate, one of which was reported to the Police. Furthermore he reported that residents in Eden Gate were becoming increasingly dissatisfied with the failure to complete the play area due to the inadequate drainage. City Cllr Bainbridge confirmed he was waiting for a response from Story Homes regarding the problem.

AC

SR 800/3/19 Date of Next Meeting

Resolved that the next meeting of the Parish Council be held on Wednesday 10th April in Crosby Parish Hall. The meeting will directly follow the closure of the Annual Parish Meeting which will begin at 7.20pm, also in Crosby Parish Hall.

There being no further business, the Chairman closed the meeting at 8.43pm.