



# STANWIX RURAL PARISH COUNCIL

Chairman: Cllr C Nicholson

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2 May 2019

The Annual Meeting of Stanwix Rural Parish Council will be held at 7.30pm on:

Wednesday 8th May 2019 in the large meeting room, Cumbria Wildlife Trust, Houghton at 7.30pm

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

Sarah Kyle  
Clerk to the Council

## Agenda

**1. Election of Chairman for the Council Year 2019/20**

The successful nominee will sign the Declaration of Acceptance of Office

**2. Election of Vice-Chairman**

**3. Declaration of Acceptance of Office Forms**

To confirm receipt from Councillors of their Acceptance of Office forms

**4. Apologies for absence**

To receive apologies and approve reasons for absence

**5. Minutes of the meeting of the Parish Council held on 10 April 2019**

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

**6. Co-option of New Councillor**

To consider the co-option of a member for Houghton ward and to take receipt of their signed Declaration of Acceptance of Office

**7. 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

**8. Declarations of Interest**

To receive declarations by members of interests in respect of items on this agenda

**9. Public Participation**

9.1 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

9.2 To receive reports from City and County Councillors.

**10. Planning matters**

**10.1 To Consider New Applications:**

19/0291 Study Quiet, Rickerby, Carlisle, CA3 9AA - Replacement Of 5no. Windows With Timber Slim-Line Double Glazed Sliding Sash Windows (LBC)

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

**19/0335 Hartside, 46 Houghton Road, Houghton, Carlisle, CA3 0LA - Erection Of Single Storey Rear Extension To Provide Extended Kitchen And Garden Store**

**18/0650 Beck Farm, Crosby on Eden, Carlisle, CA6 4QN - Erection Of 3no. Dwellings (Outline)**

**19/0306 Moss Cottage, The Knells, Houghton, Carlisle, CA6 4JN - Erection Of Single Storey Side Extension To Provide En-Suite Bedroom**

**10.2 To Note Permission Notices Received:**

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

**11. Clerk's Report**

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

**12. Flood Recovery**

To receive and note a verbal update

**13. Administrative Matters**

**13.1 Programme of Meetings**

To agree the calendar of meeting dates for the council year 2019/20

**13.2 Review of Policies and Procedures**

To consider the review undertaken by the clerk of the Council's complaints procedure; procedures and practices in respect of freedom of information, General Data Protection Regulations; and policy for dealing with the press/media

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

To consider the above

**14. Village Matters**

**14.1 Houghton Village Fair**

To receive notes from the previous working group meeting and consider volunteers for the event on 29 June

**14.2 Brunstock Common**

To consider progress with the stone work required for the pond and receive an update on safety matters

**14.3 Land Registry**

To receive a verbal report regarding the area of registration to be applied for at Park Broom & Houghton

**14.4 Claimed Right of Way - Centurions Walk To Houghton Road Carlisle**

To ratify the submitted response

**14.5 Speedwatch**

To receive a verbal update regarding recent sessions

**15. Finance matters**

**15.1 Insurance 2019/20**

To consider acceptance of a quotation from Came and Company brokers for the Council insurance

**15.2 SLCC Membership**

To consider payment of £196 for the Clerk's membership of the Society of Local Council Clerks

**15.3 Internal Audit Report**

To consider accepting the end of year internal auditors report for the financial year 2019/20

**15.4 Audit Commission Annual Return and Governance Statement for the Year Ended 31st March 2019**

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

**15.5 Statement of Accounts to Year Ended 31st March 2019**

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

**15.6 Internet Banking**

To reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO and pension payment to continue

**15.7 Bank Mandate**

To authorise the completion of an updated bank mandate for HSBC and Cumberland Building Society with updated signatories

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

**15.9 Income Received**

To note receipt of £46,500 Precept from Carlisle City Council

**16. Schedule of Correspondence, notices and publications**

To note items of correspondence received since the last meeting:

- CALC April Newsletter
- Community Infrastructure Levy Briefing Note
- North East Cumbria Forestry Investment Zone Pilot Scheme Six Monthly Update

**17. 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 4 June 2019*

**18. Date of next meeting – to resolve that the next meeting of the Parish Council be held at 7.30pm on Wednesday 12th June 2019 in the Parish Hall, Crosby-on-Eden**

*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.*

**STANWIX RURAL PARISH COUNCIL**

**Minutes of a Meeting of Stanwix Rural Parish Council held on  
Wednesday 10 April 2019 in Crosby Parish Hall, Crosby-on-Eden at 7:36 p.m.**

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

**In Attendance:** City Cllrs J Bainbridge, M Bowman, E Mallinson and F Robson. Two members of the public.

**SR 801/4/19 Apologies for absence**

Apologies were received and accepted from Cllrs A Coles and C Duncan. County Cllr J Mallinson also sent apologies.

**SR 802/4/19 Requests for Dispensations**

No requests for dispensations were received.

**SR 803/4/19 Declarations of Interest**

Cllr Nicholson declared an interest in any matter relating to Houghton Village Hall, his wife being the treasurer of the Hall.

**SR 804/4/19 Minutes of the meeting of the Parish Council held on 13 March 2019**

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

**SR 805/4/19 Public Participation**

One member of the public was in attendance to discuss work he has kindly undertaken on behalf of the Council regarding footpath leaflets. A draft version of one of the eight proposed walks was circulated to those present and discussion held over layout, content and style. Thanks were noted to another former Cllr who had also undertaken work on the project. It was agreed that reference should be made to the healthy living aspect of the walks and that notice of the WW1 commemorative bench plaque locations could be useful. It was noted that the Crosby footpaths will need to be re-walked before progress can be made on the leaflets.

City Cllr Bowman reported a complaint received regarding excess vehicle storage at High Knells. This has been reported to the Enforcement Team.

**SR 806/4/19 Planning Matters**

**806.1 New Applications:**

**19/0223 Wm Morrisons Supermarkets plc, Kingstown Road, Carlisle, CA3 0QZ - Erection Of 'We Buy Any Car' Collection Point Pod and Autoglass Windscreen Repair/Replacement Pod (Revised Application)**

**Resolved:** That insufficient information is provided to allow fully informed and safe determination. The Parish Council therefore to submit a detailed objection to the proposal, including recommendation that:

- Application for Change of Use should be determined;
- A Traffic Appraisal and Risk Assessment be provided and approved;
- A Flood Risk Assessment be provided and approved; and
- A Site Security Appraisal be provided and approved.

Should consent be granted, with or without benefit of above information, then the Parish Council would expect the imposition of robust conditioning to ensure:

- Restriction of the hours of business to 09:00 to 17:00 Monday – Friday and 10:00 to 15:00 on Saturdays, Sundays and Bank Holidays.

**ACTION**

- Redesign of the site area and its approaches to provide dedicated access for vehicle transporters and other commercial vehicles servicing the site, in order to reduce the risk to other car park users.
- Implementation of effective and non-intrusive site security measures to minimise opportunities for crime and antisocial behaviour without prejudicing the living conditions of neighbouring residents.

**19/0224 Wm Morrisons Supermarkets plc, Kingstown Road, Carlisle, CA3 0QZ - Display Of 4no. Fascia Signs, 8no. Hoarding Signs and Vinyl Stickers for A 'We Buy Any Car' Collection Point Pod (All Non-Illuminated)**

**Resolved:** That the application be determined consequent to 19/0223 in accordance with local and national planning policy and guidance.

**19/0019/S211 Land at Rickerby, Carlisle - Removal Of 1no. Additional Tree**

**Resolved** that the application should be determined in accordance with local and national planning policy.

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

**Resolved:** To respond reiterating previous comments, stressing the negative impact upon infrastructure and transport services.

**19/0247 Land at Greymoorhill, Kingstown Road, Kingstown, Carlisle - Erection Of 25no. Dwellings (Revision of Previously Approved Permission 17/0480 To Increase the Number of Dwellings From 17no. To 25no.)**

**Resolved:** That the Parish Council believes the proposal constitutes over intensification and therefore should be refused. Should, however, consent be granted then the Parish Council would strongly urge that conditions be imposed to secure pro rata contributions based upon those required in respect of appn Ref 14/0761 i.e.:

- Provision of the maximum possible number of affordable units;
- A financial contribution to support off-site improvements of existing sports/amenity areas including for 10 years maintenance;
- The maintenance of the informal open space within the site by the developer;
- A financial contribution to Cumbria County Council towards education provision; and
- A financial contribution for the improvement/maintenance of California Way and the linking PROW network.

#### **806.2 Resolved to Note Permission Notices Received:**

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

It was noted that a letter requesting an explanation of the above had been sent in February, to which no response had been received. The Clerk to chase up.

CLERK

**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 (Part Retrospective)**

**18/1152 Moss Cottage, The Knells, Houghton, Carlisle, CA6 4JN - Erection Of 10no. Stables with Adjoining Yard (Retrospective)**

#### **806.3 Resolved to Note Refusal Notices Received:**

**18/0891 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB - Siting of Hand Car Wash and Valet Facility Including Canopy and Portable Office Store Building (Revised Application)**

### SR 807/4/19 Clerk's Report

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

#### 753.2/12/18 Bus Stop Seating

This matter remains ongoing. The Clerk to chase the County Council.

CLERK

#### 767.5/1/19 Houghton Village Green Parking Barrier

This matter remains ongoing. The Clerk to chase the County Council.

CLERK

#### SR 796.1 /3/19 Summer Play Scheme

Dates for Crosby Parish Hall have been noted as Wednesday 24th July, 7th August and 21st August. Dates for Houghton are 31st July 14th August and 28th August. Costs will remain the same as last year however the providers have advised that the hours were too long and would prefer to run 9am - 3pm (as the children were tired from doing sports/games all day).

#### SR 796.5 Houghton School Parking

At the time of writing the letter to parents was still under consideration.

### SR 808/4/19 Flood Recovery

It was reported that there has been little progress since the last meeting. A meeting between the Environment Agency and the local flood group is anticipated soon. Cllr Fox will continue to update the Clerk with information following the May meeting.

### SR 809/4/19 Administrative Matters

#### 809.1 Walks and Footpaths

This item was discussed under public participation.

**Resolved:** To continue production using the draft style of leaflet for the first three walks.

CN

#### 809.2 Village Hall Reports - Houghton and Crosby-on-Eden

##### Houghton Village Hall

It was reported that the maintenance programme is going well; thanks were noted to the treasurer for her assistance. A fundraising evening had been very successful with over 130 attendees; similar events are hoped to be held in the future. Bookings are increasing and a small price increase has been made for hire costs. One committee position remains vacant and the AGM is to be held in April.

##### Crosby-on-Eden Parish Hall

Publicity is planned to increase the profile of the Hall in an effort to increase bookings. Committee positions remain vacant with roles being completed on a rota basis.

#### 809.3 Houghton Notice Boards

**Resolved:** To proceed with a quotation for £50 to re-stain the Village Green notice boards.

CLERK

### SR 810/4/19 Village Matters

#### 810.1 Brunstock Common

Issues relating to signage, a risk assessment, safety equipment and a weekly checklist for a volunteer to complete were all discussed.

**Resolved:** To agree and implement the risk assessment with immediate effect, including additional items relating to infectious diseases and the risk of damage to the pond liner. Also resolved to authorise expenditure to proceed with the purchase and immediate instillation of a throw bag with appropriate cabinet.

CLERK

#### 810.2 Speed Watch

Members were informed that the speed gun will be used in Houghton again during May. The lack of volunteers continues to cause concern however an article will be placed in the Echo to request

assistance. It was reported that an intensified campaign to crack down on speeding in other local villages has proven successful and it is hoped similar work will be undertaken by the Police soon in Houghton. This is to be pursued.

**SR 811/4/19 Financial Matters**

**811.1 Grants 2019/20**

**Resolved:** To award the following grants:

- 1<sup>st</sup> Houghton Rainbows, summer trip, £200 (LGA 1972 s145)
- Houghton in Bloom, planting expenses, £600 (Public Health Act 1875 s164)
- Love Your Garden, £150 (Public Health Act 1875 s164)
- Houghton Community Group, bonfire, £330.00 (LGA 1972 s145)
- Crosby-on-Eden Parish Hall, information leaflets, £154.80 (LGA 1972 s144)
- Houghton Village Hall, website, £50 (LGA 1972 s144)
- Crosby Parish Magazine, £150 (LGA 1972 s142)
- Linstock WI Hall, redecoration (LGA 1972 s133)

Remaining funds will be used as an emergency reserve and for a second round in the autumn.

**811.2 Payments:**

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

NEST Pension, April pension	£94.29
Sarah Kyle, April salary and reimbursements	£1,286.00
HMRC, April PAYE and NI	£222.57
Cumbria Payroll, April payroll	£18.00
Tech4Office, Feb/Mar printing	£23.22
Play Inspection Company, quarterly inspections	£240.00
Cumbria Pond Services, final pond payment	£3,250.27
Right Print (Bluezon), leaflets	£32.00
Village Sign People, Houghton Fair numbers	£3.00
Cumbria County Council, Brunstock signage	£96.00
<b>TOTAL:</b>	<b>£5,265.35</b>

**811.3 Noted:** balances at bank as at 31 March 2019:

Community Account	£100.00
Money Manager Account	£49,651.10
Cash Account	£2,571.95
Income to 31/03/19	£54,007.23
Expenditure to 31/03/19	£63,162.98

**811.4 Income Received**

**Resolved** to note receipts:

- £24.43 Bank Interest HSBC
- £2.40 Bank Interest Cumberland Building Society

**SR 812/4/19 Schedule of Correspondence, Notices and Publications**

A schedule of correspondence, notices and publications received since the last meeting was noted. A response for a consultation regarding a Right of Way at Centurions Walk will be properly considered following notification that the matter has been deferred. If any Cllrs have views they should submit them to the Clerk as soon as possible.

ALL

**SR 813/4/19 Councillor Matters**

**Cllr Savory** noted that repairs had now been completed to the mesh on St. John's Bridge.

**Cllr Lightfoot** reported a resident's concern over complaints made regarding Orchard Gardens; the matter was unknown to both the Parish and City Council present at the meeting.

**Cllr Gordon** reported that plans for a memorial bench in Linstock are ongoing.

RG

Cllr Fox expressed thanks to everyone for the work as a team to support the local community. Thanks in particular were noted to the Chairman and Clerk as well as the City Cllrs. Cllr Nicholson repeated sentiments expressed in the Annual Parish Meeting that Cllrs Fox and Gordon will be both sadly missed on the Council.

**SR 814/4/19 Date of Next Meeting**

**Resolved** that the Annual Meeting of the Parish Council be held on Wednesday 8th May 2019 in the large meeting room of the Wildlife Centre, Houghton at 7.30pm.

**Exclusion of Press & Public - Part B Item**

**Resolved** that the following item be considered confidential and exclusion of members of the public or press be permitted under the Local Government Act 1972.

**815/4/19 Village Green**

**Resolved** to agree, in principle, to the planting of one tree. The matter to be referred to Houghton Village Hall Management Committee for their consideration, noting concerns over the proposed planting location.

There being no further business, the Chairman closed the meeting at 9.05pm.



**STANWIX RURAL PARISH COUNCIL**  
**CLERK'S REPORT PARISH COUNCIL MEETING 8 MAY 2019**

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

*753.2/12/18 Bus Stop Seating*

The Clerk has chased up this issue however it currently remains ongoing.

*767.5/1/19 Houghton Village Green Parking Barrier*

The County Council have advised that they have no input into objects placed on Parish Council owned land so long as they are not be placed within the highway boundary.

*SR 796.1 /3/19 Summer Play Scheme*

It has been confirmed that the age range for the above (to be held at Crosby Parish Hall on Wednesday 24th July, 7th August and 21st August and Houghton on 31st July 14th August and 28th August) will be for children who attend primary school this year as opposed to 5 – 12.

*SR 796.5 Houghton School Parking*

This remains ongoing.

*18/0928 Land adjacent to Meadow Cottage, Tarraby, Carlisle, CA3 0JS*

A response to queries raised regarding the above application has now been received.

*815/4/19 Village Green*

The planting of one tree has been referred to Houghton in Bloom for action.

*Other Issues:*

*Parking in Houghton*

An email has been received regarding perceived nuisance parking in Houghton. It is noted that the relevant authorities were included in the circulation list of the email and the matter will be for them to deal with.

*Overgrown Hedge*

A report of an overgrown hedge at Rickerby was lodged to the Clerk and subsequently reported to Highways. However, they have responded to say they will take no further action.

*Construction Works*

Reports of construction works in Crosby-on-Eden have been referred to Carlisle City Council for investigation.

*Crosby Parish Hall Hedge*

Consideration is to be given to the reduction in height of the hedge at Crosby Parish Hall at the next cut.

*Fly-Tipping*

City Cllr Bainbridge kindly reported fly-tipping in the bus shelter in Houghton.

*Speedwatch*

In 2018 speed watch volunteers carried out 8 observations, each lasting about an hour, and recorded 49 vehicles speeding. Their presence had a noticeable effect with many vehicles suddenly slowing down.

## Meeting Dates 2019/2020

Day	Date	Venue
Wednesday	8th May 2019	Wildlife Centre Houghton
Wednesday	12th June 2019	Parish Hall Crosby-on-Eden
Wednesday	10th July 2019	Susan's Farm Houghton
Wednesday	11th September 2019	Parish Hall Crosby-on-Eden
Wednesday	9th October 2019	Wildlife Centre Houghton
Wednesday	13th November 2019	Parish Hall Crosby-on-Eden
Wednesday	11th December 2019 <i>Date to be confirmed</i>	Wildlife Centre Houghton
Wednesday	15th January 2020 <i>Note later than normal date</i>	Parish Hall Crosby-on-Eden
Wednesday	12th February 2020	Wildlife Centre Houghton
Wednesday	11th March 2020	Parish Hall Crosby-on-Eden
Wednesday	8th April 2020	Wildlife Centre Houghton
Wednesday	13th May 2020 <i>Date to be confirmed</i>	Crosby-on-Eden <i>Venue to be confirmed</i>

## STANWIX RURAL PARISH COUNCIL

### Appointment of representatives to outside bodies May 2019

Currently serving representatives are:-

<u>Bodies</u>	<u>Current Representative</u>
Houghton Village Hall Committee	Cllr Lightfoot
Crosby Village Hall Committee	Vacancy
Brampton & Beyond Community Trust	Vacancy

### Appointment of representatives to Working Groups

Currently serving members are:-

<u>Working Group</u>	<u>Current Representative</u>
Finance/Risk Group	Cllrs Nicholson, Coles, Lightfoot, Vacancy & Vacancy
Planning & Housing Group	Cllrs Nicholson, Vacancy & relevant ward Cllrs
Personnel Group	Relevant selection called upon ad-hoc
Salary Review Group	Vacancy & the Clerk
Cllr Interview Panel	Relevant selection called upon ad-hoc
Complaints/Appeals Group	Relevant selection called upon ad-hoc
Environment & Recreation	Cllrs Savory, Vacancy & Vacancy
Highways & Transportation	Cllrs Coles & Vacancy
Community Plan Action Group	Relevant selection called upon ad-hoc
Houghton Fair Planning Group	Vacancy
Brunstock Common	Cllrs Nicholson, Coles & Vacancy
Flood Group	Vacancy



## Stanwix Rural Parish Council, Houghton Fair Working Group

### Notes from 23<sup>rd</sup> April 2019

Present: Cllr M Fox, the Clerk Sarah Kyle and 5 members of the public representing Houghton Village Hall, Houghton Primary School, Art Club, Magic Circle and St. John's Church .

#### Confirmation of times/layout:

- Choir: To perform on stage from 1.20 (approx.) to open Fair
- Argentine Tango: To run a workshop suggested approximately 1.45pm – **times to be confirmed by 7<sup>th</sup> May**
- Sports to take place in normal format on Green at 3pm
- Daffy Dill to do show on stage at 4pm
- Raffle to follow show at approx. 4.40 to close fair
- Art Club: Running a workshop at rear of small hall
- Bee keepers to have 2 tables and possibly power point access near hatch
- Magic circle to have small table and walk about in crowds
- WI to have one table for display
- Houghton in Bloom to be involved (*confirmed following meeting*)
- Moo Music – **to check how they wish to be involved by 7<sup>th</sup> May**
- Rainbows and PTA to have one table each for a stall (PTA dependent upon volunteers)
- PTA to do face painting – **to confirm if Parish Council are to provide paints by 20<sup>th</sup> May**
- Cumbria Wildlife Trust – **to be approached to be involved and confirm by 7<sup>th</sup> May**
- Climbing wall and inflatables on green as normal. No archery due to size restrictions

#### Industrial Section:

- Industrial section to have one table per year group, with four categories (4 scones, painted stone, bookmark and vegetable animal). Art club to judge creative categories. Entry letter to be formulated by school and circulated to both Houghton and Crosby primary schools. Entries to be put in hall on the Friday afternoon (approx. 2.30 onwards) or on the Saturday morning from 11 – 12. Overflow in school hall if necessary if too many entries – to be determined on the Friday afternoon.

#### Raffle:

- Donation from art club confirmed. Letters sent to numerous businesses with more suggestions provided.
- **If anyone has any contacts for prizes any contribution would be appreciated**

#### Refreshments:

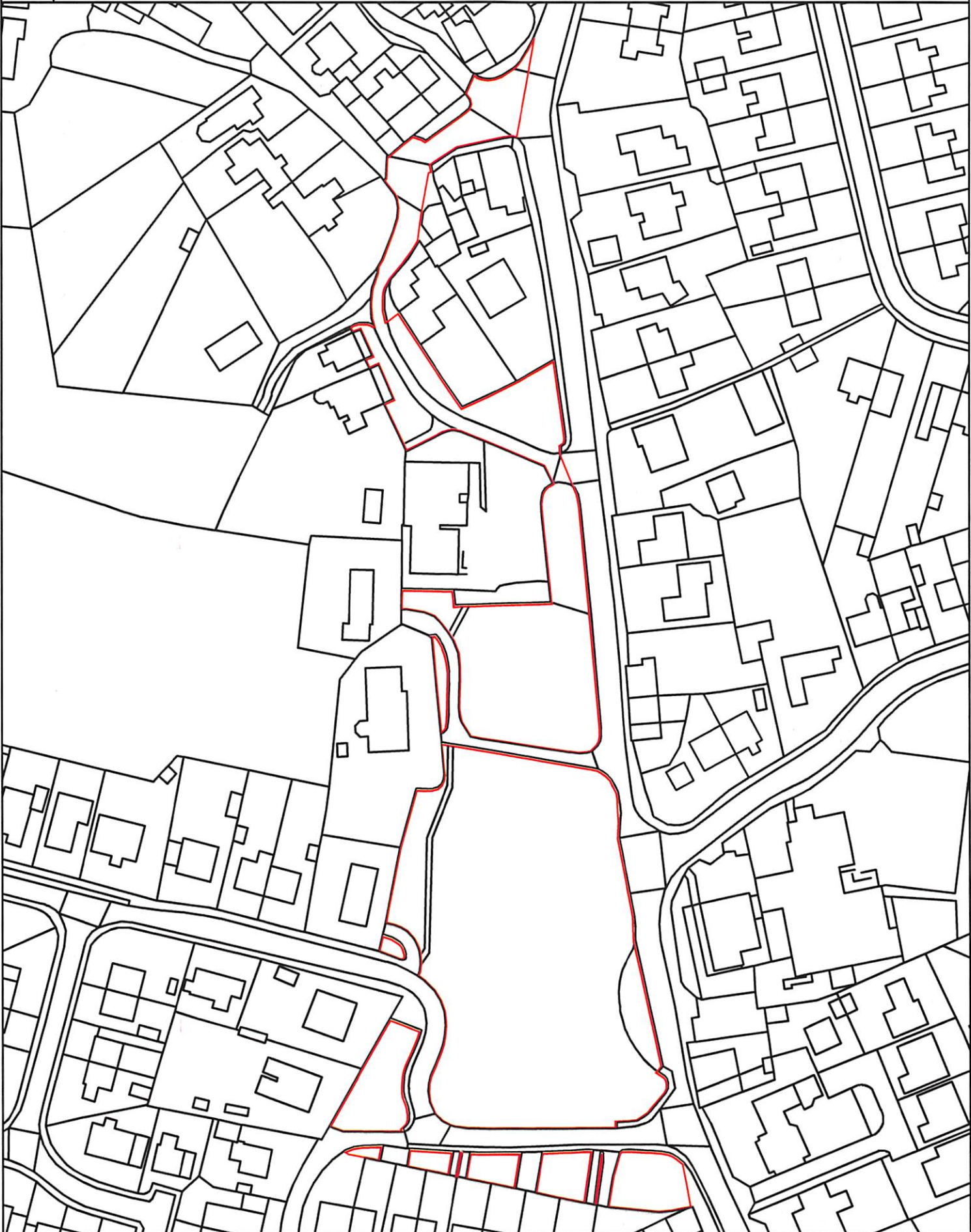
- Tea, coffee, juice and tray bakes to be served in Hall. Church and Hall Committee to provide staffing
- Burgers on Green as in previous years

#### Volunteers:

- Guides/rainbows to sell wrist bands and raffle tickets on the day (*confirmed following the meeting*)
- Volunteers needed for setting out chairs and Green on the day before event begins – **to confirm with parish councillors by 7<sup>th</sup> May**
- **Volunteers also required for clearing up green and hall afterwards**
- Ice Cream Man – **to organise with a donation payable**
- **All volunteers to confirm with Clerk what times they are available on day and if other members of their group are available to assist with stewarding before 20<sup>th</sup> May please**

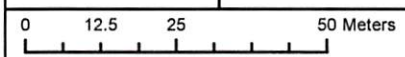
No further meeting organised, all communication to be carried out via email unless an emergency arises.

# Houghton Village Green Common Land



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Date: May 2019  
Our Ref: HS377  
Plan No: 1  
Scale @ A4:1:1,250

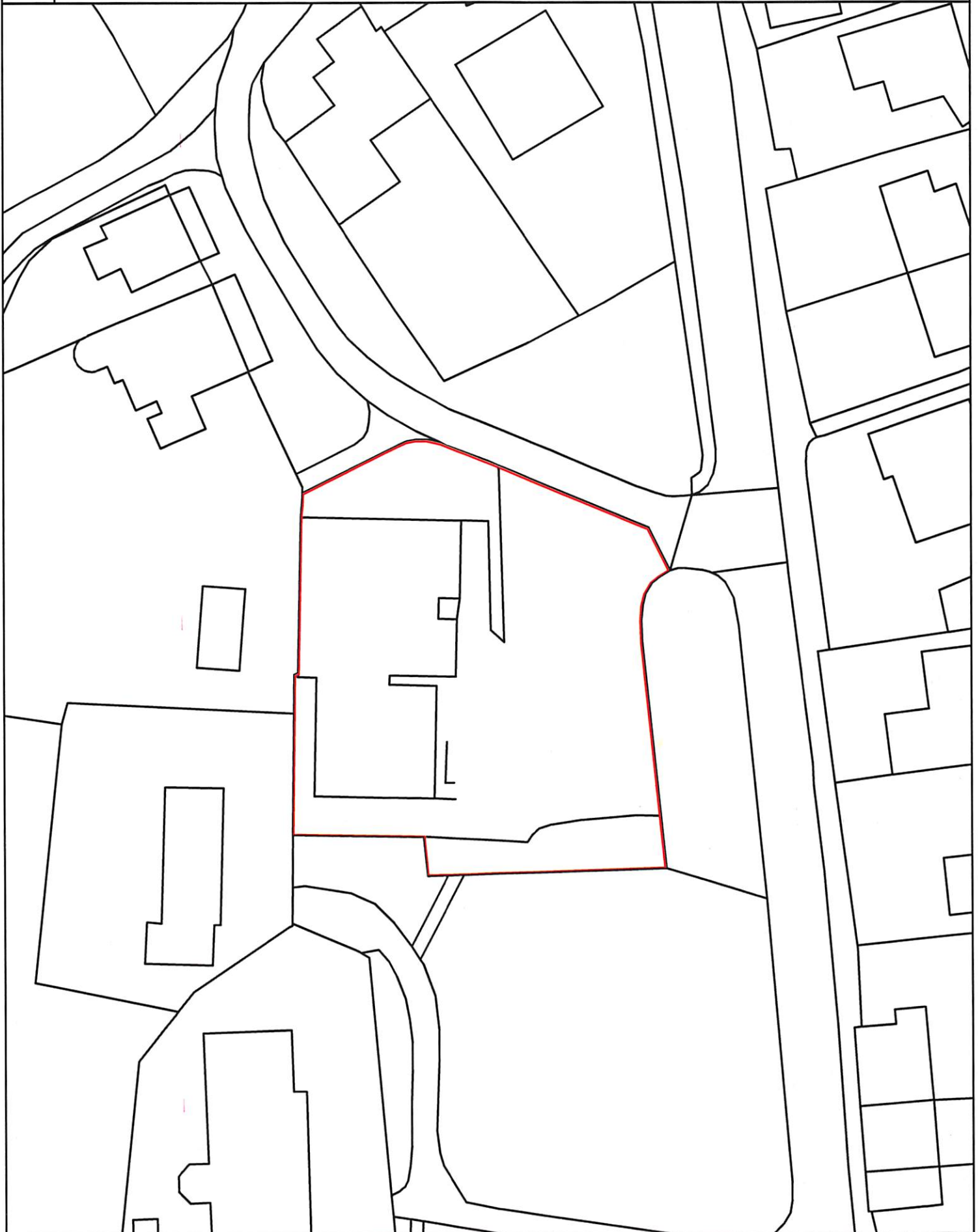


Borderway, Rosehill, Carlisle, CA1 2RS Tel: 01228 406260 [www.hhland.co.uk](http://www.hhland.co.uk)



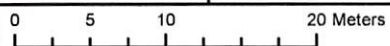


Stanwix Rural Parish Council as Custodian Trustee for Houghton Village Hall



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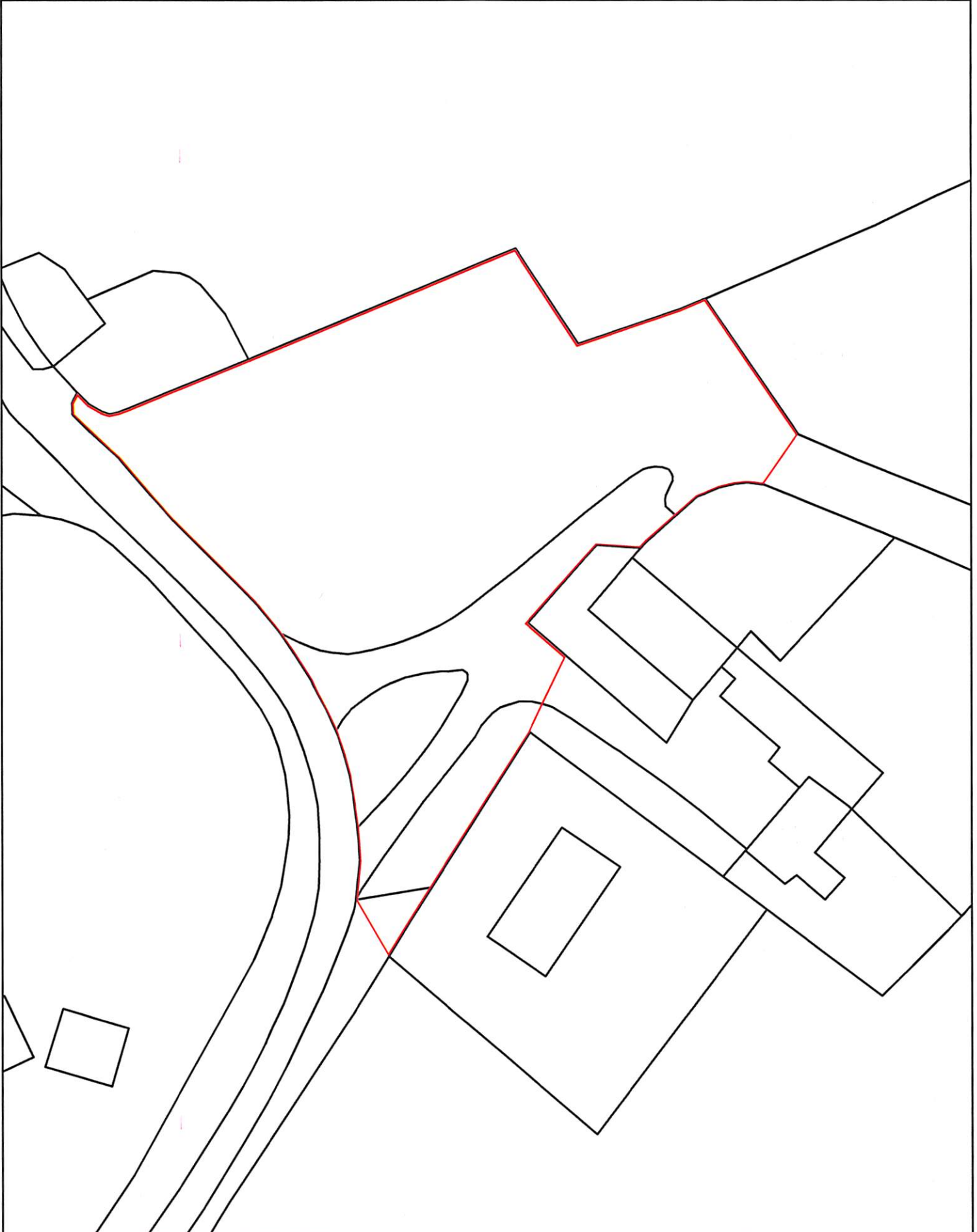
Date: May 2019  
Our Ref: HS377  
Plan No: 1  
Scale @ A4: 1:500



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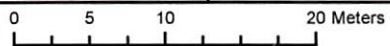


# Land at Park Broom



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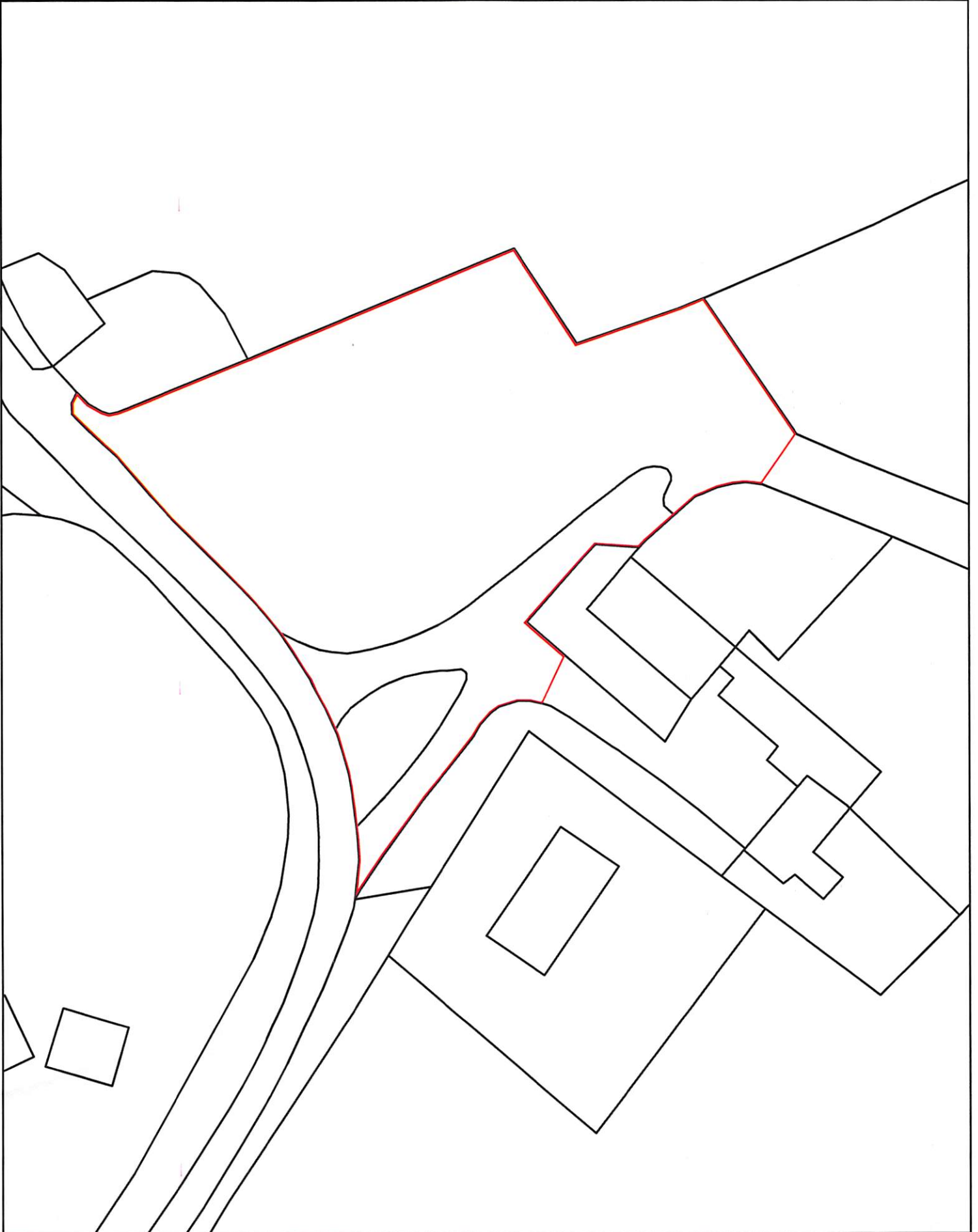
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# Land at Park Broom



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**Wildlife & Countryside Act 1981 – Section 53 Application to Add Public Rights of Way at Centurions Walk to Houghton Road in the Parish of Stanwix Rural: District of Carlisle**

Further to the above application.

The Parish Council was consulted on a similar application made in 2016/17 - Cumbria County Council Reference: SP 5.2.337.

Reference to the Parish Council's response to the above consultation will show that there had never been a Public Right of Way.

Stanwix Rural Parish Council remains certain that there has never has been a Public Right of Way (PRoW) across this area. There has in the past been a Permissive Footpath, available for use solely at the discretion of the landowner, which allowed access to Hadrian's Camp from Centurion's Walk, but this permissive use was withdrawn some time ago when the landowner erected a permanently locked barrier to public access and displayed a notice stating that there was no public access to the land.

At approximately this time, following an incident of unauthorised use by travellers, the landowner also erected a similar locked barrier across the access to the land from Houghton Road. This access has since been utilised as the entrance to the Eden Gate housing estate, but as far as the parish council is aware the barrier erected by the landowner at the end of Centurion's Walk remained in place.

At the time the Parish Council sought to regularise the Permissive Footpath local residents who had requested the action were made aware that no Public Right of Way had ever existed. They were also informed when negotiations with the landowner were ended by mutual agreement and that the Permissive Footpath would henceforward be closed in perpetuity.

Development at Eden Gate Estate is now almost complete, although some outstanding issues remain to be resolved. The quality of life of these residents, now living where few if any lived in 2016, must now be considered.

These residents have voiced several concerns regarding security, with some reporting repeated incidents of anti social behaviour leading to feelings of apprehension regarding the safety of their property and persons; a situation that can only engender a consequent significant negative impact upon their peace of mind and the enjoyment of their homes.

It is the Parish Council's view that if established the proposed PRoW will, in the event of further anti social or criminal activity, provide an easy means of access and escape across easily traversed and essentially unlit ground. As a result the PRoW would then directly and significantly exacerbate the opportunities for antisocial and perhaps criminal activity in the area of Eden Gate, to the detriment of its residential amenity and in a way contrary to the requirements of Section 17 of the Crime and Disorder Act 1998.

Paragraphs 91 b) and 127 of the National Planning Policy Framework also requires that crime and disorder and the fear of crime, do not undermine the quality of life or community cohesion.

Centurion's Walk is an unadopted road recently resurfaced at the expense of residents a housing association and the Parish Council. The establishment of any form of Public Right of Way to Houghton Road may in time make it easier to secure a Modification Order to establish highway access, leading to the privately maintained Centurion's Walk becoming a 'rat run' thus placing a greater financial burden on those responsible for its maintenance.

A further significant material consideration is that of cost.

A Freedom of Information (FoI) Disclosure, dated 11 July 2018, states that within the local authority area Cumbria County Council is responsible for the management of 3,814 km, i.e. 2,670 miles, of Public Rights of Way.

The same document reveals that, excluding staff costs, the maintenance budget for 2018/19 for carrying out statutory duties in relation to PRow is 130,000 (sic) This figure appears to cover surfacing, structures, signposting and way-marking, keeping paths free from obstruction etc. A further figure of 100,000 (sic) relates to bridges only.

These figures indicate an available budget of only £48.69 per mile per year for maintaining and keeping clear of obstructions all surfaces, structures, signposts and way-markers, etc. for all Public Rights of Way for which the authority is responsible.

As at 11 July 2018 81 registered Definitive Map Modification Order applications remained undetermined, with a further 102 pending; yet only 7 full time and 2 part staff were employed to execute the authority's statutory duties in relation to PRow.

It can be concluded, from the heavily constrained budget and limited workforce described in the above mentioned FoI disclosure, that the overall standard of any single PRow will inevitably degrade until it becomes a high priority candidate for maintenance; perhaps as a result of accident or injury.

The proposal if implemented would facilitate enhanced opportunities for anti-social behaviour, to the detriment of the quality of life of local residents, while at the same time increasing the burden of liability upon Cumbria County Council.

The Parish Council reiterates that to its knowledge there has never been 'as of right' access or PRow. In view of the foregoing considerations Parish Council must therefore record its strong objection to the proposal and urge that it be refused.

# Annual Internal Audit Report 2018/19

## Stanwix Rural Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ( <i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i> )			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable ✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

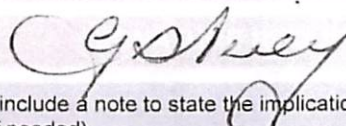
Date(s) internal audit undertaken

20/11/2018      01/05/2019

Name of person who carried out the internal audit

Georgina D Airey

Signature of person who carried out the internal audit



Date

01/05/2019

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**YEAR END REPORT BY THE INTERNAL AUDITOR TO STANWIX RURAL PARISH COUNCIL  
FINANCIAL YEAR ENDING 31 MARCH 2019**

I confirm I have, on the 1<sup>ST</sup> May 2019 undertaken an internal audit for the period 1<sup>st</sup> October 2018-31st March 2019 in accordance with the Account and Audit Regulations (England) 2014 as outlined in the Audit Plan approved by Council and incorporating any new requirements as outlined in "Governance and Accountability for Local Councils" A Practitioners' Guide (England) March 2018

This report supplements the information reported in the first half -year audit.

**1. Proper Bookkeeping**

The cashbook for the second half of the financial year 1<sup>st</sup> October 2018 – 31<sup>st</sup> March 2019 has been balanced monthly. The year-end balance is correctly recorded in the bank reconciliation and there are no errors in the calculations.

**2. Standing Orders/Financial Regulations.**

The council at the meeting held on 13<sup>th</sup> March 2019 reviewed the documents Min. No. 79.54 and they were formally adopted.

While having no statutory requirement to fulfil the Transparency Code regulations as Stanwix Rural Parish Council does not fall into the income/expenditure compliance bands. The Clerk/RFO updates the website with comprehensive information ensuring full transparency and public accountability.

**3. Invoice procedure**

A random check was made of invoices paid in the period. All comply with Financial Regulations and indicate that the council adheres to the principles of best value.

**4. VAT**

Vat has been recorded and the correct sum of £3497.25 for the period ending 31<sup>st</sup> March 2019 has been identified and confirmed by the audit trail to the cashbook.

**5. Sct 137 Payments**

The Council has complied with the requirement to keep a separate record of account of all Sct 137 payments.

**6. Risk Management**

The council at the meeting held on 13<sup>th</sup> March 2019, Minute No. SR 797/3/19 797.1 , reviewed and formally adopted the Risk Management Policy documents.

**7. Internal Financial Controls/Audit Arrangements**

The effectiveness of internal financial controls and internal audit arrangements were reviewed and approved at the meeting held on 13<sup>th</sup> February 2019 Minute No. SR. 783/2/19. 783.3 as complying with requirements.

**8. Budgetary Control**

Expenditure is monitored against budget and the minutes record, if required, any virements.

**9. Cash Balances at the Bank**

The balance at the bank and cash in hand as at the 31<sup>st</sup> March 2019, which includes earmarked reserves - is considered adequate to enable the Council to fulfil budgeted expenditure and retain an adequate cash flow.

**10. Income Controls**

All income is promptly banked upon receipt.

**11. Clerk's Expenses**

All expensed incurred by the Clerk are notified to the council and included in the payment schedule. VAT is identified as appropriate, recorded and reclaimed.

**12. Payroll Controls**

Cumbria Payroll operates PAYE externally. The salary of the Clerk was reviewed after appraisal – The subsequent increment is notified to Cumbria Payroll and will be implemented in the financial year commencing 1<sup>st</sup> April 2019. All payments to the pension scheme and HMRC are up to date and accurate.

**13. Asset Control**

The Asset Register was updated to record all acquisitions and disposals(as appropriate) and subsequently approved by council at the meeting held on 13<sup>th</sup> February 2019 Minute No. SR. 783/2/19. 783.5. All assets are adequately covered by insurance.

**14. Bank Reconciliation**

The Cashbook is balanced monthly and reconciled to the bank statements. All reconciliations are accurate and reported to Council. A member, other than the Chairman, verifies the accuracy of the information by a signature on the corresponding bank statement.

**15. Year End Accounts**

Stanwix Rural Parish Council produces accounts on a Receipts and Payments basis as required by the Accounts and Audit Regulations.

I confirm that at the conclusion of the 2018-19 Internal Audit review, Stanwix Rural Parish Council is fully compliant with all Account and Audit Regulations and statutory requirements

In concluding the Internal Audit for the financial year 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019, I must express my appreciation, once again, of the accurate and methodical records kept by the Parish Clerk and Responsible financial Officer (RFO) and the help and assistance with any queries, which facilitates a comprehensive inspection of Stanwix Rural Council's records.



**Georgina D Airey - Internal Auditor – 1<sup>st</sup> May 2019**



## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

### Stanwix Rural Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

08/05/2019

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)

Authority web address

www.stanwixrural.co.uk

AUTHORITY WEBSITE ADDRESS



## Section 2 – Accounting Statements 2018/19 for

### Stanwix Rural Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	66,483	61,479	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	39,484	43,045	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7,872	10,962	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	18,740	18,813	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	33,620	44,350	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	61,479	52,323	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	61,479	52,323	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	93,234	95,513	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

01/05/2019

I confirm that these Accounting Statements were approved by this authority on this date:

08/05/2019

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**STANWIX RURAL PARISH COUNCIL  
SCHEDULE OF PAYMENTS TO BE AUTHORISED 8 MAY 2019**

PAYEE	DETAILS	AMOUNT	VOUCHER No.	PAYMENT
NEST Pension	May Pension	£ 94.29	11	DD
Sarah Kyle	May salary plus reimbursements	£ 1,344.02	12	BACS
HMRC	May PAYE and NI	£ 222.57	13	BACS
Cumbria Payroll	May Payroll	£ 18.00	14	BACS
Tech4Office	Mar/Apr Printing	£ 42.64	15	BACS
CALC	Membership	£ 420.02	16	BACS
Seton	Brunstock Safety Equipment	£ 194.81	17	BACS
CGM	Play equipment staining	£ 2,232.00	18	BACS
YPO	Stationery	£ 32.36	19	BACS
G Airey	Internal Audit	£ 121.16	20	BACS
		<u>£ 4,721.87</u>		

**Authorised by:**

Signatory 1:

Minute Ref:

Signatory 2:

**Balance at 30th April 2019**

**Bank Reconciliation**

**Cash Book:**

Balance at 01.04.19	£52,323.05
Receipts to 30.04.19	£46,500.00
	<u>£98,823.05</u>

Less expenditure at 30.04.19	£5,265.36
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<b>Balance at 30.04.19</b>	<u><u>£93,557.70</u></u>
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**Represented by:**

Community A/C (HSBC)	£930.65
Money Manager A/C (HSBC)	£90,151.10
Cash Account (CBS)	£2,571.95

less outstanding payment vn10	£96.00
	<u><u>£93,557.70</u></u>

Reconciled by: \_\_\_\_\_