



STANWIX RURAL PARISH COUNCIL

Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY
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3 October 2019

A meeting of Stanwix Rural Parish Council will be held on:

Wednesday 9th October 2019 in the Wildlife Trust Centre, Houghton at 7.30pm

This is a public meeting and all are welcome to attend

Sarah Kyle, Clerk to the Council

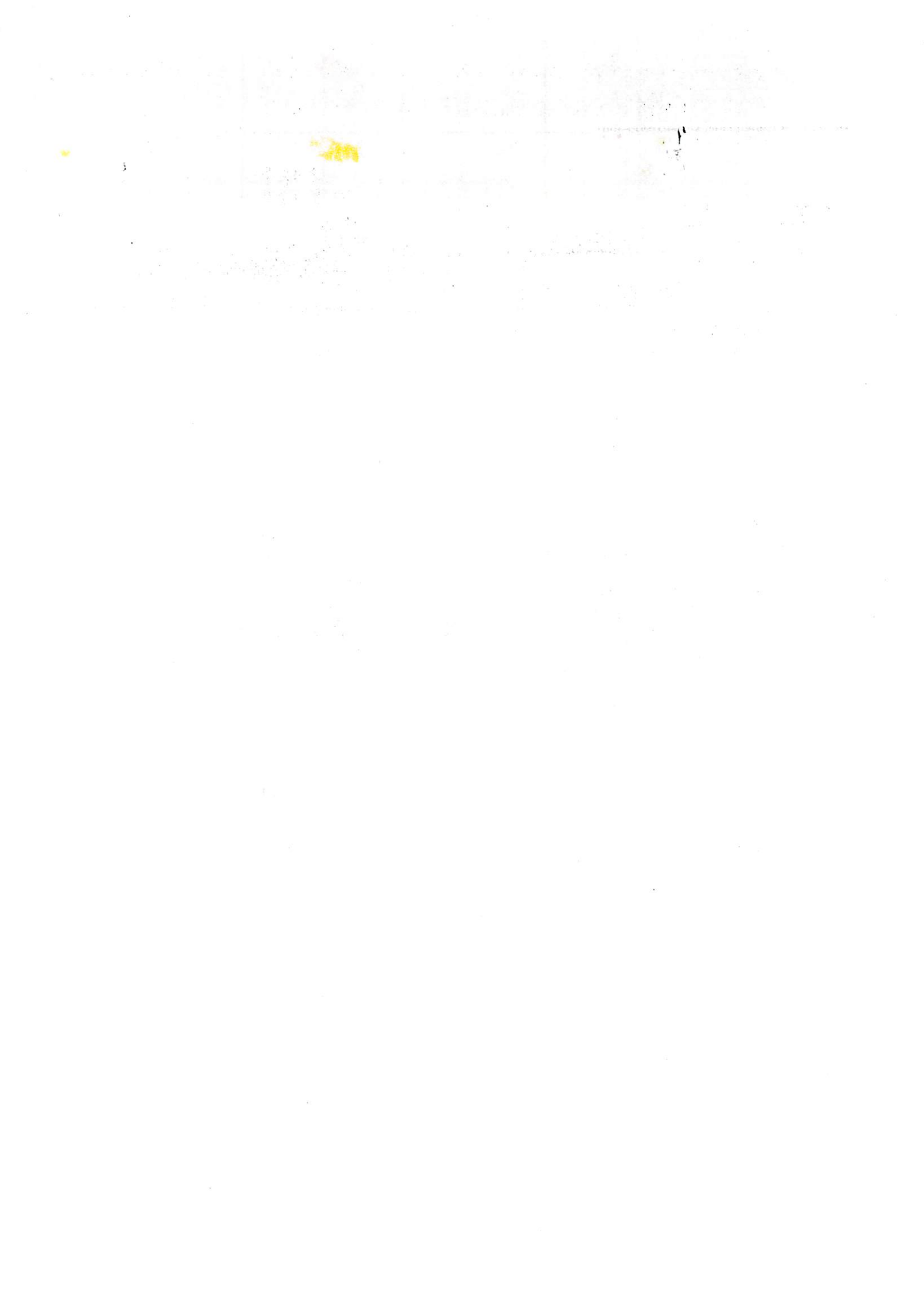
Agenda

1. **Apologies for absence**
To receive apologies and approve reasons for absence
2. **Minutes of the meeting of the Parish Council held on 11 September 2019**
To authorise the Chairman to sign as a correct record the minutes of the last meeting of the Parish Council held
3. **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
4. **Declarations of Interest**
To receive declarations by members of interests in respect of items on this agenda
5. **Public Participation**
 - 5.1 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
 - 5.2 To receive reports from City and County Councillors
6. **Planning matters**
 - 6.1 **To Consider New Applications/Amended Applications**

19/0750 Green Acres Caravan Park, High Knells, Houghton, Carlisle, CA6 4JW - Re-Configuration Of Caravan Park Including Associated Infrastructure; Erection Of New Toilet Block And Change Of Use From Agricultural Field To Provide 17no. Additional Caravan Pitches

19/0589 12 The Green, Houghton, Carlisle, CA3 0LW - Erection Of Detached Domestic Garage
 - 6.2 **To note Permission Notices Received**

19/0554 Laitholm, Park Broom, Carlisle, CA6 4QH - Change Of Use Of Part Of Paddock To Garden And Erection Of Summerhouse
7. **Clerk's Report**
Clerk to give a report on actions undertaken following the September meeting
8. **Administrative Matters**
 - 8.1 **Village Hall Reports - Houghton and Crosby-on-Eden**
To receive quarterly reports from PC representatives, including a request for tree planting at Crosby Parish Hall
 - 8.2 **CALC Training**
To receive an update regarding the CALC selective training, to be held on 14th November



9. Village Matters

9.1 Brunstock Common

To consider progress with the restorative works required for the pond and adjacent land

9.2 Houghton Parking

To consider how to progress complaints received regarding parking in the layby

9.3 Houghton Fair 2020

To consider the public meeting held on 1st October and note the plan for a decision-making meeting on 28 October

9.4 Eden Gate

To consider ongoing issues, including matters relating to drainage and the play area

9.5 Flooding

To consider flooding problems on Houghton Road and near to Carlisle Airport and to update on the prevention scheme in Crosby

10. Consultations

10.1 Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage in Rural Areas

To consider the Parish Council response

10.2 St Cuthbert's Garden Village: Consultation on Stage 2 Masterplan Draft Options

To consider the proposed response

11. Finance matters

11.1 To approve payments detailed in the schedule and to authorise the signing of the reconciled balances at bank

11.2 Income Received

To note receipt of £37.05, HSBC, Bank Interest

11.3 Internal Audit Arrangements

To approve Mr R Gordon as the Council internal auditor for 2019/20 and approve audit documentation

11.4 Quarterly monitoring Report

To consider the report on income and expenditure for the period 1st April to 30th September 2019

12. Schedule of Correspondence, notices and publications

To note items of correspondence received since the last meeting (email copies available upon request from the Clerk, please advise prior to the meeting):

- CALC Newsletter September
- Wellers Hedleys Advice Service Notification from CALC
- Brampton and Beyond AGM Documentation
- Temporary Road Closure - Rickerby Park Road, Carlisle - 23.09.19, Cumbria Highways
- CALC 2019 AGM Invitation
- Policy Consultation E-Briefing 09/19 - Independent Review Into Local Government Audit, CALC
- CALC Climate Change Event
- Non native Invasive Species - Water Primrose, CALC
- Town & County Planning Act 1990 Section 257 Footpath Diversion Order Rickerby Park

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 4 November 2019*

14. Date of next meeting – to resolve that the next meeting of the Parish Council be held at 7.30pm on Wednesday 13th November 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 11 September 2019 in the Parish Hall, Crosby-on-Eden at 7:30 p.m.

Present: The Chairman Cllr C Nicholson (entered at 7.42pm) and Cllrs A Coles, M Ellmore (entered at 7.42pm), A Lightfoot, D Milburn, H Phillips, M Sherriff, S Splinter and N Watson.

In Attendance: City Cllrs E Mallinson and P Nedved. Two members of the public.

Cllr Phillips took the Chair.

ACTION

SR 861/9/19 Apologies for absence

Apologies were received and accepted from Cllr C Savory. City Cllr F Robson and County Cllr J Mallinson also sent apologies.

SR 862/9/19 Minutes of the meeting of the Parish Council held on 10 July 2019

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

SR 863/9/19 Requests for Dispensations

A dispensation request was received and granted to Cllr Nicholson in respect of planning application 19/0682.

SR 864/9/19 Declarations of Interest

The following interests were declared:

- Cllr Splinter declared an interest in planning application 19/0682 due to being contracted to carry out some of the works applied for and also in 871.2, being present on the payment schedule
- Cllr Lightfoot declared an interest in planning application 19/0589 and any matter relating to the Houghton Fair
- Cllr Milburn declared an interest in the St Cuthbert's Garden Village consultation, being involved with the link road associated with the project
- Cllr Nicholson declared an interest in planning application 19/0588, the applicant being known to him and also in 871.2 being present on the payment schedule

SR 865/9/19 Public Participation

One resident was in attendance to make representations regarding problems being experienced with parking in the lay-by on Houghton Village Green. A brief summary of the issues was provided, and it was requested that the Council:

- a) Provide clarity on what restrictions, if any, are applied to the lay-by
- b) Provide clarity on the intended usage of the lay-by
- c) Provide timescales for how long the lay-by should be used by vehicles
- d) Work towards a solution to redress complaints being experienced

Cllrs Nicholson and Ellmore entered the meeting at 7.42pm and Cllr Nicholson took the Chair. Cllr Nicholson offered thanks to Cllr Ellmore for leaving the meeting to collect him after his car developed a flat tyre en route to the meeting.

One resident was in attendance to provide representation regarding to a request to the Council to allow the hard surfacing of a small area of Houghton Village Green. He noted that tarmac was requested to be laid on the Green to enable up to four vehicles to park inside the property. He noted that the applicant was willing to make a donation to facilitate the request.

City Cllr E Mallinson noted that plans were in progress to redevelop the Tribune Drive play area and she vowed to ensure that the Parish Council were included in consultations.

SR 866/9/19 Planning Matters

6.1 To Ratify Decisions Taken Prior to the Meeting

19/0554 Laitholm, Park Broom, Carlisle, CA6 4QH - Change of Use of Part of Field to Garden and Erection of Summerhouse

Resolved to ratify the previously submitted response that had been circulated prior to the meeting.

19/0586 Hartside, 46 Houghton Road, Houghton, Carlisle, CA3 0LA - Erection of Single Storey Rear Extension to Provide Extended Kitchen (Revised Application)

Resolved to ratify the previously submitted response that had been circulated prior to the meeting.

866.2 New Applications:

19/0589 12 The Green, Houghton, Carlisle, CA3 0LW - Erection of Detached Domestic Garage – to be considered alongside a request for the deregistration of a strip of land on Houghton Village Green

A report had been circulated alongside the agenda outlining the various legislation that protects the Village Green and prevents the lawful consent to change/damage its surface. It was also outlined that consent to undertake any works to change the surface of the Green cannot be granted by the Parish Council and must be considered by the Secretary of State. It was therefore **resolved** that it was not permissible to agree to the request for the hard surfacing of a strip of land to enable access required for this planning application.

With regards to the actual application, it was **resolved** that concerns should be raised regarding the lack of complete response to Highways concerns, the absence of dimensions for the garage provided and the problems experienced with surface water drainage/flooding in that particular area of Village Green, as well as to suggest the consultation of United Utilities. Also, to note the neighbouring properties concerns, advocating amendment to provide clearance and avoid overshadowing.

19/0588 25 Whiteclosegate, Carlisle, CA3 0JA - Change of Use of Agricultural Land to Garden (Retrospective)

Resolved to comment that the application form describes the existing fence as being of a similar style that agreed for 29 Whiteclosegate. The existing vertically close boarded panel fence is not, however, similar to the type and style approved at condition 2 of the consent in respect of 29 Whiteclosegate (Appn No. 18/0504). The Parish Council therefore reiterates its comments in respect of Appn 18/0504 in that it recommends determination in accordance with national and local planning policy and guidance; conditioning to be applied to specify post and wire fencing, in order to minimise possible visual intrusion into open countryside. The fencing to include the provision of ground level gaps to facilitate the free movement of hedgehogs.

Cllr Nicholson left the room for this item only.

19/0682 7,9 & 15 Whiteclosegate, Carlisle, CA3 0JA - Change of Use of Agricultural Land to Garden

Resolved to recommend determination in accordance with national and local planning policy and guidance; conditioning to be applied to specify post and wire fencing, in order to minimise possible visual intrusion into open countryside. The fencing to include the provision of ground level gaps to facilitate the free movement of hedgehogs.

19/0686 Land at Rickerby, Carlisle - Variation of Condition 2 (Approved Documents) Of Previously Approved Permission 18/1062 (Construction of Flood Alleviation Scheme; Landscaping & Associated Works) To Make Amendments to The Alignment of The Flood Wall; Earthwork Re-Profiling & Landscaping Within the Rear Gardens Of 5 & 6 Rickerby Court

Resolved to recommend that the application be determined in accordance with local and national planning policy and guidance.

One resident left the meeting at 8.12pm

866.3 Resolved to Note Permission Notices Received:

19/0464 Kilmorey, 34 Houghton Road, Houghton, Carlisle, CA3 0LA - Erection of Single Storey Side and Rear Extension to Provide Garage and Store

19/0247 Land at Greymoorthill, 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.)

866.4 Resolved to Note Refusal Notices (Not yet Received):

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

Noted that although the Parish Council was consulted on appn no formal notice of decision received despite its display on LPA website since 19 July 2019.

SR 867/9/19 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 remains ongoing.

CLERK

767.5/1/19 Houghton Village Green Parking Barrier

This remains ongoing.

CLERK

SR 796.5 Houghton School Parking

A letter to be sent to parents was agreed prior to the summer holidays and will be circulated by school in due course.

SR 830.7/5/19 Bank Mandate

The updated bank mandates were lodged with both HSBC and the Cumberland Building Society.

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

This remains ongoing.

SR 826/5/19 Construction Works

No update is available.

CLERK

Other Matters to Report:

Speedwatch

In late July and early August, the Speedwatch volunteers carried out 9 observation sessions, each lasting about one hour, and recorded 78 speeding vehicles. The data has been processed and relevant letters sent out to the offenders. Their next likely session will be in October and we would welcome more volunteers. We currently have only three active participants and the commitment required is flexible and relatively minimal.

Tribune Drive, Speeding

One complaint has been received about perceived speeding in Tribune Drive.

Houghton Road, Flooding

Flooding on Houghton Road, north of the Eden Gate estate, was reported to Highways after occurring on 11 August following persistent heavy rainfall.

Flood Recovery

A meeting of the Crosby Flood Group and the Environment Agency was held on 21 August. Dialogue continues and the Council continues to be kept informed regarding the developments with securing a suitable and effective scheme.

SR 868/7/19 Administrative Matters

868.1 Financial Regulations

Resolved to adopt updated regulations, which had been circulated to Cllrs prior to the meeting .

868.2 Risk Assessment

Resolved to adopt the risk assessment for 2019/20, which had been circulated to Cllrs prior to the meeting.

868.3 CALC Training

Consideration was given as to whether to host a bespoke CALC selective to cover the essential elements of the Effective Councillor modules 1 and 2 at a maximum cost of £300 plus hall hire. **Resolved** to proceed with booking a bespoke training event, to be held in Houghton.

CLERK

868.4 Community Plan – Action Plan

The quarterly update had been circulated alongside the agenda and was **noted**. A renewed appeal for Speedwatch volunteers was made. It was also considered that a pathway from Brunstock to Houghton Hall garden centre could be included for £12 per cut, if Highways were amenable to granting consent.

868.5 Finance/Risk Group Notes

The noted from the above working group meeting, held on 16 August, had been circulated alongside the agenda. Most items were included on the agenda properly however it was **resolved** to agree recommendations to:

- Re-approve a further one year to the contract of CMG for grounds maintenance. A full retender is due in October 2020.
- Launch a campaign to try and obtain new Cllr members from the Wolsty and Pennington wards using door-to-door flyers.

CLERK

868.6 Agenda Distribution

The method to distribute the agenda and supporting papers to each Cllr was given consideration. It was proposed that only the agenda be issued in hard copy and supporting papers emailed.

Resolved: Cllrs to inform the Clerk if the above proposal is not suitable for them and to confirm how they would like their agenda and papers to be served going forward.

ALL

868.7 Brampton and Beyond

Consideration to appointing a representative to the above body ahead of attendance at their AGM was given, however it was **resolved** not to appoint a representative at the current time.

SR 869/9/19 Village Matters

869.1 Brunstock Common

It was noted that restorative works have been completed at the pond and a bench installed. Options to ensure the pond water level remains consistent will need investigating and potential drainage installed.

Resolved: A proposal for further works required to stabilise the water level to be formulated. Also resolved that investigations be made into locating the fire hydrant on site and research its potential for use.

SS

City Cllrs E Mallinson and P Nedved left the meeting at 8.42pm

869.2 Land Registry

An update was provided on each area of application to the above, noting that a lack of supporting evidence was hampering progress at Tarraby and Park Broom. Work continues on the Houghton Village Green supporting statements.

869.3 Houghton Parking

Further to the representations made under public participation, the request to consider the problem and work towards a solution was **noted**. It was acknowledged that the problem of parking in the layby was a long-standing one, with evidence of complaints being available from 1969 and therefore would not be easily resolved. (See also minute 874/9/19 below).

869.4 Summer Fun Days

A report detailing figures and costs had been circulated alongside the agenda and was **noted**. It was agreed that the scheme had been overall a success, although numbers were down on the previous year and costs to hire the hall increased. Distribution of flyers in future years was considered also with groups and the village shop being possible outlets.

869.5 Tribune Drive Play Area

A report outlining preliminary ideas for redevelopment of the above into a leisure area, including a community asset transfer of the land to the Parish Council, had been circulated alongside the agenda and was considered, taking into account comments made regarding redevelopment by City Cllr E Mallinson during public participation.

Resolved to send a copy of the report to City Cllr E Mallinson and to D Crossley of Carlisle City Council to enable discussions to commence.

HP

869.6 Houghton Fair Meeting

It was noted that a planning meeting is to be held on 1st October at 7pm in Houghton Village Hall. Flyers to be distributed door-to-door in Houghton have been obtained and Cllrs were requested to assist in their distribution.

ALL

869.7 Houghton Goal Mouths

Resolved to proceed with restorative works to the above and authorise necessary expenditure of £485 plus VAT to Colvilles Grounds Maintenance.

CLERK

869.8 Eden Gate Play Area

Cllr Coles informed Cllrs that issues existed with anti-social behavior in the area and on the estate. It was noted that previously mentioned drainage issues appear to be resolved.

870/9/19. Consultations

870.1 BT Phone Box Removal

Consideration was given to the proposed removal of telephone boxes in Houghton, Linstock, Rickerby and Crosby.

Resolved not to object to the proposals but to advertise the plans on social media in case any resident wishes to make representations.

CLERK

870.2 St Cuthbert's Garden Village: Consultation on Stage 2 Masterplan Draft Options

Cllrs were requested to consider the circulated documents regarding the above and send any comments, particularly regarding how the infrastructure will affect residents North of the city, to the Clerk before 1st October for collation.

ALL

870.3 5G Mobile Coverage in Rural Areas

Cllrs were requested to consider the circulated documents regarding the above and formulate comments for consideration at the October meeting.

ALL

SR 871/9/19 Financial Matters

871.2 Payments:

Resolved that the following payments be approved:

NEST Pension, September pension	£94.29
Sarah Kyle, September salary and reimbursements	£1,381.51
HMRC, September PAYE and NI	£222.57
Cumbria Payroll, September payroll	£18.00
Tech4Office, July/Aug/Sept printing	£50.83
Susan's Farm, rental July	£36.00
Burnetts, legal fees	£358.00
PFK, audit	£360.00
C Nicholson, reimbursements	£35.00
CGM, grounds maintenance	£1,498.80
Houghton Village Hall, rental	£288.00
Houghton Village Hall, grants	£1,550.00
S Splinter, Brunstock works	£550.00
Right Print, Flyers	£46.00
GLL, summer play scheme	£1,072.50
Crosby Parish Hall, rental	£290.00
TOTAL:	£7,851.50

872.2 Noted: balances at bank as at 31st August 2019:

Community Account	£683.22
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Money Manager Account	£79,298.49
Cash Account	£3,919.45
Income to 31/08/19	£56,299.89
Expenditure to 31/08/19	£24,817.78

872.3 Income Received

Resolved to note the following income received:

- £10.00 Houghton Fair income
- £966.24 VAT HMRC
- £7.00 Nether Denton Parish Council SLCC Contribution

872.4 Grant Scheme 2019/20

Resolved to host a second round of grant funding using the remaining budget (decision of applications received to be considered at the November 2019 meeting).

CLERK

872.5 Audit

Resolved to note the successful completion of the external audit 2018/19 with no matters to bring to the attention of the Council. Also, to **note** the display of the conclusion of notice of audit on both notice boards and website and the certificate on the website, before the end of September.

872.6 Internal Auditor

It was noted that the current internal auditor had given notice and a replacement had subsequently been sought. The full appointment documentation will be considered at the October meeting.

SR 873/9/19 Schedule of Correspondence, Notices and Publications

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

SR 874/9/19 Councillor Matters

Cllr Nicholson noted that the matter of reimbursement for the Clerk's additional hours was not listed on the agenda for consideration. The Clerk thanked Cllrs for their kind offer but confirmed that the additional time accrued had been used as time in lieu over the summer holidays.

One resident left the meeting at 9.15pm

Cllr Coles noted that planning issues continued to be investigated with Carlisle City Council in relation to the Eden Gate estate as well as safety considerations with the Fire Service. He also requested Cllr Milburn give his opinion on the algae present on the suds pond. It was also noted that an NHS dentist is available in Gretna for any resident unable to find one in the Carlisle district.

DM

Cllr Ellmore requested that priority be given to discussing the problems with the parking in Houghton layby (min. 869.3 refers). It was therefore agreed that a sub-group will meet to discuss the matter ahead of the October meeting.

CLERK

SR 875/9/19 Date of Next Meeting

Resolved that the next meeting of the Parish Council be held on Wednesday 9th October 2019 in the Wildlife Trust Centre, Houghton at 7.30pm.

There being no further business, the Chairman closed the meeting at 9.25pm.

STANWIX RURAL PARISH COUNCIL

CLERK'S REPORT PARISH COUNCIL MEETING 9 OCTOBER 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 remains ongoing.

767.5/1/19 Houghton Village Green Parking Barrier

Discussions continue with Highways regarding the stones placed on the common land in Tarraby. A decision will be made in due course as to whether or not the stones can be left or need removed.

SR 826/5/19 Construction Works

The planning officer has confirmed that work appears to have ceased, although the area in Crosby continues to be monitored.

SR 869.2/9/19 Land Registry

Confirmation has been received that the bus shelter in Crosby-on-Eden has now been successfully registered with Land Registry. Work remains ongoing with the Houghton evidence. No further progress can yet be made with regards to either Tarraby or Park Broom.

SR 869.5/9/19 Tribune Drive Play Area

The preliminary report, circulated alongside the September agenda, has been forwarded by Cllr Phillips to Carlisle City Council for their consideration.

SR 870.1/9/19 BT Phone Box Removal

The Clerk has notified Carlisle City Council that no objections are made to the above, following consultation on social media.

SR 872.4/9/19 Grant Scheme 2019/20

The grant scheme has been advertised and any applications received will be considered at the November meeting.

Other Matters to Report:

Rickerby

Complaints have been received regarding excessive weeds around the Rickerby Gardens phone/post box area. These have been reported to Highways. A request was also noted to consider reduction of the speed limit to 20mph in the area.

St John's Bridge Resurfacing

Complaints have been received regarding the quality of the resurfacing on St. John's Bridge.

Houghton in Bloom

The Parish Council note that Houghton in Bloom were awarded a Gold Medal and were Runners Up in the Village Section. They also received an Outstanding Award for the 'It's Your Neighbourhood' category. Work continues on the Love your Garden awards.

REPORT TO COUNCIL

Date of Meeting: 9 October 2019
Title: Houghton Layby Usage
Report of: Clerk

SUMMARY:

To consider the Council response to representations made regarding problems being experienced with parking in the lay-by on Houghton Village Green.

REPORT:

Complaints have been received from various sources regarding the use by vehicles in the layby opposite the Village Shop in Houghton. The proprietor of the shop was in attendance at the September Council meeting and asked for clarification regarding four queries, being:

- a) Provide clarity on what restrictions, if any, are applied to the lay-by
- b) Provide clarity on the intended usage of the lay-by
- c) Provide timescales for how long the lay-by should be used by vehicles
- d) Work towards a solution to redress complaints being experienced

A working group meeting, consisting of Cllrs Nicholson, Ellmore, Phillips, Sherriff and the Clerk met to consider the above and the issue of parking in Houghton in general and determined the following in response to the questions:

- a) There are no parking or other restrictions applicable to the layby at the present time
- b) The layby is intended for use by the whole community, including residents and visitors
- c) The layby is intended for short-term use. "Short-term" cannot be defined as there are no enforceable restrictions on the layby.
- d) The Parish Council intend to vigorously pursue a strategy with Highways, the School and other user groups to alleviate all parking issues in Houghton in the long-term. They may also consider the installation of advisory signage in the layby, with words as an example below:



It is advised that should a vehicle find themselves blocked in due to the parking of any car, they should note that the Police could be called as the blocking of another vehicle is classified as illegal obstruction.

ACTION:

The Council is requested to consider if they are in agreement with the above answers and whether they wish to proceed with the advisory signage?

STANWIX RURAL PARISH COUNCIL
SCHEDULE OF PAYMENTS TO BE AUTHORISED 9 October 2019

PAYEE	DETAILS	AMOUNT	VOUCHER No.	PAYMENT
NEST Pension	October Pension	£ 94.29	75	DD
Sarah Kyle	Oct salary plus reimbursements (to be paid 28.10.19)	£ 91.91	76	BACS
HMRC	Oct PAYE and NI (to be paid 28.10.19)	TBC	77	BACS
Cumbria Payroll	Oct payroll	£ 18.00	78	BACS
Tech4Office	Sept/Oct printing	£ 29.11	79	BACS
Wildlife Trust	Meeting Room Hire October	£ 20.00	80	BACS
Calbarrie	PAT Testing	£ 78.00	81	BACS
Houghton Village Hall	Rental	£ 10.00	82	BACS
SLCC	Clerk's Manual	£ 52.30	83	BACS
Linstock WI Hall	Grant	£ 1,200.00	84	BACS
Right Print Bluezon	Flyers	£ 39.00	85	BACS
		<u>£ 1,632.61</u>		

Authorised by:

Signatory 1:

Minute Ref:

Signatory 2:

Balance at 30th September 2019

Bank Reconciliation

Cash Book:

Balance at 01.04.19	£52,323.05
Receipts to 30.09.19	<u>£57,336.94</u>
	<u>£109,659.99</u>

Less expenditure at 30.09.19	£32,669.28
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Balance at 30.09.19	<u><u>£76,990.71</u></u>
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Represented by:

Community A/C (HSBC)	£331.72
Money Manager A/C (HSBC)	£72,835.54
Cash Account (CBS)	£3,919.45

less outstanding payments vn10	£96.00
	<u><u>£76,990.71</u></u>

Reconciled by: _____

REPORT TO COUNCIL

Date of Meeting: 9 October 2019
Title: REVIEW OF INTERNAL AUDIT ARRANGEMENTS 2019/20
Report of: CLERK

SUMMARY:

To consider the effectiveness of our internal audit arrangements for the financial year 2019/20 and to consider the appointment of a new internal auditor.

REPORT:

Each financial year the Council is required to review its internal audit arrangements. This is a requirement of the Account and Audit (Amendment) (England) Regulations 2006. The Council needs to consider its current arrangements and authorise amendments to its current procedures.

a) Internal Audit Plan (Appendix 1)

These are the current terms of reference that the internal auditor undertakes on behalf of the Council preceded by an overall framework for the internal audit arrangements. The Council need to decide if the plan/checks currently in place are sufficient and if so, agree the plan for the financial year 2019/20. The plan, if agreed, will stay in place until further review takes place in approx. February 2021.

b) Statement Regarding the Effectiveness of the Council's Internal Audit

The Council is requested to confirm that they wish to appoint a new Internal Auditor, Mr Robert Gordon, with immediate effect if so, that the Council resolves for the Chairman to sign the Statement Regarding the Effectiveness of the Councils Internal Audit (Appendix 2).

c) Internal Audit Review Checklist (Appendix 3)

The Council also needs to consider five standards expected of our internal audit as well as the characteristics of that effectiveness. These are outlined in Appendix 3.

ACTION:

The Council is requested to determine if they wish to:

- Approve the Internal Audit Plan/Terms of Reference for the financial year 2019/20
- Authorise the Chairman to sign the statement regarding the Effectiveness of the Council's Internal Audit
- Authorise the Chairman to sign the Internal Audit Review Checklist
- Appoint Mr R Gordon as the Council's internal auditor with immediate effect and until further review

The Council are also asked to confirm that the arrangements will continue into 2020/21 until a further review is carried out.

STANWIX RURAL PARISH COUNCIL

INTERNAL AUDIT PLAN

To safeguard Stanwix Rural Parish Council finances there are 3 systems of control:

- **Internal control,**
- **External Audit and**
- **Internal Audit**

Internal audit is a key component of the system of internal control. Its purpose is to review whether the systems of financial control and other controls over the activities of the council are adequate, effective, and in line with current regulations. Internal audit can assist the council in its responsibility for the prevention and detection of fraud, corruption, error and mistakes.

The Internal Auditor is independent of the operations (financial control/management) of the Council and competent in the understanding of the law as applicable to Local Councils, of simple accounting and basic PAYE and VAT requirements.

The appointment of the Internal Auditor, along with agreed Terms of Reference, will be verified by the Council once per year. Any change in personal circumstances that may cause a question over the independence requirement must be reported to the Council.

The Internal Auditor will carry out under the direction and management of the Council (or as may be delegated to a Committee or to the Clerk) the following tasks:

- To review twice during the year the accounting and internal control systems: one interim review midway through the year (approx. October) and one after the year end accounts have been completed.
- To report in writing to Council twice each year on the results of such tests of the system that are carried out;
- To report to Council in the format required in the Annual Return and to provide assurance for the council's Annual Governance Statement.
- To carry out test checking of the books accounts and vouchers as required.

These Tasks will be carried out using the guidance taken from Governance and Accountability for Local Councils: A Practitioners Guide 2014 and the schedule below suggests an approach to the testing of the key controls to provide assurance that the minimum level of coverage has been met and that all known risks are managed adequately.

A review of the effectiveness of the internal audit process will be carried out once per year by the Council. This will be done in conjunction with a review of the Council's internal controls (as set out in the financial regulations and standing orders) and the risk management procedures.

Internal Audit Terms of Reference for Y/E 31st March 2020

1. <u>Proper Bookkeeping</u>	<u>Mid-Year</u>	<u>End Year</u>
Is cashbook maintained and up to date?		
Is cashbook arithmetically correct?		
Is cashbook regularly balanced?		
Is there a checking system for data input into the computer?		
Is computerised financial information regularly backed-up?		

2. <u>a) Standing Orders Financial Regulations adopted and applied, and b) payment controls?</u>	<u>Mid-Year</u>	<u>End Year</u>
Has the Council formally adopted Standing Orders and Financial regulations?		
Are they regularly reviewed?		
Has a Responsible Financial Officer been appointed with specific duties?		
Check (say) minimum 1 item or service per quarter above £2500. Has it been competitively purchased?		
Are payments in the cashbook supported by invoices, authorised and minuted? Check minimum 3 items over (say) £1000/quarter.		
Has VAT on payments been identified, recorded and reclaimed?		
Is sec137 expenditure recorded and within statutory limits?		

3. <u>Risk Management Arrangements</u>	<u>Mid-Year</u>	<u>End Year</u>
Do the Minutes record the Council carrying out an annual risk assessment?		
Are the internal financial controls documented and regularly reviewed?		
Does a scan of the Minutes identify any unusual financial activity? Are legal powers available and is the basis of the powers recorded and correctly applied?		
Are Minutes properly numbered/paginated with a master copy kept in safekeeping?		
Are procedures in place for recording/monitoring members' interests/gifts/hospitality received?		
Is insurance cover appropriate and adequate?		

4. <u>Budgetary Controls</u>	<u>Mid-Year</u>	<u>End Year</u>
Has the Council prepared an annual budget in support of its precept?		
Is actual expenditure against the budget regularly reported to the Council?		
Are there any significant unexplained variances against budget?		
Are reserves adequate/excessive?		

5. <u>Income Controls</u>	<u>Mid-Year</u>	<u>End Year</u>
Is income properly recorded and promptly banked?		
Does the precept in the cashbook agree to the District Council's notification?		
Are security controls over cash adequate and effective?		

6. <u>Payroll Controls</u>	<u>Mid-Year</u>	<u>End Year</u>
Do salaries paid agree with those approved by the Council?		

Are other payments to the Clerk reasonable and approved by the Council?		
Has PAYE/NIC been properly operated by the Council as an employer?		

7. Bank Reconciliation	Mid-Year	End Year
Is there a bank reconciliation of each account?		
Are the original bank statement balances checked every month (by someone other than the Chairman) to the bank reconciliation?		
Is a bank reconciliation carried out regularly on receipt of statements?		
Are there any unexplained balancing entered in the reconciliation?		

8. Year End Procedures	Mid-Year	End Year
Are year-end accounts prepared on the correct basis? (receipts & payments/income & expenditure)		
Do accounts agree with the cashbook?		
Is there an audit trail from underlying financial records to the accounts?		
Where appropriate, have debtors/creditors been properly recorded?		

STANWIX RURAL PARISH COUNCIL

**STATEMENT REGARDING THE EFFECTIVENESS OF THE COUNCIL'S
INTERNAL AUDIT**

Stanwix Rural Parish Council is confident that its Internal Auditor, Mr R Gordon, is a competent person, independent of the Council, to review its financial controls and procedures and to give an objective view on the controls put in place by the Clerk/Responsible Financial Officer and approved by the Council.

The Internal Auditor is a registered accountant, an ex-Parish Councillor and is briefed with Account and Audit Regulations 2015.

During the year the Council has responded to observations made by the Internal Auditor to further ensure compliance of the regulations.

Signed: _____
Cllr C Nicholson, Chairman

Date: _____

Stanwix Rural Parish Council Internal Audit Review Checklist 2019/20

Expected Standard	Evidence of Achievement	Yes/ No	Areas for Development
1. Scope of internal audit	Terms of reference for internal audit were reapproved by full council in October 2019 and remain on-going	Yes	
	Internal audit work takes into account both the councils risk assessment and wider internal control arrangements.	Yes	
	Internal audit work covers the council's anti-fraud and corruption arrangements.	Yes	
2. Independence	Internal audit has direct access to those charged with governance (see financial regulations).		
	Reports are made in own name to management.	Yes	
	Internal audit does not have any other role within the Council.		
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	
4. Relationships	All responsible officers (Clerk/RFO) are consulted on the internal audit plan.		
	Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).	Yes	
	The responsibilities of council members are understood; training of members is carried out if necessary		Encourage attendance at planned training
5. Audit planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council September 2019.	Yes	
	Internal audit has reported in accordance with the plan on a regular basis.		

Characteristics of 'effectiveness'	Evidence of Achievement	Yes/No	Areas for Development
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the Council's needs.	Yes	
Understanding the whole organisation, its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes	
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Yes	
Add value and assist the organisation in achieving its objectives.	The council makes positive responses to internal audit's recommendations and follow up with action where this is called for.	Yes	
Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the Councils services, risk management and corporate governance arrangements.	Yes	
Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes	

Signed:..... Chairman, Stanwix Rural Parish Council 9 October 2019

EXPENDITURE											
Administration	Budget										
	2019/20	1st Quarter	July	August	Sept	2nd Quarter	Total to date	Budget Remaining	% Spend	Actual end 2018/19	
Clerks Gross Salary	£ 16,163	£ 4,040.14	£ 2,693.76	£ -	£ 1,346.88	£ 4,040.64	£ 8,080.78	£ 8,082.22	50%	£ 16,179.18	
Employers NI Contributions	£ 1,068	£ 259.59	£ 173.06	£ -	£ 86.53	£ 259.59	£ 519.18	£ 548.82	49%	£ 1,069.77	
Employers Pension Contributions	£ 485	£ 121.23	£ 80.82	£ -	£ 40.41	£ 121.23	£ 242.46	£ 242.54	50%	£ 485.37	
Reimbursements	£ 1,156	£ 294.78	£ 136.66	£ -	£ 145.07	£ 281.73	£ 576.51	£ 579.49	50%	£ 1,078.78	
Postages	£ 50	£ 9.85	£ -	£ -	£ -	£ -	£ 9.85	£ 40.15	20%	£ 42.30	
Audit - Commission	£ 300	£ -	£ -	£ -	£ 300.00	£ 300.00	£ 300.00	£ -	100%	£ 300.00	
Audit - Internal	£ 288	£ 121.16	£ -	£ -	£ -	£ -	£ 121.16	£ 166.84	42%	£ 265.26	
Telephone	£ 100	£ 54.00	£ -	£ -	£ -	£ -	£ 54.00	£ 46.00	54%	£ 68.16	
Insurances - Council 1	£ 968	£ 968.81	£ -	£ -	£ -	£ -	£ 968.81	£ 0.81	100%	£ 929.97	
Subscriptions 2	£ 581	£ 616.02	£ -	£ -	£ -	£ -	£ 616.02	£ 35.02	106%	£ 541.00	
Training 3	£ 150	£ -	£ -	£ -	£ -	£ -	£ -	£ 150.00	0%	£ 70.00	
Website hosting and maintenance	£ 76	£ -	£ 20.00	£ -	£ -	£ 20.00	£ 20.00	£ 56.00	26%	£ 136.00	
Misc Admin & Stationary	£ 1,750	£ 280.32	£ 48.75	£ -	£ 173.59	£ 222.34	£ 502.66	£ 1,247.34	29%	£ 2,137.63	
Contingency	£ 1,153	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,153.00	0%	£ -	
Grants											
Section 137 - Other Bodies	£ 1,000	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,000.00	0%	£ 1,200.00	
Grants to other organisations	£ 8,350	£ -	£ 800.00	£ -	£ 550.00	£ 1,350.00	£ 1,350.00	£ 7,000.00	16%	£ 6,758.84	
Crosby Magazine grant	£ 150	£ -	£ -	£ -	£ -	£ -	£ -	£ 150.00	0%	£ 150.00	
Repayment of Grants	£ -	£ 500.00	£ -	£ -	£ 1,000.00	£ 1,000.00	£ 1,500.00	£ 1,500.00		£ 1,500.00	
Parish Council Services											
Grass cutting & Greens Maint. 4	£ 9,717	£ 1,261.76	£ 632.69	£ -	£ 1,249.01	£ 1,881.70	£ 3,143.46	£ 6,573.54	32%	£ 4,774.16	
Maintenance of Assets 5	£ 5,760	£ 1,910.00	£ 55.00	£ -	£ -	£ 55.00	£ 1,965.00	£ 3,795.00	34%	£ 2,179.23	
Playground Inspections	£ 880	£ 200.00	£ 200.00	£ -	£ -	£ 200.00	£ 400.00	£ 480.00	45%	£ 810.00	
Emergency Planning	£ 100	£ -	£ -	£ -	£ -	£ -	£ -	£ 100.00	0%	£ -	
Projects											
Allocated projects brought forward 6	£ 9,942	£ 4,328.25	£ 277.00	£ -	£ 333.00	£ 610.00	£ 4,938.25	£ 5,004.12	50%	£ 8,893.99	
Parish Plan Projects	£ 2,000	£ 468.34	£ 1,046.50	£ -	£ 485.16	£ 1,531.66	£ 2,000.00	£ -	100%	£ 3,686.00	
SPAA Summer Scheme	£ 2,800	£ -	£ -	£ -	£ 1,630.50	£ 1,630.50	£ 1,630.50	£ 1,169.50	58%	£ 2,736.30	
Houghton Fair 7	£ 1,250	£ 1,385.22	£ 362.50	£ -	£ 46.00	£ 408.50	£ 1,793.72	£ 543.72	143%	£ 1,590.46	
Contingency Project 8	£ 4,800	£ 0.27	£ -	£ -	£ 64.84	£ 64.84	£ 65.11	£ 4,734.89	1%	£ 2,000.00	
VAT (To be reclaimed)	£ -	£ 968.90	£ 502.40	£ -	£ 400.51	£ 902.91	£ 1,871.81	£ 1,871.81		£ 3,580.58	
TOTAL EXPENDITURE	£ 71,037	£ 17,788.64	£ 7,029.14	£ -	£ 7,851.50	£ 14,880.64	£ 32,669.28	£ 38,368.09	46%	£ 63,162.98	
INCOME											
Precept	£ 46,500	£ 46,500.00	£ -	£ -	£ -	£ -	£ 46,500.00	£ -	100%	£ 43,045.05	
CTRS Grant	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	0%	£ 494.95	
Grants 9	£ 6,000.00	£ 6,700.00	£ -	£ -	£ -	£ -	£ 6,700.00	£ 700.00	0%	£ 2,579.00	
Bank Interest	£ 40	£ 33.73	£ -	£ -	£ 37.05	£ 37.05	£ 70.78	£ 30.78	177%	£ 82.39	
CPCA Grants to be repaid	£ -	£ -	£ -	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	0%	£ 1,500.00	
VAT (reclaimed)	£ 220.00	£ -	£ 647.42	£ -	£ 966.24	£ 1,613.66	£ 1,613.66	£ 1,393.66	733%	£ 3,657.79	
Misc Other Income 10	£ 2,000	£ 14.00	£ 7.00	£ 1,421.50	£ 10.00	£ 1,438.50	£ 1,452.50	£ 547.50	73%	£ 2,648.05	
TOTAL INCOME	£ 54,760.00	£ 53,247.73	£ 654.42	£ 1,421.50	£ 2,013.29	£ 4,089.21	£ 57,336.94	£ 2,576.94	105%	£ 54,007.23	

1 Insurance was underbudgeted by only 81 pence

2 Subscriptions were underbudgeted primarily due to a change in CALC fee calculation

3 The training budget is inadequate due to the selective planned, however sufficient contingency budget is available

4 At present only a small amount of greens maintenance will be remaining to invoice, leaving this significantly underspent

5 The maintenance budget is significantly underspent but leaves room for play area maintenance over the winter

6 See figures below*

7 Although this appears overspent, the fair generated £200 sponsorship as well as £1,431.50 on the day

8 This is a general budget to supplement any project spending that is required, e.g. at Brunstock

9 This includes a £500 grant payable for the resurfacing of Centurions Walk

10 Due to invoicing changes, the summer play scheme money will not be received, as it was reduced from the invoice

Carried Forward Project Budget Remaining at 1 Oct

walks and footpaths	£ 400.00
ww1 commemoration	£ 42.37
legal fees	£ 2,061.75
interpretation panel	£ 2,500.00