



STANWIX RURAL PARISH COUNCIL

Chairman: Cllr C Nicholson

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

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

4 December 2019

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

Wednesday 11th December 2019 in the Wildlife 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 13 November 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 Ratify Response Made Prior to the Meeting:

19/0831 Crosby on Eden Parish Hall, Low Crosby, Crosby on Eden, Carlisle CA6 4QN - Renewal of Temporary Consent 14/0948 for Continued use of Shipping Container

6.2 To note Permission Notices Received

18/1142 Land to North of California Road, Carlisle CA3 0BY - Erection Of 194no. Dwellings and Associated Infrastructure

19/0678 The Granary, Brunstock Mews, Brunstock, Carlisle, CA6 4QG - Replacement Of Front Door And Frame (LBC)

7. Clerk's Report

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

8. Administrative Matters

8.1 Community Plan - Action Plan

To consider an update to the above

9. Village Matters

9.1 Eden Gate

To consider ongoing issues with gas equipment and anti-social behavior and to consider facilitating a resident meeting with interested parties

10. Finance matters

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

10.2 Receipts

To resolve to note the income of £30 from Burnetts (refund for land registry fees)

10.3 Finance/Risk Group

To consider acceptance of the recommendations of the working group, held on 26 November, for items not listed elsewhere on the agenda

10.4 Internal Audit Report

To receive a mid-year internal audit report

10.5 Budget and Precept 2019/20

To consider setting the budget and precept for 2019/20

11. 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):

- The Stag Inn - Asset of Community Value de-listing
- ACT Gazette - Issue 34 Autumn/Winter 2019
- CALC November Newsletter
- LTN22 Disciplinary and Grievance Arrangements November 2019
- Caring for your community - How can we help (CALC)

12. 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.

Future agenda items should be submitted to the Clerk by 7 January 2020

Exclusion of Press & Public - Part B Item

The following item is considered confidential and exclusion of members of the public or press is permitted under the Local Government Act 1972.

13. Brunstock Common

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

14. Date of next meeting – to resolve that the next meeting of the Parish Council be held at 7.30pm on Wednesday 15th January 2020 in the Parish Hall, Crosby-on-Eden. Please note the later than normal meeting date.

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 13 November 2019 in the Parish Hall, Crosby-on-Eden at 7:30 p.m.**

Present: The Chairman Cllr C Nicholson, Cllrs A Coles (entered 7.53pm), M Ellmore, A Lightfoot, D Milburn, H Phillips, C Savory, S Splinter and N Watson.

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

ACTION

SR 890/11/19 Apologies for absence

Apologies were received and accepted from Cllr M Sherriff. County Cllr J Mallinson also sent apologies.

SR 891/11/19 Minutes of the meeting of the Parish Council held on 9 October 2019

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

SR 892/11/19 Requests for Dispensations

No requests for dispensations were received.

SR 893/11/19 Declarations of Interest

The following interests were declared:

- Cllr Lightfoot declared an interest in item 900.3 (Houghton Village Hall grant application) and also 898.3 (Houghton Parking);
- Cllr Nicholson declared an interest in item 900.3 (Houghton Village Hall grant application) and 900.1, newspaper advert re-imburement;
- Cllr Ellmore declared an interest in item 900.3 (Community Events grant application)

SR 894/11/19 Public Participation

City Cllr Mallinson thanked Cllrs Phillips and Coles for attending a very useful meeting to discuss the Tribune Drive Play Area (item 898.4). She also noted that matters relating to the Eden Gate gas certification were in hand. City Cllr Nedved noted that he had dealt with reports of dog fouling in Linstock.

SR 895/11/19 Planning Matters

895.1 Resolved to Ratify Decisions taken on New Applications Prior to the Meeting:

19/0004 HDG Paddock Cottage, Tarraby, Carlisle, CA3 0JS - Removal of Hedgerow & Lower Leylandii Trees

19/0678 The Granary, Brunstock Mews, Brunstock, Carlisle, CA6 4QG - Replacement of Front Door and Frame (LBC)

895.2 To Consider New Applications:

19/0805 128 Tribune Drive, Houghton, Carlisle, CA3 0LF - Erection of First Floor Side Extension to Provide En-Suite

Bedroom and Single Storey Rear Extension to Provide Dining Room and Sitting Room

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

19/0729 29 South Croft, Houghton, Carlisle, CA3 0NA - Erection of Detached Garage and New Vehicular Access

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

19/0503 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)

A proposed response had been circulated to Cllrs prior to the meeting, detailing its previous submissions in respect of this application and citing considerable evidence.

Resolved to continue to object to the proposal as being an entirely inappropriate and unsustainable use of the site and; if approved would put sensitive and irreplaceable environmental assets at needless risk and; create an enhanced risk of accidents to users of the existing car park and of the site

895.3 Resolved to Note Permission Notices Received:

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

18/0796 Land adjacent to Shortdale Cottage, Tarraby Lane, Tarraby, Carlisle, CA3 0JT -Residential Development (Outline)

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

895.4 Resolved to note Refusal Notices Received:

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

SR 896/11/19 Clerk's Report

A report had been circulated alongside the agenda regarding the following:

753.2/12/18 *Bus Stop Seating*

The Clerk has spoken to Cumbria Highways and clarified the reasoning behind the refusal to allow the perch seat and previous risk assessments carried out for the placement of the bus stop. The matter is now closed.

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

A photograph of the boulders placed at Tarraby has been sent to Highways and further instruction is awaited.

SR 869.2/9/19 *Land Registry*

The file has been closed indefinitely until further work is able to be carried out for the Houghton Village Green application. The parcels of land at both Tarraby and Park Broom are unlikely to be able to be registered due to a lack of sufficient evidence for Land Registry.

SR 882/10/19 *Rickerby*

No response has yet been received regarding the complaints regarding excessive weeds around the Rickerby Gardens phone/post box area. Similarly, a response regarding the criteria following a request to consider reduction of the speed limit to 20mph in the area is awaited.

Other Matters to Report:

Houghton Fair 2020

The date for the Fair has been set as Saturday 27th June 2020 and will run at the earlier time of 11am – 3pm. A group of volunteers are each working on separate strands to organise activities. A further planning meeting is to be held on Monday 25th November at 7pm in Houghton Primary school.

CLERK

Cross Hill

Reports of excavation works, and the blocking of the adjacent highway were reported at the above. The matter has been forwarded for action by the relevant departments at Carlisle City and Cumbria County Council.

CALC Training

A reminder that the training course will take place at 6.30pm in the Wildlife Centre on Thursday 14th November and that all Cllrs should endeavor to attend where possible please.

ALL

Motorway Noise

The Clerk noted that there has been no update to the request for curtailment of motorway noise adjacent to Linstock for many months.

Linstock Tracks

It was reported that unauthorised works had taken place on the track at Linstock Village Green, with tarmac being used to fill in some potholes. It was unknown who had undertaken the works. The Clerk is to seek urgent quotations for the repair of the track, to be discussed at the December meeting.

CLERK

SR 897/11/19 Administrative Matters

897.1 Working Groups

An opportunity was presented to Cllrs to join or amend the current working group schedule, which had been circulated alongside the agenda for consideration, however no changes were made.

897.2 Grass Cutting and Greens Maintenance Contract

It was noted that an advert had been placed in the Cumberland News to recruit a new grounds maintenance contractor. Tenders will be considered by the Finance and Risk group and a decision taken at the January meeting.

SR 898/11/19 Village Matters

898.1 Flooding

A representative from Crosby Flood Group was in attendance to inform the Parish Council about the lack of progress being made by the Environment Agency in regard to the flood defence proposals for Crosby. He informed members that a meeting had been held with the EA and the discussion of water storage and permanent defences considered but the preferred option had not been made clear and there was a lack of data regarding the effectiveness for the two options. Furthermore, no local consultation was currently being carried out, no contractors appointed, and no planning consent obtained, all with just sixteen months until the end of the funding period available. Concerns locally were therefore growing and the need for defined timescales was becoming critical.

Resolved to write to the Environment Agency to escalate the urgent requirement for a solution, effective dialogue and a timescale. The letter to be copied to the Carlisle Local Committee Chairman along with County Cllr J Mallinson. City Cllr P Nedved to also contact the Environment Agency separately to urge publication of definitive timescales. Also agreed to fund costs for hall hire for flood group meetings in Crosby Parish Hall.

CLERK

Cllr Coles entered the meeting at 7.53pm. One member of the public left the meeting.

898.2 Brunstock Common

A letter of complaint had been sent to the contractors notifying them of the issues discovered with the lack of depth in the pond. An unsatisfactory response had been received and the matter remains ongoing.

CLERK

898.3 Houghton Parking

The Chairman noted that a short, informal discussion had taken place with the shop owner and all parties agreed to install the proposed signage, as recommended by the working group.

Resolved to proceed with ordering the sign to advise that the layby is intended for short-term stays only, between the hours of 8am – 6pm. It was stated that other than the sign, there is little else the Council can do alone to alleviate parking issues.

CLERK

898.4 Tribune Drive Play Area

It was noted that a discussion meeting had taken place with City Cllr E Mallinson, L Leathers (Carlisle City Council) and Cllrs Phillips and Coles, to consider how best to proceed with plans to refurbish the Tribune Drive play area and adjacent land. Dialogue is to continue, and it is stressed that no commitment from either party is made at this stage. Carlisle City Council will undertake a full consultation with residents when appropriate.

Resolved that the Parish Council will submit a letter, outlining initial proposals for the area, to Carlisle City Council.

HP

898.5 Eden Gate

The ongoing issues being experienced by residents at Eden Gate were discussed. It was stressed that every incident must be reported to the Police, using 999 where appropriate if actual physical harm is threatened or made. It was noted that some of the youths are using a de facto footpath adjacent to Gladwin Drive, utilising a gap in the security fencing. It was also reported that the gas certification problems remain ongoing; Cllr Coles to be Council lead in respect of these matters

Resolved that Cllr Coles to be Council lead in respect of gas issues and anti-social behaviour matters, while Cllr Phillips will investigate fencing issues.

HP

898.6 Willow Trees, Crosby Parish Hall

Resolved to grant permission to Crosby Parish Hall to plant some willow trees to assist with standing water problems. The Hall Committee to be instructed to approach the Parish Council for assistance with planting or financial aid if necessary.

898.8 Speedwatch

In October, the Houghton Road CSW team carried out 8 observation sessions over a two-week period, each lasting about 1 hour, and logged 90 speeding vehicles. Relevant letters have been sent to the offenders. Overall so far in 2019, 34 observation sessions have been carried out over a total period of 10-12 weeks and recorded 384 speeding vehicles. The police felt that the figures were rather high and as a result deployed a camera van and a police officer on Houghton Road for several hours on Friday 8th November. This resulted in 6 prosecutions and 6 verbal warnings. The need for further volunteers was noted.

Resolved that an article will be published in the next edition of the Echo advertising for more volunteers.

CS

899/11/19 Consultations

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

Resolved to ratify the previously submitted response.

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

Resolved to ratify the previously submitted response.

SR 900/11/19 Financial Matters

900.1 Payments:

Resolved that the following payments be approved:

NEST Pension, November pension	£94.29
Sarah Kyle, November salary and reimbursements	£1,267.97
HMRC, November PAYE and NI	£222.57
Cumbria Payroll, November payroll	£18.00
Tech4Office, printing	£23.71
Play Inspection Company, quarterly inspection	£252.00
Houghton in Bloom, Love your gardens grant	£141.35
Burnetts, Land registry fees	£435.60
C Nicholson, tender advert reimbursement	£142.20

Newlands Activity Centre, Houghton fair deposit

£100.00

TOTAL: £2,697.69

900.2 Noted: balances at bank as at 31st October 2019:

Community Account	£364.78
Money Manager Account	£68,835.54
Cash Account	£3,919.45

Income to 30/10/19	£57,336.94
Expenditure to 30/09/19	£36,636.22

900.3 Grants 2019/20 Second Round

Resolved: To award the following grants:

- Houghton Village Hall, £460.00, decorations (LGA 1972 s144)
- Houghton in Bloom, planting expenses, £300 (Public Health Act 1875 s164)
- Crosby-on-Eden Parish Hall, re-wiring, £4000.00 (LGA 1972 s144)
- Houghton Community Events, staff costs, - application ineligible
- Computing Crafts, computer events – application ineligible
- 1st Houghton Guides, £500, summer trip, (LGA 1972 s145)

SR 901/11/19 Schedule of Correspondence, Notices and Publications

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

SR 902/11/19 Councillor Matters

Cllr Splinter reported resident complaints regarding a parked car regularly in the traffic restricted area opposite the layby in Houghton. It was agreed that details should be forwarded to the PCSO.

Cllr Ellmore reported resident concerns regarding building works at a property in Houghton. Cllr Nicholson to confirm planning consents are in place.

SR 889/10/19 Date of Next Meeting

Resolved that the next meeting of the Parish Council be held on Wednesday 11th December 2019 in the Wildlife Trust Centre, Houghton at 7.30pm.

There being no further business, the Chairman closed the meeting at 8.44pm.

CN



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Carlisle City Council
Economic Development - Planning Services
Development Control
6th Floor - Civic Centre
CARLISLE, CA3 8QG

25 November 2019

FAO Case Officer: Barbara Percival

PARISH COUNCIL REPLY TO CONSULTATION ON PLANNING APPLICATION

Proposal: Renewal Of Temporary Consent 14/0948 For Continued Use Of Shipping Container

Location: Crosby on Eden Parish Hall, Low Crosby, Crosby on Eden, Carlisle CA6 4QN

Appn Ref: 19/0831

Stanwix Rural Parish Council recommends that the application be determined in accordance with local and national planning policy.

Yours sincerely

Sarah Kyle
Clerk to Stanwix Rural PC

STANWIX RURAL PARISH COUNCIL

CLERK'S REPORT PARISH COUNCIL MEETING 11 DECEMBER 2019

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

767.5/1/19 Houghton Village Green Parking Barrier

No progress has yet been made with the above.

SR 882/10/19 Rickerby

No progress has yet been made with the above.

SR 898.4/11/19 Tribune Drive Play Area

This matter remains ongoing. A concern was raised by a local resident regarding the lack of consultation on the matter, however they have been advised that the matter is in its infancy and should progress be made, a full consultation process will be in place.

SR 898.3/11/19 Houghton Parking

A sign has been purchased and has been given to a joiner for installation in the layby in Houghton.

SR 896/11/19 Linstock Track Repairs

To consider quotations received for the repair of the tracks at Linstock

SR 897.2/11/19 Greens Maintenance Contract

The deadline for receipt of tenders resulted in 4 tenders being received. These will be considered by the Finance/Risk group and an award of contract being recommended at the January Parish Council meeting.

Other Matters to Report:

Houghton Fair 2020

A working group meeting for the above was held on 25.11.19. Disappointedly, no members of the public were in attendance at all, leading to concerns regarding the long term viability of the Fair again. Nevertheless, plans are firmly in place for the Fair in 2020, to be held on Saturday 27th June.

CALC Training

Six members of the Parish Council attended the training course held in November.

Speeding, Houghton

An email regarding concerns over speeding on Houghton Road North has been received and responded to accordingly.

Flooding

A letter has been sent to the Environment Agency following the November meeting, A holding response has been obtained.



Stanwix Rural Community Action Plan 2017 - 2021



Issue	Action(s)	Lead Group & Partners	Priority	Timescale	Resources	Progress
A689						
Concerns regarding safety/RTA's/near misses on road, including the need for additional road signage to indicate junctions more clearly	Collate safety data and work with lead agency to progress	Cumbria Highways Parish Council	High	1 - 3 years	Parish Council to consider partnership working with agencies for funding	Residents leading discussions with MP, Cumbria County Council & Police. Data collation awaited from resident survey.
Provision of footpaths & cycle ways	Identify areas for development	Parish Council Cumbria County Council Wall Together		2 - 5 years		Remains necessary to prioritise where and when to consider.
Brunstock Common Land						
No recreation facilities available; lack of maintenance/development	Identify suitable recreational facilities & begin funding sourcing (for e.g. sports facilities, play facilities etc) Begin plan of maintenance for the area (better hedge cutting, planting?)	Parish Council Invite residents from Brunstock to form a working group	High	1 - 3 years	Parish Council External Funders Local People Grant bodies	Matter remains ongoing due to difficulties with pond depth.
Police Problems						
Speeding in Houghton	Reduce speeding, raise awareness Lobby for increased signage; begin use of speed radar gun	Cumbria Police Local residents Parish Council Cumbria Highways	High	1 - 2 years	Parish Council Cumbria County Council; Cumbria Police	Police van in regular attendance, more volunteers to be recruited.
Anti-social behaviour in Houghton	Work with community and police to address issues	Cumbria Police	High	Asap	Cumbria Police	Ongoing



Stanwix Rural Community Action Plan 2017 - 2021



Young People						
Develop and foster a working relationship for issues regarding young people in the Parish	Identify and engage with local youth groups; Consider Youth Council. Joint working with local groups.	Parish Council; Local youth groups (e.g. scouts, guides, young farmers)	Low	1 - 5 years	Parish Council	Matter being deferred until Cllr numbers increase.
Flood Defences						
To support the established flood group in Crosby-on-Eden	To provide necessary support as appropriate for the flood defence/action group	Local Residents Parish Council Environment Agency Carlisle City Council Cumbria County Council	High	1 - 2 years	Parish Council Environment Agency Carlisle City Council Cumbria County Council	Support in place for groups. Emergency boxes to be completed later if desired.

Completed Projects						
Street Lighting in Houghton						
Concerns regarding street lighting in numerous areas	Ask for a survey to be carried out of lighting and discuss options for increased provision	Cumbria County Council Parish Council Local Residents	Medium	2 - 5 years	Cumbria County Council; Parish Council	Works completed.
A689						
Rubbish clearance	Encourage reporting of fly-tipping	Cumbria County Council Carlisle City Council Parish Council				System for reporting of fly-tipping adequate
Police Problems						
Lack of police presence	Identify reasons for perception of lack of presence; Seek increased visibility if appropriate; Ask Police and Crime Commissioner for input	Police and Crime Commissioner Parish Council Cumbria Police Local Residents	Medium	1 - 3 years	Parish Council	Request made to Police



Stanwix Rural Community Action Plan 2017 - 2021



Project	Lead Person	Priority	Timescale	Resources (Adjusted)	Progress
Brunstock Common					
Pond restoration	Environment Group	High	n/a	£0 although grant funds still to claim	Completed but restorative works underway
Contingency Project					
Brunstock pond stone Work	Cllr Splinter	High	Urgent	£3800 to spread over all contingency projects	Completed stone work however see above
Community Plan Development					
Brunstock Bench	Clerk	Low	Completed	£373 total cost	In place
Interpretation Panels					
Panel for Brunstock	Cllr Nicholson	Medium	> 6 months	£2500	Quotations required for joiner cabinet and home made design
Footpaths & Walks					
Leaflets	Cllr Phillips	High	< 12 months	£400 – will require top-up from contingency	Leaflet production of first 3 walks in draft form. Walks being checked. Ongoing.
WW1 Commemorations					
Poppy seeds	Clerk	Low	Spring 2020	£42.04	Consider purchase of new seeds for planting in spring
Summer Fair					
Hosting of annual fair	Clerk	High	27 June 2020	Fair cost the Council £353 in 2019. Budget of £2,000 in place for 2020.	Disappointing response from residents. Fair in place for 2020 but shadows remain over continued existence.
Land Registration					
Registration of numerous parcels of land	Clerk	Low	> 2 years	£1730	Work now on hold
Rural Play Scheme					
6 hosted dates	Clerk	High	Summer dates set	£1,631	Dates very successful, budget allocated for 2020. Availability of hall's to be confirmed.

Written with the support of:



STANWIX RURAL PARISH COUNCIL
SCHEDULE OF PAYMENTS TO BE AUTHORISED 11 DECEMBER 2019

PAYEE	DETAILS	AMOUNT	VOUCHER No.	PAYMENT
B Smith Joinery	Notice board repairs (paid prior to meeting)	£ 32.00	97	BACS
NEST Pension	December Pension	£ 94.29	98	DD
Sarah Kyle	Dec salary plus reimbursements (to be paid 27.12.19)	£ 1,268.22	99	BACS
HMRC	Dec PAYE and NI (to be paid 27.12.19)	£ 222.77	100	BACS
Cumbria Payroll	Dec payroll	£ 18.00	101	BACS
Tech4Office	Oct/Nov printing	£ 22.05	102	BACS
Crosby Parish Hall	Rental November	£ 20.00	103	BACS
Wildlife Centre	Rental course plus December rental	£ 40.00	104	BACS
CALC	Training course	£ 170.00	105	BACS
Houghton in Bloom	Grant	£ 300.00	106	BACS
Crosby Magazine	Grant	£ 150.00	107	BACS
Houghton Village Hall	Grant	£ 445.98	108	BACS
Houghton Village Hall	Rental	£ 10.00	109	BACS
		<u>£ 2,793.31</u>		

Authorised by:

Signatory 1:

Minute Ref:

Signatory 2:

Balance at 30th November 2019

Bank Reconciliation

Cash Book:

Balance at 01.04.19	£52,323.05
Receipts to 30.11.19	<u>£57,366.94</u>
	<u>£109,689.99</u>

Less expenditure at 30.11.19	£39,365.91
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Balance at 30.11.19	<u><u>£70,324.08</u></u>
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Represented by:

Community A/C (HSBC)	£290.09
Money Manager A/C (HSBC)	£66,210.54
Cash Account (CBS)	£3,919.45

less outstanding payments vn10	£96.00
	<u><u>£70,324.08</u></u>

Reconciled by:

Finance/Risk Working Group

Notes of meeting held 26 November 2019

Present: C Nicholson (Chair), H Phillips, T Coles, A Lightfoot and the Clerk, S Kyle

1. Precept/Budget 2020/21

A draft budget for 2020/21 had been circulated prior to the meeting and was considered. Small amendments were to be made based on known costs/receipts for December 2019 but would not significantly impact upon the figures projected.

The group to recommend to the Council meeting in December:

- Maintaining the precept for 2020/21 at £46500
- Agreement of the proposed budget for 2020/21

It was also agreed that quotations needed to be sought for a replacement swing at Crosby and that the footpath leaflets would be prioritised for completion as soon as possible.

2. Brunstock Pond

Members were updated regarding correspondence exchanged with the pond contractors regarding the dissatisfaction with the depth of the pond. The group to recommend to the Council meeting in December:

- To progress with legal advice and take the matter forward as a confidential matter

3. Eden Gate

The increasing anti-social behaviour at Eden Gate was discussed. It was agreed that the Clerk should write to the local PCSO (then Police Commissioner) for any information relating to the incidents that they are able to provide due to the increasing concern within the community.

4. Other Matters

The repeated occurrence of a vehicle parking in the traffic calmed area in Houghton was reported; the Clerk to report to the PCSO with evidence.

The practice of dog fouling with bags being left hanging on objects rather than disposed of was noted.

There being no further business the meeting was closed at 1.55pm.

Internal Audit Checks

1. Proper Bookkeeping	<u>Oct</u>	<u>April</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. a) Standing Orders Financial Regulations adopted and applied, and b) payment controls?	<u>Oct</u>	<u>April</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 casbook 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. Risk Management Arrangements	<u>Oct</u>	<u>April</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. Budgetary Controls	<u>Oct</u>	<u>April</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?	✓	

<u>5. Income Controls</u>	<u>Oct</u>	<u>April</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?	✓	

<u>6. Payroll Controls</u>	<u>Oct</u>	<u>April</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?	✓	

<u>7. Bank Reconciliation</u>	<u>Oct</u>	<u>April</u>
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 calculations entered in the reconciliation?	✓	

<u>8. Year End Procedures</u>	<u>Oct</u>	<u>April</u>
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?	✓	

R. Gordon
10-11-19.

REPORT TO COUNCIL

Date of Meeting: 11th December 2019
Title: Budget – 2020/21
Report of: Clerk

SUMMARY:

To consider the remaining income and expenditure for 2019/20 and to consider the setting of the level of precept for 2020/21.

REPORT:

Financial Reserve Levels Held

At the start of the current financial year (1st April 2019) the Council held £52,323 of reserves. This was almost exactly the amount predicted when precept setting in December 2018. Looking at the remainder of this financial year, expenditure is likely to total approximately £57,549. This figure includes the spending of:

- Routine administrative costs, such as expenditure on the Clerk, minor postages, room rental for meetings and the internal audit.
- The spending of the grants budget, reserving only a small amount in case of emergency requests;
- The remaining pathway work at Linstock, a tree risk assessment, repairs to the Brunstock pond and routine maintenance;
- Expenditure on a replacement swing seat for Crosby play area;
- Footpath leaflets being printed.

Monies not spent on projects carried forward from previous years (only) will again be carried forward for completion in 2020/21. Remaining monies on other areas of expenditure will be subsumed into the general reserve budget.

Income expected will be a small amount of bank interest, a VAT repayment, income from the recently held training session and a very small rebate from the land registry project.

At present, based upon information available to date, the Clerk estimates that we are likely to hold approximately £51,549 at the end of March 2020. The external auditor recommends that the level of reserves held are equal to 3-12 months gross expenditure, i.e. (based on 2018/19 actual spend) between £15,791 and £63,163. The Council is therefore anticipated to hold reserves that are within the recommended thresholds.

Budget 2020/21

The Council is required to set its budget and determine the precept by 10th January 2020. Adjustments to the budget for 2020/21, recommended by the Clerk, are outlined below.

Administrative Budget Areas to be Increased

- Clerks Gross Salary - increased to consider a likely increase in NJC scales (not yet agreed or recommendations published) This also increases employers pension payments - adjusted in line. The Clerk has reached the top of the incremental points on her spinal banding so will not receive any other increase going forward;
- Minor increases have also been made to mileage reimbursements, internal audit, training, insurances and subscriptions in line with normal annual increases or expected raises.

Administrative Budget Areas to Remain Static/Decreased

- Misc. admin & stationery has been decreased due to reduced costs this financial year; similarly, the use of postages and telephone costs continues to decrease;
- Employers NI payments have been lower than anticipated this year therefore the budget has been very slightly reduced (still taking into account the anticipated increase in salary);
- External audit commission charges and room rent budgets remain static;
- The contingency budget (admin) has also been reduced in line with figures from this year and the website fees have been paid for two years domain charges so should be lower biennially.

Grants

The grant budget was previously increased to £9,000. It is suggested this budget be maintained. Monies not spent by organisations awarded grants this year may be to carry forward too.

Parish Council Services

- Grass cutting and greens maintenance is subject to change as tender information is still under consideration and will not be awarded until January 2020. An adequate figure, based on estimated information to date, is included, representing a reduction in the figure from 2019/20.
- The maintenance budget has been decreased this year due to large works being previously budgeted for that are not expected to need repeated;
- The playground inspections budget has been slightly increased in line with expected annual costs;
- The emergency planning budget has been again reduced due to repeated non-expenditure.

Projects

A project budget is proposed below. These figures are based on assumptions made on the spending anticipated during the rest of the current financial year.

- | | |
|------------------------------|--|
| • WWI Commemorations | £40 retained to plant poppy seeds* |
| • Summer Fair 2020 | £1,850 (plus £150 expenditure this year) |
| • Land Registration | £1,730 (brought forward from previous year(s)) |
| • Contingency projects | £5,000 |
| • Community Plan Development | £2,000 |
| • Rural Play Scheme | £1,700 |

- Interpretation Panels £2,500 brought forward from previous year
£14,820

Income

The only guaranteed income source is the precept.

Other than the precept, a very small amount of bank interest and repayment from the Clerk's two other Councils for SLCC membership is expected. Variable income from the Houghton Fair is also accounted for. VAT returns are made regularly, and the figure is contingent upon expenditure incurred. Any other income achieved will be through grant income for specific projects, not yet applied for although this cannot be relied upon in the current financial climate.

Level of Precept Required

If the Council agree with the budget decisions above, then expenditure will be approximately £61,175. It should be noted that administrative costs parish council services and grants amount to £46,355 without any project expenditure at all (although clearly the grants budget is negotiable).

Based on these figures, and with the healthy amount of reserves held, it is recommended that any increase in precept is not easily justifiable and therefore the precept could be maintained at current rates for 2020/21. In this case, reserves at 1 April 2021 are expected to be £37,974

ACTION:

The Council is asked to consider the above budget and consider the following recommendations to make to Council to consider:-

- To accept the proposed budget for 2020/21; and
- To set the precept at £46,500 for the council year 2020/21.

*Poppy seeds were previously given to the grounds maintenance contractor so are no longer in the possession of the Clerk. It is expected these will need to be re-purchased (approx.£9).

EXPENDITURE	Budget											Budget Remaining	% Spend	Budget 2020/21			
	2019/20	1st Quarter	2nd Quarter	Oct	Nov	Dec	Jan	Feb	Mar	Total to date							
Administration																	
Clerks Gross Salary	£ 16,163	£ 4,040.14	£ 4,040.64	£ 1,346.88	£ 1,346.88	£ 1,346.88	£ 1,346.88	£ 1,346.88	£ 1,346.88	£ 1,346.88	£ 16,162.06	£ 0.94	100%	£ 16,567			
Employers NI Contributions	£ 1,068	£ 259.59	£ 259.59	£ 86.53	£ 86.53	£ 86.53	£ 86.53	£ 86.53	£ 86.53	£ 86.53	£ 1,038.36	£ 29.64	97%	£ 1,064			
Employers Pension Contributions	£ 485	£ 121.23	£ 121.23	£ 40.41	£ 40.41	£ 40.41	£ 40.41	£ 40.41	£ 40.41	£ 40.41	£ 484.92	£ 0.08	100%	£ 497			
Reimbursements	£ 1,156	£ 294.78	£ 281.73	£ 79.96	£ 100.66	£ 111.46	£ 95.00	£ 95.00	£ 95.00	£ 95.00	£ 1,153.59	£ 2.41	100%	£ 1,200			
Postages	£ 50	£ 9.85	£ -						£ 16.08		£ 25.93	£ 24.07	52%	£ 45			
Audit - Commission	£ 300	£ -	£ 300.00								£ 300.00	£ -	100%	£ 300			
Audit - Internal	£ 288	£ 121.16	£ -				£ 150.00				£ 271.16	£ 16.84	94%	£ 300			
Telephone	£ 100	£ 54.00	£ -								£ 54.00	£ 46.00	54%	£ 60.00			
Insurances - Council	£ 968	£ 968.81	£ -								£ 968.81	£ 0.81	100%	£ 1,017			
Subscriptions	£ 581	£ 616.02	£ -								£ 616.02	£ 35.02	106%	£ 635			
Training	£ 150	£ -	£ -			£ 194.00					£ 194.00	£ 44.00	129%	£ 160			
Website hosting and maintenance	£ 76	£ -	£ 20.00						£ 76.00		£ 96.00	£ 20.00	126%	£ 60			
Misc Admin & Stationary	£ 1,750	£ 280.32	£ 222.34	£ 171.71	£ 45.11	£ 79.38	£ 84.00	£ 84.00	£ 84.00	£ 84.00	£ 1,050.86	£ 699.14	60%	£ 1,500			
Contingency	£ 1,153	£ -	£ -		£ 118.50					£ 100.00	£ 218.50	£ 934.50	19%	£ 500			
Grants																	
Section 137 - Other Bodies	£ 1,000	£ -	£ -							£ 1,000.00	£ 1,000.00	£ -	100%	£ 1,000.00			
Grants to other organisations	£ 8,350	£ -	£ 1,350.00	£ 1,200.00	£ 141.35	£ 745.98				£ 4,903.45	£ 8,340.78	£ 9.22	100%	£ 7,850.00			
Crosby Magazine grant	£ 150	£ -	£ -				£ 150.00				£ 150.00	£ -	100%	£ 150.00			
Repayment of Grants	£ -	£ 500.00	£ 1,000.00								£ 1,500.00	£ 1,500.00		£ -			
Parish Council Services																	
Grasscutting & Greens Maint.	£ 9,717	£ 1,261.76	£ 1,881.70	£ 795.68							£ 3,939.14	£ 5,777.86	41%	£ 8,000.00			
Maintenance of Assets	£ 5,760	£ 1,910.00	£ 55.00	£ 65.00		£ 32.00	£ 400.00	£ 1,020.00	£ 1,137.72		£ 4,619.72	£ 1,140.28	80%	£ 4,500.00			
Playground Inspections	£ 880	£ 200.00	£ 200.00		£ 210.00			£ 210.00			£ 820.00	£ 60.00	93%	£ 900.00			
Emergency Planning	£ 100	£ -	£ -								£ -	£ 100.00	0%	£ 50.00			
Projects																	
Allocated projects brought forward	£ 9,942	£ 4,328.52	£ 610.00		£ 363.00	£ -		£ 400.00			£ 5,701.52	£ 4,240.85	57%	£ 4,270.00			
Parish Plan Projects	£ 2,000	£ 468.34	£ 1,596.50								£ 2,064.84	£ 64.84	103%	£ 2,000.00			
SPAA Summer Scheme	£ 2,800	£ -	£ 1,630.50								£ 1,630.50	£ 1,169.50	58%	£ 1,700.00			
Houghton Fair	£ 1,250	£ 1,385.22	£ 408.50		£ 100.00		£ 50.00				£ 1,943.72	£ 693.72	155%	£ 1,850.00			
Contingency Project	£ 4,800	£ -	£ -				£ 1,000.00				£ 1,000.00	£ 3,800.00	21%	£ 5,000.00			
VAT (To be reclaimed)	£ -	£ 968.90	£ 902.91	£ 180.77	£ 145.25	£ 6.67					£ 2,204.50	£ 2,204.50		£ -			
TOTAL EXPENDITURE	£ 71,037	£ 17,788.64	£ 14,880.64	£ 3,966.94	£ 2,697.69	£ 2,793.31	£ 3,252.82	£ 3,282.82	£ 8,886.07	£ 57,548.93	£ 13,488.44	81%	£ 61,175.19				
INCOME																	
Precept	£ 46,500	£ 46,500.00	£ -								£ 46,500.00	£ -	100%	£ 46,500.00			
CTRS Grant	£ -	£ -	£ -								£ -	£ -	0%	£ -			
Grants	£ 6,000.00	£ 6,700.00	£ -								£ 6,700.00	£ 700.00	0%	£ -			
Bank Interest	£ 40	£ 33.73	£ -	£ 37.05			£ 35.00				£ 105.78	£ 65.78	264%	£ 100.00			
CPCA Grants to be repaid	£ -	£ -	£ -								£ -	£ -	0%	£ -			
VAT (reclaimed)	£ 220.00	£ -	£ 1,613.66				£ 902.91	£ 332.69			£ 1,946.35	£ 1,726.35	885%	£ -			
Misc Other Income	£ 2,000	£ 14.00	£ 1,438.50			£ 30.00	£ 40.00				£ 1,522.50	£ 477.50	76%	£ 1,000.00			
TOTAL INCOME	£ 54,760.00	£ 53,247.73	£ 3,052.16	£ 37.05	£ -	£ 30.00	£ 977.91	£ 332.69	£ -	£ 56,774.63	£ 2,014.63	104%	£ 47,600.00				

Brought forward 01.04.19	£ 52,323.05
estimated income 31.03.20	£ 56,774.63
estimated expenditure 31.03.20	£ 57,548.93
to carry forward 01.04.20	£ 51,548.75

Brought forward 01.04.20	£ 51,548.75
estimated income 31.03.20	£ 47,600.00
estimated expenditure 31.03.20	£ 61,175.19
to carry forward 01.04.20	£ 37,973.56