



STANWIX RURAL PARISH COUNCIL

Chairman: Cllr C Nicholson

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

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

Wednesday 10th July 2019 in Susan's Farm, 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 12 June 2019**
To authorise the Chairman to sign as a correct record the minutes of the last meeting of the Parish Council held
3. **Co-option of New Councillor**
To consider the co-option of Mr D Milburn to the Houghton Ward with immediate effect
4. **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
5. **Declarations of Interest**
To receive declarations by members of interests in respect of items on this agenda
6. **Public Participation**
 - 6.1 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
 - 6.2 To receive reports from City and County Councillors.
7. **Planning matters**
 - 7.1 **To Consider New Applications:**
 - 19/0452 Land adjacent to Croft House, Brunstock, Carlisle, CA6 4QG - Erection Of 10no. Dwellings
 - 19/0464 Kilmorey, 34 Houghton Road, Houghton, Carlisle, CA3 0LA - Erection Of Single Storey Side Extension To Provide Garage And Store
 - 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)

19/0504 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB - Display Of 1no. Non Illuminated Menu Board Sign And 1no. Free Standing Direction Sign (Revised Application)

7.2 To Note Permission Notices Received:

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

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

8. Clerk's Report

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

9. Administrative Matters

9.1 Village Hall Reports - Houghton and Crosby on Eden

To receive verbal quarterly reports from PC representatives

9.2 The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018

To consider compliance with the above

9.3 Community Led Engagement Projects

To consider how the Council can support various projects in the future

10. Village Matters

10.1 Brunstock Common

To consider progress with the stone work required for the pond and to consider expenditure on suitable seating

10.2 Land Registry

To receive a verbal report regarding progress with the applications of various parcels of land

10.3 Houghton Fair 2019

To consider a review of the event

10.4 Speedwatch

To receive a verbal update

11. Finance matters

11.1 Quarterly Monitoring Report

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

11.2 August Payments

To consider delegation for authorisation of urgent expenditure to the Clerk in conjunction with the Finance/Risk group

11.3 Grant Pre-Payment

To consider a special dispensation to pre-pay the Houghton in Bloom grant monies

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

11.5 Income Received

To note receipt of:

- £33.73 from HSBC, bank interest
- £1,421.50, Houghton Fair income
- £7.00 from Scaleby Parish Council, SLCC contribution
- £7.33 from Hethersgill Parish Council, SLCC contribution
- £647.42 from HMRC, VAT reclaim
- £6,000.00 from CWMET, Brunstock pond grant

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):

- June CALC Newsletter
- Letter from Houghton Village Hall Management Committee regarding usage
- May 2019 Police Newsletter
- Cumbria Master Composter Volunteer Project
- CPCA Exec Agenda 11 July 2019
- ACT Gazette Summer 2019

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 2 September 2019

14. Date of next meeting – to resolve that the next meeting of the Parish Council be held at 7.30pm on Wednesday 11th September 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 12 June 2019 in the Parish Hall, Crosby-on-Eden at 7:30 p.m.**

ACTION

Present: The Chairman Cllr C Nicholson and Cllrs A Coles, M Ellmore, A Lightfoot, C Savory, M Sherriff and S Splinter.

In Attendance: City Cllrs E Mallinson (arrived 7.52pm), P Nedved and F Robson. One member of the public.

SR 834/6/19 Apologies for absence

Apologies were received and accepted from Cllrs Phillips and Watson. County Cllr J Mallinson also sent apologies.

SR 835/6/19 Minutes of the meeting of the Parish Council held on 8 May 2019

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

SR 836/6/19 Requests for Dispensations

No requests for dispensations were received.

SR 837/6/19 Declarations of Interest

The following interests were declared:

- Cllr Lightfoot: planning application 19/0348
- Cllr Nicholson: planning application 19/0348, the applicant being known to him and in matters relating to the Houghton Fair, his wife being treasurer of the Village Hall Committee
- Cllr Coles: item 841.3, being a shareholder in the Stobart Group;
- Cllr Ellmore in the Houghton Fair due to his employer providing catering on the day

SR 838/6/19 Public Participation

No comments were made by the member of public, who was attending with a view for co-option in July.

City Cllr Nedved noted the Cllrs small scale grants budget they had available and requested thought be given to any community projects that might be suitable. He also noted the success of Stanwix Urban, reaching the National finals of Britain in Bloom.

City Cllr Robson repeated the need to consider and submit suitable community projects for funding opportunities.

SR 839/6/19 Planning Matters

839.1 New Applications:

19/0348 Land to the Rear of South View, The Green, Houghton, Carlisle, CA3 0LN - Erection Of 1no. Dwelling and Detached Garage

Resolved: That the application is determined in accordance with national and local planning policy and guidance. Clarity is also to be sought over the two reserved planning applications existing for the same site.

19/0029/S211 13 Rickerby Court, Rickerby, Carlisle, CA3 9BF - Removal Of 1no. Conifer Tree in Rear Garden

Resolved: That the application is determined in accordance with national and local planning and conservation policies.

839.2 Resolved to Note Permission Notices Received:

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

CN

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

839.3 Resolved to note Notification of Withdrawn Applications Received:

19/0186 36 Whiteclosegate, Carlisle, CA3 0JB - Change of Use from Dwelling to Residential Care Home for People with Learning Disabilities Including Conversion of Detached Garage into Accommodation

839.4 Resolved to ratify responses made outside of the meeting

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

SR 840/6/19 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

Permission for the placement of a perch seat has been denied on the grounds of safety/utilities. The tarmac area is too close to the road for the safe installation of a perch seat and the grassed area behind is unsuitable due to the existence of utilities underneath. It was agreed that clarification should be sought as to whether the site has been subject to a safety audit before the bus stop was sited there.

CLERK

767.5/1/19 Houghton Village Green Parking Barrier

A letter has been sent to the householder confirming the suggestion of the placement of two wooden planters. It has subsequently been confirmed by Highways that the placement of boulders is illegal therefore the Clerk is seeking clarification regarding those at Tarraby.

CLERK

SR 796.5 Houghton School Parking

The matter is now in progress with discussions as to when to send out the joint letter being held.

CLERK

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

This remains ongoing.

CN

SR 830.7/5/19 Bank Mandate

This remains ongoing.

CLERK/
HP

SR 829.1/5/19 Houghton Fair

The Fair will take place on 29th June from 1pm to 5pm. Arrangements are now fully in place. A full risk assessment covering the event has been produced and is held on file. Cover for the stall holders is also provided.

SR 826/5/19 Construction Works

The Enforcement Officer has written to the landowner.

SR 826/5/19 Fly-Tipping

The litter reported has now been removed.

SR 832/5/19 ATV's

The Police confirmed a pit bike was seized by a traffic officer and no further complaints were received.

SR 832/5/19 Cones

Cones and a banner have been provided from Cumbria Highways to Houghton School for use.

SR 832/5/19 Tribune Drive Play Area

This matter will be discussed in July.

Flood Recovery

Correspondence has been sent from the resident's representative to the Environment Agency requesting an update regarding the scheme and a resident meeting. Discussions are continuing regarding future scheme plans.

City Cllr E Mallinson entered the meeting at 7.52pm.

SR 841/6/19 Administrative Matters

841.1 Community Plan – Action Plan

The quarterly updated report had been circulated alongside the agenda, with any points requiring update on the agenda proper. The programme of works determined for the year had been included in the review.

Resolved: To hold a working group meeting to discuss and move forward outstanding priorities.

CLERK

It was also noted that a Council in the south of the county had established a "man cave" for older residents. Further information is to be sought.

AC

841.2 Co-option Procedures

Resolved to adopt the formalization of the established procedure with immediate effect.

Also noted that the required vacancy notices to progress future co-option to the Council has been displayed.

CLERK

841.3 Carlisle Lake District Airport Consultative Committee Meeting 16 May 2019

Cllr Nicholson reported his attendance at the above and briefly reported matters discussed.

Cllr Coles requested to attend the Carlisle Lake District airport summer garden party launch on 4 July 2019.

SR 842/6/19 Village Matters

842.1 Brunstock Common

Cllr Splinter had met on-site with hauliers who were able to both source stone from a local quarry and safely hoist them in place into the pond. It was agreed that the availability of other local suppliers who are able to offer a complete service is limited and therefore the works should be progressed by Farrers Ltd as soon as possible. Due to the nature of the works, final costs will be confirmed after completion, however, should be in the region of £350 for the stones and the hire of the equipment will be at £45 per hour.

SS

It was noted that a large proportion of liner is on show at the pond which may lead to degeneration in sunlight. The outer part can be potentially covered with pea gravel or smaller rocks however the low level of water is leading to the liner being exposed. Cllr Ellmore will seek advice from Cumbria Wildlife Trust and an on-site meeting between Cllrs Nicholson, Ellmore and Splinter will be held prior to the July meeting.

ME

CN/ME/
SS

842.2 Speedwatch

Cllr Savory reported that he has been in touch with Cumbria Police who have been present on Houghton Road with the speed van. A greater presence in the village is also expected in the future. It was reported that 63 vehicles were caught speeding in May and 3 have been detected in June. The radar gun will next be available for use in late July/early August.

842.3 Land Registry

Applications at Crosby, Tarraby and Brunstock are underway; site visits by Land Registry are confirmed to be scheduled for Tarraby and Brunstock. Work has also begun on statutory declarations for Houghton and Park Broom.

The Chairman and Clerk had met with the resident of Park Broom regarding a strip of land adjacent to their property and likely included in the Village Green register. It was agreed not to proceed with

that strip in the Land Registry application. Any change of status or ownership of the Green with the Commons Registration department will be a matter for the householder to progress.

CLERK

SR 843/6/19 Financial Matters

843.1 Payments:

Resolved that the following payments be approved:

NEST Pension, June pension	£94.29
Sarah Kyle, June salary and reimbursements	£1,254.49
HMRC, June PAYE and NI	£222.27
Cumbria Payroll, June payroll	£18.00
Tech4Office, Apr/May printing	£52.57
Cumbria Wildlife Trust, rental	£20.00
Helen Dutch, Houghton Fair	£250.00
AR Bouncies, Houghton Fair	£325.00
Newlands Activity Centre, Houghton Fair	£500.00
Crosby Parish Hall, Rental April & June	£40.00
Burnetts, Land Registry	£1,017.20
Cash, Houghton Fair	£284.00
Tolsons, Centurions Walk	£500.00
CGM, grounds maintenance	£682.56
H&H, Maps for Land Registry	£242.70
TOTAL:	£5,503.08

843.2 Noted: balances at bank as at 31st May 2019:

Community Account	£2,106.44
Money Manager Account	£82,151.10
Cash Account	£2,771.95
Income to 31/05/19	£46,700
Expenditure to 31/05/19	£12,285.56

The reconciliation was signed for accuracy against the bank statement by Cllr Ellmore following the meeting.

843.3 Income Received

Resolved to note receipts:

- £200 from Cumberland Building Society (Houghton Fair sponsorship)
- £500 from Cumbria County Council for Centurions Walk resurfacing

SR 844/6/19 Schedule of Correspondence, Notices and Publications

A schedule of correspondence, notices and publications received since the last meeting was noted. The Clerk informed members that if they would like to view any documents listed, they should contact her to email them as a printed version was rarely made to save on waste.

SR 845/6/19 Councillor Matters

Cllr Coles noted that he is escalating two Freedom of Information requests in relation to Eden Gate.

City Cllr E Mallinson noted that a meeting is to be held with the Police Community Support Officer in 2 weeks and any issues needing to be raised can be emailed to her.

SR 846/6/19 Date of Next Meeting

Resolved that the next meeting of the Parish Council be held on Wednesday 10th July 2019 at Susan's Farm, Houghton at 7.30pm.

There being no further business, the Chairman closed the meeting at 8.28pm.

Members were reminded that the Houghton Fair is on 29th June from 1pm on the Green and in the Hall.

STANWIX RURAL PARISH COUNCIL
CLERK'S REPORT PARISH COUNCIL MEETING 10 JULY 2019

Due to the additional workload associated with the Houghton Fair, a number of items remain ongoing, including:

- 753.2/12/18 Bus Stop Seating
- 767.5/1/19 Houghton Village Green Parking Barrier
- SR 796.5 Houghton School Parking
- SR 830.7/5/19 Bank Mandate

In addition, the following items are to report on:

18/0928 Land adjacent to Meadow Cottage, Tarraby, Carlisle, CA3 0JS
This remains ongoing.

SR 826/5/19 Construction Works
No update is available.

Other Matters

Overgrown Hedge

A report of the above between Whiteclosegate and Millcroft was made to Highways following a complaint from a resident.

Community Plan Meeting

A working group meeting was held on 25 June with Cllrs Nicholson, Phillips, Coles and Watson in attendance. The Clerk will circulate notes for approval at the September meeting.

Flood Recovery

A response is yet to be received from the Environment Agency regarding the scheme and resident meeting.

EXPENDITURE	Budget									
Administration	2019/20	April	May	June	1st Quarter	Total to date	Budget Remaining	% Spend	Actual end 2018/19	
Clerks Gross Salary	£ 16,163	£ 1,346.88	£ 1,346.88	£ 1,346.38	£ 4,040.14	£ 4,040.14	£ 12,122.86	25%	£ 16,179.18	
Employers NI Contributions	£ 1,068	£ 86.53	£ 86.53	£ 86.53	£ 259.59	£ 259.59	£ 808.41	24%	£ 1,069.77	
Employers Pension Contributions	£ 485	£ 40.41	£ 40.41	£ 40.41	£ 121.23	£ 121.23	£ 363.77	25%	£ 485.37	
Reimbursements	£ 1,156	£ 107.86	£ 117.76	£ 69.16	£ 294.78	£ 294.78	£ 861.22	26%	£ 1,078.78	
Postages	£ 50	£ -	£ 4.50	£ 5.35	£ 9.85	£ 9.85	£ 40.15	20%	£ 42.30	
Audit - Commission	£ 300	£ -	£ -	£ -	£ -	£ -	£ 300.00	0%	£ 300.00	
Audit - Internal	£ 288	£ -	£ 121.16	£ -	£ 121.16	£ 121.16	£ 166.84	42%	£ 265.26	
Telephone	£ 100	£ -	£ 54.00	£ -	£ 54.00	£ 54.00	£ 46.00	54%	£ 68.16	
Insurances - Council	£ 968	£ -	£ 968.81	£ -	£ 968.81	£ 968.81	£ 0.81	100%	£ 929.97	
Subscriptions	£ 581	£ -	£ 616.02	£ -	£ 616.02	£ 616.02	£ 35.02	106%	£ 541.00	
Training	£ 150	£ -	£ -	£ -	£ -	£ -	£ 150.00	0%	£ 70.00	
Website hosting and maintenance	£ 76	£ -	£ -	£ -	£ -	£ -	£ 76.00	0%	£ 136.00	
Misc Admin & Stationary	£ 1,750	£ 84.00	£ 77.51	£ 118.81	£ 280.32	£ 280.32	£ 1,469.68	16%	£ 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	£ -	£ -	£ -	£ -	£ -	£ 8,350.00	0%	£ 6,758.84	
Crosby Magazine grant	£ 150	£ -	£ -	£ -	£ -	£ -	£ 150.00	0%	£ 150.00	
Repayment of Grants	£ -	£ -	£ -	£ 500.00	£ 500.00	£ 500.00	£ 500.00		£ 1,500.00	
Parish Council Services										
Grasscutting & Greens Maint.	£ 9,717	£ -	£ 692.95	£ 568.81	£ 1,261.76	£ 1,261.76	£ 8,455.24	13%	£ 4,774.16	
Maintenance of Assets	£ 5,760	£ -	£ 1,910.00	£ -	£ 1,910.00	£ 1,910.00	£ 3,850.00	33%	£ 2,179.23	
Playground Inspections	£ 880	£ 200.00	£ -	£ -	£ 200.00	£ 200.00	£ 680.00	23%	£ 810.00	
Emergency Planning	£ 100	£ -	£ -	£ -	£ -	£ -	£ 100.00	0%	£ -	
Projects										
Allocated projects brought forward	£ 9,942	£ 3,250.27		£ 1,078.25	£ 4,328.52	£ 4,328.52	£ 5,613.85	44%	£ 8,893.99	
Parish Plan Projects	£ 2,000	£ 96.00	£ 372.34	£ -	£ 468.34	£ 468.34	£ 1,531.66	23%	£ 3,686.00	
SPAA Summer Scheme	£ 2,800	£ -	£ -	£ -	£ -	£ -	£ 2,800.00	0%	£ 2,736.30	
Houghton Fair	£ 1,250	£ 3.00	£ -	£ 1,382.22	£ 1,385.22	£ 1,385.22	£ 135.22	111%	£ 1,590.46	
Contingency Project	£ 4,800	£ -	£ -	£ -	£ -	£ -	£ 4,800.00	0%	£ 2,000.00	
VAT (To be reclaimed)	£ -	£ 50.40	£ 611.34	£ 307.16	£ 968.90	£ 968.90	£ 968.90		£ 3,580.58	
TOTAL EXPENDITURE	£ 71,037	£ 5,265.35	£ 7,020.21	£ 5,503.08	£ 17,788.64	£ 17,788.64	£ 53,248.73	25%	£ 63,162.98	
INCOME										
Precept	£ 46,500	£ 46,500.00	£ -		£ 46,500.00	£ 46,500.00	£ -	100%	£ 43,045.05	
CTRS Grant	£ -	£ -	£ -		£ -	£ -	£ -	0%	£ 494.95	
Grants	£ 6,000.00	£ -	£ -	£ 6,700.00	£ 6,700.00	£ 6,700.00	£ 700.00	0%	£ 2,579.00	
Bank Interest	£ 40	£ -	£ -	£ 33.73	£ 33.73	£ 33.73	£ 6.27	84%	£ 82.39	
CPCA Grants to be repaid	£ -	£ -	£ -		£ -	£ -	£ -	0%	£ 1,500.00	
VAT (reclaimed)	£ 220.00	£ -	£ -		£ -	£ -	£ 220.00	0%	£ 3,657.79	
Misc Other Income	£ 2,000	£ -	£ -	£ 14.00	£ 14.00	£ 14.00	£ 1,986.00	1%	£ 2,648.05	
TOTAL INCOME	£ 54,760.00	£ 46,500.00	£ -	£ 6,747.73	£ 53,247.73	£ 53,247.73	£ 1,512.27	97%	£ 54,007.23	

STANWIX RURAL PARISH COUNCIL
SCHEDULE OF PAYMENTS TO BE AUTHORISED 10 JULY 2019

PAYEE	DETAILS	AMOUNT	VOUCHER No.	PAYMENT
NEST Pension	July Pension	£ 94.29	39	DD
NEST Pension	August Pension	£ 94.29	40	DD
Sarah Kyle	July salary plus reimbursements (to be paid 28.07.19)	TBC	41	BACS
HMRC	July/August PAYE and NI (to be paid 28.08.19)	TBC	42	BACS
Sarah Kyle	August salary (to be paid 28.08.19)	TBC	43	BACS
Cumbria Payroll	July payroll	£ 18.00	44	BACS
Cumbria Payroll	August payroll	£ 18.00	45	BACS
Tech4Office	May/June printing	£ 15.30	46	BACS
Houghton in Bloom	Grant payment	£ 600.00	47	BACS
Kierweb	Website maintenance	£ 20.00	48	BACS
SH Electrical	Defibrillator supply maintenance	£ 66.00	49	BACS
E&N Farrer Ltd	Brunstock pond work	£ 240.00	50	BACS
E&N Farrer Ltd	Rockery stone	£ 568.20	51	BACS
Solway Recycling	Bench	£ 447.60	52	BACS
YPO	Houghton Fair equipment	£ 20.58	53	BACS
Burnetts	Legal Fees Land Registration	£ 340.40	54	BACS
Play Inspection Company	Quarterly Inspections	£ 240.00	55	BACS
		<u>£ 2,782.66</u>		

Authorised by:

Signatory 1:

Minute Ref:

Signatory 2:

Balance at 30th June 2019

Bank Reconciliation

Cash Book:

Balance at 01.04.19	£52,323.05
Receipts to 30.06.19	<u>£53,247.73</u>
	<u>£105,570.78</u>

Less expenditure at 30.06.19	£17,788.64
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Balance at 30.06.19	<u>£87,782.14</u>
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Represented by:

Community A/C (HSBC)	£7,705.36
Money Manager A/C (HSBC)	£77,684.83
Cash Account (CBS)	£2,487.95

less outstanding payments vn10	£96.00
	<u>£87,782.14</u>

Reconciled by: _____