



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

5 September 2019

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

Wednesday 11th September 2019 in the Parish Hall (supper room), Crosby-on-Eden 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 10 July 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 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

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

6.2 To Consider New Applications/Planning Matters

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

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

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

6.3 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 Greymoorhill, Kingstown Road, Kingstown, Carlisle - Erection Of 25no. Dwellings (Revision Of Previously Approved Permission 17/0480 To Increase The Number Of Dwellings From 17no. To 25no.)

7. Clerk's Report

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

8. Administrative Matters

8.1 Financial Regulations

To consider the immediate adoption of updated regulations

8.2 Risk Assessment

To consider the adoption of the update risk assessment

8.3 CALC Training

To note receipt of the updated training brochure and consider whether to host a CALC selective to cover the effective Councillor modules one and two at a maximum cost of £300 plus hall hire

8.4 Community Plan – Action Plan

To consider an update

8.5 Finance/Risk Group Notes

To receive the notes of the above working group meeting, held on 16 August and to consider approval of recommendations where not otherwise listed on the agenda proper

8.6 Agenda Distribution

To consider the method of distribution of the agenda and supporting papers to Cllrs

8.7 Brampton and Beyond

To consider the appointment of a representative to the above body ahead of attendance at their AGM

9. Village Matters

9.1 Brunstock Common

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

9.2 Land Registry

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

9.3 Houghton Parking

To consider complaints received about the layby on Houghton Village Green

9.4 Summer Fun Days

To evaluate the scheme held during the summer

9.5 Tribune Drive Play Area

To consider a report into the long-term future of the area

9.6 Houghton Fair Meeting

To note a planning meeting to be held on 1st October at 7pm in Houghton Village Hall and to consider the distribution of flyers

9.7 Houghton Goal Mouths

To consider restorative works to the above and authorise necessary expenditure of £485 plus VAT

9.8 Eden Gate Play Area

To note ongoing concerns

10. Consultations

10.1 BT Phone Box Removal

To consider the proposed removal of telephone boxes in the parish

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

To consider the above

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:

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

11.3 Grant Scheme 2019/20

To consider holding a second round (decision of applications received to be considered November 2019)

11.4 Audit

To note the successful completion of the external auditor certificate and report 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 prior to the end of September 2019

11.5 Internal Auditor

To consider internal audit arrangements for 2019/20

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 July/August
- CPCA Executive Minutes 11 July 2019
- Working Together, Cumbria County Council
- CCTV, Cumbria Police
- Right of Way, Rickerby Park
- Funding Fair Notification
- CPCA AGM Notification
- Crosby Parish Hall AGM Notification
- Brampton and Beyond AGM Notification
- Gosling Syke Newsletter
- CLCA Consultative Committee DONM
- Census Rehearsal, Carlisle District
- Lancaster Environment Student Project
- North West Coastal Update

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 1 October 2019*

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

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.

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 10 July 2019 in Susan's Farm, Houghton at 7:30 p.m.**

Present: The Chairman Cllr C Nicholson and Cllrs A Coles, 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. Three members of the public.

ACTION

SR 847/7/19 Apologies for absence
County Cllr J Mallinson sent apologies.

SR 848/7/19 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 849/7/19 Co-option of New Councillor for Houghton Ward
The recommendation of the interview panel was approved.
Resolved that D Milburn be co-opted to the Council with immediate effect. Cllr Milburn completed his Declaration of Acceptance of Office and took his seat on the Council having left the room for this item only.

SR 850/7/19 Requests for Dispensations
No requests for dispensations were received.

SR 851/7/19 Declarations of Interest

The following interests were declared:

- Cllr Savory declared an interest in application 19/0464, the applicant being known to him;
- Cllr Splinter declared an interest in application 19/0306, the applicant being known to him;
- Cllr Nicholson declared an interest in application 19/0452, the applicant being known to him. He also declared an interest in matters relating to Houghton Village Hall, his wife being the Treasurer;
- Cllr Lightfoot declared an interest in matters relating to Houghton Village Hall, being Vice-Chair.

SR 852/7/19 Public Participation

Three members of the public were in attendance to make representations regarding planning application 19/0452. They noted concerns regarding the proposals, including:

- Disproportionate increase in size for the small hamlet, creating unwanted urbanization;
- No amenities in the hamlet;
- The effects of the increase in cars, forecast to be 25 for the properties, navigating through narrow roads and junctions;
- Anomalies on the application regarding drainage and sewage disposal;
- Anomalies on the application regarding the removal of trees and hedgerow;
- No clarity over the provision of affordable housing
- Lack of pavements and footways for the increase in population;
- Lack of nearby school places;
- Lack of public transport; and
- Lack of turning space designated in the application and concern by highways over visibility.

It was asked that a site visit be requested to consider the above.

Three members of the public left the meeting at 7.56pm.

City Cllr E Mallinson noted that a meeting had taken place with the Police and the initiative for speed reduction in Houghton had proven to be very successful. She also noted the delivery of cones to the school to assist with their parking issues.

City Cllr P Nedved noted that he had successfully secured a gardening pack for Houghton in Bloom; the Clerk to notify the group to arrange collection of the equipment from Stanwix Community Centre.

CLERK

SR 853/7/19 Planning Matters

853.1 New Applications:

19/0452 Land adjacent to Croft House, Brunstock, Carlisle, CA6 4QG - Erection Of 10no. Dwellings

Following on from the concerns raised by residents, a number of points were discussed including highways issues, drainage and tree/hedgerow removal where bats may be present. It was also noted that the outline consent was for 9 dwellings however this application was for 10 which would require increased S106 contributions.

Resolved: Cllr Nicholson to forward a proposed response to all Cllrs for agreement prior to submission on 12 July.

CN

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

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)

Resolved to reiterate previous concerns over drainage, particularly in regard to potential contamination of Brunstock Beck. The proposed response to be circulated to Cllrs for agreement prior to submission.

CN

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)

Resolved that this application be determined in accordance with local and national planning policy and guidance, subsequent to any approval of planning application 19/0503.

853.2 Resolved 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

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

This was considered at the last meeting when it was resolved that the application be determined in accordance with national and local planning policy and guidance. Members had however requested clarity regarding two reserved planning applications seeming to exist for the same Outline Application. The Case Officer advised that Appn. No. 19/0348 was a new full application, simultaneously comprising outline and reserved matters. As no significant difference exists between it and the two previously approved applications, the officer was minded to approve but had sought the Council's view.

SR 854/7/19 Clerk's Report

A report had been circulated alongside the agenda and the Clerk provided a verbal update, where applicable. It was noted that 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

CLERK
CLERK

- SR 796.5 Houghton School Parking
- SR 830.7/5/19 Bank Mandate

CLERK
CLERK

In addition, the following items were reported 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.

CLERK

Flood Recovery

The Clerk reported that the Environment Agency are now in discussion with the Flood Representative regarding a potential meeting to discuss future plans.

SR 855/7/19 Administrative Matters

9.1 Village Hall Reports - Houghton and Crosby on Eden

Houghton Village Hall

Cllr Lightfoot reported that he had stood down as Chairman and was now the Vice-Chairman. New hire charges had been agreed and a website was in the process of being created. A refurbishment of the ladies and gents' toilets was being investigated. He also noted that the Houghton Fair had been successful.

Crosby-on-Eden Parish Hall

It was reported that there had been a slight increase in private party bookings over the past couple of months with good feedback about the hall. Problems with the defibrillator electrics were noted and it was reported that the Committee are in the process of applying for a grant to re wire the Hall. Plans to cut the hedge down to assist with visibility to the play area and defibrillator were also noted.

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

It was reported that the Council have to comply with the above regulations. Changes have already been made to the website to improve accessibility and a standard template with an accessibility statement is being worked on.

CLERK

9.3 Community Led Engagement Projects

Following a meeting to discuss ongoing projects and the Community Plan, consideration was given as to how the Council can support community led projects, such as the Tribune Drive play area redevelopment, the formation of a youth club in Houghton and the establishment of a recreational work shed. These matters will all be considered further by the Council in due course. City Cllr Nedved noted that successful work sheds had been established locally; he also noted that Co-op Funeral Care had grant schemes available for play equipment.

Resolved: Cllr Phillips to produce a paper regarding the Tribune Drive play area and Cllr Coles to investigate the work sheds concept further.

HP
AC

856.1 Brunstock Common

Cllr Splinter reported ongoing problems with the design and construction of the pond and it was agreed that rectification works are necessary.

Resolved: Quotes for the necessary work to be requested as soon as possible and evaluated by the Finance/Risk group to enable them to be progressed as soon as possible to prevent damage to the pond liner and to any wildlife that is inhabiting the pond already.

SS
F/R

Also **resolved** that a bench be purchased from Solway Direct at a cost of £373 plus VAT (including soft ground fixings) and installed on the Common as soon as possible.

CLERK

856.2 Land Registry

It was reported that the Common at Brunstock had now been successfully registered. The land at the bus shelter at Crosby on Eden required further clarification regarding a name anomaly on the conveyance. Land Registry had refused the application for Tarraby due to the area being unfenced. The solicitors were following this matter up for clarification as to how to proceed, therefore the areas at Park Boom and Houghton had been put on hold until such clarity was obtained.

856.3 Houghton Fair 2019

A report was circulated to members at the meeting, highlighting thanks to all those involved and detailing income and expenditure for the event, leaving a cost to the Council of approx. £350. It was agreed that the event really should be community led and to progress this a meeting in September is suggested to which residents be invited.

Resolved that a flyer be designed and circulated in Houghton inviting residents to a planning meeting in September.

CLERK/
HP

It was proposed that the Clerk be reimbursed for some of the estimated forty-four hours work she had spent on the event. This matter will be considered further by the Finance/Risk group and brought back to a future meeting.

F/R

856.4 Speedwatch

It was reported that an increased Police presence in Houghton had been deemed successful. Additionally, 93 vehicles were caught by the Speedwatch volunteers exceeding the limit in an eight-hour period with many more just under the threshold.

SR 857/7/19 Financial Matters

857.1 Quarterly Monitoring Report

A report detailing income and expenditure for the period 1st April to 30th June 2019 was circulated alongside the agenda and noted.

857.2 August Payments

Resolved that urgent payments be made under delegated authority to the Clerk in conjunction with the Finance/Risk group.

857.3 Grant Pre-Payment

Resolved that, due to extenuating circumstances, special consideration be granted to Houghton in Bloom that their annual grant payment be pre-paid.

CLERK

857.4 Payments:

Resolved that the following payments be approved:

DRAFT MINUTES TO BE APPROVED AT A MEETING TO BE HELD ON WEDNESDAY 11 SEPTEMBER 2019

NEST Pension, July pension	£94.29
NEST Pension, August pension	£94.29
Sarah Kyle, July salary plus reimbursements	£1,328.97
HMRC, July/August PAYE and NI	£445.34
Sarah Kyle, August salary	£1,156.76
Cumbria Payroll, July/August payroll	£36.00
Tech 4 Office, May/June printing	£15.30
Houghton in Bloom, grant pre-payment	£600.00
Kierweb, website modifications	£20.00
SH Electrical, Crosby defibrillator	£66.00
E&N Farrer Ltd, Brunstock Pond works	£240.00
E & N Farrer Ltd, Brunstock Pond stone	£568.20
Solway Recycling, Brunstock Common bench	£447.60
YPO, Houghton Fair equipment	£20.58
Burnetts, Land Registry works	£340.40
Play Inspection Company, quarterly inspection	£240.00
Houghton Village Hall, Echo ad's	£115.00
1 st Houghton Rainbows, grant payment	£200.00
CGM, grounds maintenance	£1000.41

TOTAL: £7029.14

857.5 Noted: balances at bank as at 30th June 2019:

Community Account	£7,705.36
Money Manager Account	£77,684.83
Cash Account	£2,487.95

Income to 30/06/19	£53,247.73
Expenditure to 30/06/19	£17,778.64

857.6 Income Received

Resolved to note the following income received:

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

SR 858/7/19 Schedule of Correspondence, Notices and Publications

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

SR 859/7/19 Councillor Matters

Cllr Coles noted that he had attended an event to open the Carlisle Lake District airport that had been very interesting. He also noted that he was progressing various complaints with regards to the Eden Gate development.

CLERK

Cllr Watson requested that footpath maintenance be carried out on the Brunstock bridleway.

CLERK

Cllr Nicholson reported an overgrown hedge in Rickerby. The Clerk noted this had already been reported and was not dealt with by Highways as it is a private hedge – it will be re-reported to see if progress can be made. Similarly, an overgrown hedge at Park Broom will also be reported to Highways.

SR 860/7/19 Date of Next Meeting

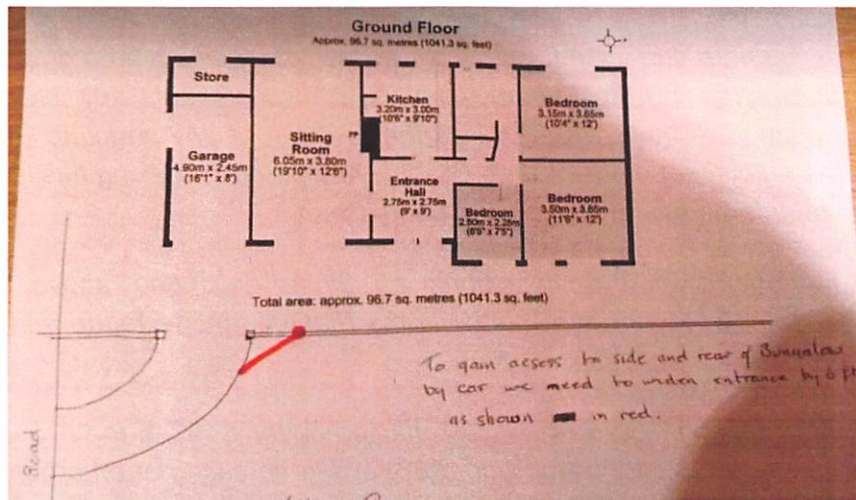
Resolved that the next meeting of the Parish Council be held on Wednesday 11th September 2019 in the Parish Hall, Crosby-on-Eden at 7.30pm. Cllr Savory provided apologies in advance. There being no further business, the Chairman closed the meeting at 9.16pm.

REPORT TO COUNCIL

Date of Meeting: 11th September 2019
Title: 12 The Green
Report of: Clerk

On 1 August the purchasers of 12 The Green emailed the Clerk requesting stating the following:

"Having bought this bungalow, we would like to gain access by car to the side and rear, to do this we need to widen the entrance by 2 yards to the right which would mean encroaching onto a triangular of the green of a few sq feet. Obviously we would kerb and Tarmac this area. Planning assures me we do not need permission for the moving of the stoop. But approval from Parish CC for ground area. We are willing to make a contribution to parish funds!! Please find attached sketch".



The email was received after the purchaser had had telephone conversations with the Chairman, Vice-Chairman and Clerk. The request corresponds to planning application 19/0589 which is on the agenda for consideration separately.

A response, compiled by the Clerk and agreed by the Finance/Risk group, was emailed to the applicant on 22 August after it became known that they were unable to attend the meeting on 11 September. The response, in letter format, stated:

I write in regard to your email dated 1 August requesting permission to encroach onto the Village Green to widen the driveway at 12 The Green. The matter is to be discussed at our next meeting on 11 September 2019, however I understand from Cllr Phillips that you wished to discuss the matter with us as you are unable to attend that meeting.

Stanwix Rural Parish Council are the owners of Houghton Village Green (registered as VG13 under the Commons Registration Act 1965 and held on the Commons Register held by Cumbria County Council). As the owners we are

subject to various pieces of relevant legislation relating specifically to Village Greens by which we are duty bound to act.

The Council is bound to protect the Green from material harm and to ensure that there is no interference with the public's ability to enjoy recreation on any part of the Green. It is protected by numerous laws, including:

- The Open Spaces Act 1906 s9, s10, s15*
- Public Health Act 1875 s164*
- Local Government Act 1975*
- The Inclosure Act 1857 s12*

In practice, although the law is a complex area, there are certain restrictions that must be adhered to. The Inclosure Act 1857 protects the Village Green from injury or damage and interruption to its use as a place for exercise and recreation. Criminal sanctions can be imposed for the offence of injury to the Village Green.

The Commons Act 1876 s29 also makes encroachment or inclosure (such as someone laying hard surfacing for a personal driveway/parking area or extending a private garden/fencing the Green) unlawful. It also prevents any interference with or occupation of the soil as well as the erection of any structure (unless it improves the enjoyment of the Village Green). Any person breaking this law could be subject to enforcement through the County Court.

Consent for undertaking such actions as those described above is only obtainable from the Secretary of State via the Planning Inspectorate and cannot be granted by the Parish Council.

Driving over the Village Green is also prohibited under S193 of the Property Act 1925 and s34 of the Road Traffic Act 1988, except in cases of emergency. It is not an offence to park within 15 yards from a public road however, any damage caused to the surface of the Green (such as by tyres churning up the turf, especially in wet areas or after heavy rainfall) is an offence under the Criminal Damage Act 1971 and s12 of the 1857 Act. Unauthorised parking can be deemed to be trespassing if consent has not been granted and as the parking of a vehicle on the Green also interrupts recreational use, it is not deemed as suitable use of the Green under the Open Spaces Act 1906.

It is therefore regrettably inconceivable that the Parish Council could favourably consider your request. I will take it forward to our meeting in September as promised, however I cannot see any way that the request could be granted.

ACTION:

Cllrs are asked to consider the request made by the purchasers of 12 The Green, taking into account the legislation quoted in the delegated response made by the Clerk. Cllrs are also asked to be mindful of the threat of precedent and proliferation to adjacent properties.

STANWIX RURAL PARISH COUNCIL
CLERK'S REPORT PARISH COUNCIL MEETING 11 SEPTEMBER 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
This remains ongoing.

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.

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.



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	Pond restoration completed with stone work to action. Bench & panel next priorities.
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.
Young People						
Develop and foster a working	Identify and engage with local youth groups;	Parish Council;	Low	1 - 5 years	Parish Council	Matter being



Stanwix Rural Community Action Plan 2017 - 2021



relationship for issues regarding young people in the Parish	Consider Youth Council. Joint working with local groups.	Local youth groups (e.g. scouts, guides, young farmers)				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 deference/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
Footpaths & Walks					
Leaflets	Cllr Phillips	Medium	< 12 months	£400 – will require top-up from contingency	Leaflet production of first 3 walks in draft form
WW1 Commemorations					
Poppy seeds	Clerk	Low	12 months	£42.04	Seeds purchased and passed onto grounds maintenance team for planting – update required
Summer Fair					
Hosting of annual fair	Clerk	High	29 June 2019	£1250 & £200 in budget. Final costings to be considered.	Handover arrangements to a community group.
Land Registration					
Registration of numerous parcels of land	Clerk	Low	> 12 months	£2874	Work remains ongoing in all areas
Contingency Project					
Brunstock pond stone Work	Cllr Splinter	High	Urgent	£6000 to spread over all contingency projects	Need to install stones in and around pond, quotations required and decision reached on how to progress as urgently as possible
Community Plan Development					
Brunstock Bench	Clerk	High	Before end of summer	£2000.00	Need to request and consider quotations
Interpretation Panels					
Panel for Brunstock	Cllr Nicholson	Medium	< 6 months	£2500	Quotations required for joiner cabinet and home made design
Rural Play Scheme					
6 hosted dates	Clerk	High	Summer dates set	£2,800	To evaluate figures after events held

STANWIX RURAL PARISH COUNCIL

FINANCE/RISK GROUP MEETING
Friday 16th August 2019, 1.30pm at Cllr Nicholson's

NOTES

Present: Cllrs Nicholson (Chair), Coles and Phillips as well as S Kyle, Clerk.

1. Apologies

Cllr Lightfoot

2. GDPR

No updates were necessary.

3. Grant Applications 2019/20 2nd Round

Resolved: To recommend to the September Parish Council meeting the holding of a second round of grant funding, to be advertised following the meeting for consideration in November 2019 (spending by March 2020).

4. Brunstock

Resolved to proceed with two quotations received from Mr S Splinter for restorative works to the pond and installation of bench. Also agreed to consider test boring to establish water levels to create a mechanism to keep water levels consistent throughout the year.

5. Risk Assessment 2019/20

Resolved to recommend the adoption of an updated risk assessment, noting the following:

- A tree risk assessment will be due in February 2020, quotations to be sought prior to precept setting.
- A recommendation is made to Council to re-approve a further one year to the contract of CMG for grounds maintenance. A full retender is due in October 2020.
- Drainage is to be downgraded to "medium" risk following successful works in Houghton and Linstock. (Noted that problems with flooding on Houghton Road have been reported to Highways).
- Maintenance of land deeds is also be downgraded to "medium" risk.
- Agreed to push for new Cllr members from the Wolsty and Pennington wards using door-to-door flyers, before further consideration next year. Also to push for new Cllr members in Crosby and Linstock through the church and WI.

6. Financial Regulations

Resolved to recommend the adoption of updated regulations, with all monetary values being retained at previously agreed levels.

7. Any Other Business

An update was provided on Land Registry matters and planning application 19/0589, due for consideration at the September meeting. It was agreed that a letter should be sent to the applicant ahead of the meeting to clarify the legal position and thus the anticipated position of the Council regarding Village Green encroachment. Also noted was the occurrence of ragwort on the Eden Gate estate.

There being no further business the meeting was closed.

REPORT TO COUNCIL

Date of Meeting: 11th September 2019
Title: SUMMER PLAY SCHEME
Report of: Clerk

The numbers and costs/income figures for 2019 are:

Venue	Day	No. of Children	Income from Children	Scheme Cost	Venue Cost	Cost to Council:
Crosby	1	17	£127.50	£400.00	£90.00	£362.50
Crosby	2	35	£262.50	£400.00	£90.00	£227.500
Crosby	3	33	£247.50	£400.00	£90.00	£242.50
	TOTAL	85	£667.60	£1,200	£270	£832.50
Houghton	1	29	£217.50	£400	£96.00	£278.50
Houghton	2	31	£232.50	£400	£96.00	£263.50
Houghton	3	32	£240.00	£400	£96.00	£256.00
	TOTAL	111	£690.00	£1,200	£288.00	£798.00

Hall hire costs have again been increased at both venues. In 2017, Crosby Parish Hall was £40 per day to hire and Houghton Village Hall was £51.50. The cost to hire has now increased to £90 at Crosby and £96 at Houghton per day and are therefore significantly higher than in previous years, impacting upon the total cost of provision for the scheme.

Numbers at Crosby were down by four children over the three days. Numbers were however significantly down at Houghton by 19 children over the three days.

Taking the above into account, the six provided days have been at a cost of £1630.50 (a significant increase from the cost of £1,236.30 in 2018) This is however still well within the budgeted amount and a significantly lower amount than in 2017 (£1,821).

ACTION:

Consideration should be given as to whether the scheme has been successful and whether provision, and on what scale, could be made in 2020. This decision should be considered prior to budget and precept setting in November.

PRELIMINARY REPORT TO COUNCIL

Date of Meeting:	11th September 2019
Title:	Preliminary draft/outline proposal to improve & update Tribune Drive Play Area and surrounding green spaces
Preliminary Report of:	Councillors- Phillips, Coles & Ellmore.

On Tuesday the 25th of June and Wednesday 28th of August, Councillors Hamish Phillips, Tony Coles & Martin Ellmore met to discuss the long term future of the Houghton Play area and how this area could be improved to benefit the Community.

It was agreed that in its current state, the play area was not fit for purpose. There are drainage issues within the actual play area, with water puddles forming around the bases of the play equipment, which takes time to subside. Also outside the play area, water builds up against the surrounding sidewalls and floods back onto the green area and pathway.

From listening to resident feedback, it was felt that The Parish Council and the community should consider ways to improve the play area in the long term and also consider the benefits of turning the surrounding green space into a community outdoor leisure area.

The first stage would require the Parish Council asking Carlisle City Council if they would be willing to make a free asset transfer of the land to the Parish Council and likewise Persimmon Homes, owners of the strip of land located between the two housing developments of Tribune Drive and Eden Gate.

An initial conversation by Councillor Hamish Phillips with City Councillor James Bainbridge, who had also spoken to Darren Crossley, indicated that this would be looked at favourably by both parties. There could also be an opportunity to secure City Council funding towards the project, as it was believed that there was an amount of funding unspent from Story Homes in the region of £5,000.00. If this is the case, that monies could be used to commence the project, e.g. advertising, grass cutting and starting phase 1.

To achieve this, we propose a 4 phase development plan for the Parish Council to consider:

1. Extend the tar path from Eden Gate, directly through the trees & banking to join the unmade path from the Houghton play area, which would need to be surfaced. This would then give direct access to both developments and would provide a safer walking route for children using Houghton School.
2. Move the play area onto the green space down the left side from the slight incline and improve the play facilities. We would keep the existing Basketball & Football areas.
3. Turn the old play area into a grassed & planted leisure area with picnic tables, and seating along with flower beds, small trees and shrubs.
4. Convert the strip of land between Tribune Drive and Eden Gate, owned by the City Council or Persimmon Homes (to be confirmed) into a woodland walk from the leisure area to join up with Houghton Road and also upgrade the existing rough path to extend the walk through to Eden Gate.

It is envisaged that to support and move the project forward, the Parish Council would look to hand over the project to local groups/organisations as stakeholders, who would form a Committee, name the project, e.g. "Friends of the Houghton Leisure Area" and gain charitable status, as this would be a benefit in fund raising. The Parish Council would support the project with guidance when necessary and would have at least two members on the organisations committee.

These would initially include, but not be limited to: Houghton in Bloom, The Wildlife Trusts, Houghton Primary School, Susan's Farm, The Church, Scouts & Guides, Houghton Garden Centre and local residents. These stakeholders could form a Community Organisation, supported by the Parish Council to drive the project. This could be expanded to include local companies, such as Building Suppliers, Landscape firms and Supermarkets etc.

The Community Organisation/Parish Council would look to submit grant applications supported by a fund raising campaign over an agreed period e.g. 3 to 4 years to secure the funding in stages, as required.

Phase 1: Access footpath from Eden Gate - Estimated cost - tbc

Phases 2 & 3: The Leisure area - Estimated cost of approximately £50/60,000 + new equipment

Phase 4: Woodland walk - Estimated cost - tbc

The drainage of both the new and existing play area need to be looked at and the plans obtained from the City Council to locate the routes of the existing drains and other utilities.

To reduce the cost of phase 1, the Parish Council/The Community Organisation could look into the flooding issues to see if by putting in new drainage this could be resolved.

In submitting this draft proposal for consideration by the Parish Council, we appreciate that it is an ambitious plan, which could be achievable either fully or in part with the support of those parties and others already indicated.

The benefits:

- It would improve the outdoor leisure facilities for the Community
- Provide a safer pathway for children using Houghton Primary School
- Have a positive impact on the environment and the well being of the Community
- Bring the two village developments closer together

Preliminary report prepared by: Councillors- Phillips, Coles & Ellmore.

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

PAYEE	DETAILS	AMOUNT	VOUCHER No.	PAYMENT
NEST Pension	September Pension	£ 94.29	59	DD
Sarah Kyle	Sept salary plus reimbursements (to be paid 27.09.19)	£ 1,381.51	60	BACS
HMRC	Sept PAYE and NI (to be paid 27.09.19)	£ 222.57	61	BACS
Cumbria Payroll	September payroll	£ 18.00	62	BACS
Tech4Office	July/Aug/Sept printing	£ 50.83	63	BACS
Susan's Farm	Meeting Room Hire	£ 36.00	64	BACS
Burnetts	Legal fees land registry	£ 358.00	65	BACS
PFK	Audit Fees	£ 360.00	66	BACS
C Nicholson	Reimbursement of administrative costs	£ 35.00	67	BACS
CGM	Grounds Maintenance	£ 916.50	68	BACS
Houghton Village Hall	Rental, summer play days	£ 288.00	69	BACS
Houghton Village Hall	Grants	£ 550.00	70	BACS
S Splinter	Brunstock works	£ 75.00	71	BACS
Right Print	Flyers	£ 46.00	72	BACS
GLL	Summer Play Scheme	£ 1,072.50	73	BACS
Crosby Parish Hall	Rental summer play days and room hire September	£ 290.00	74	BACS
		<u>£ 5,794.20</u>		

Authorised by:

Signatory 1:

Minute Ref:

Signatory 2:

Balance at 31st August 2019

Bank Reconciliation

Cash Book:

Balance at 01.04.19	£52,323.05
Receipts to 31.08.19	<u>£56,299.89</u>
	<u>£108,622.94</u>

Less expenditure at 31.08.19	£24,817.78
------------------------------	------------

Balance at 31.08.19	<u><u>£83,805.16</u></u>
----------------------------	--------------------------

Represented by:

Community A/C (HSBC)	£683.22
Money Manager A/C (HSBC)	£79,298.49
Cash Account (CBS)	£3,919.45

less outstanding payments vn10	£96.00
	<u><u>£83,805.16</u></u>

Reconciled by: _____