



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY
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7th January 2021

Dear Councillor

You are summoned to attend an online meeting of Stanwix Rural Parish Council. The virtual meeting will be held on:

Wednesday 9th December 2020 at 7.30pm

[The meeting is accessible by clicking here](#) or by logging into www.zoom.us and using Meeting ID **893 9448 5827** with the password **783335**.

The meeting can also be joined using a telephone by dialling one of the following numbers (0131 460 1196 or 0203 051 2874 or 0203 481 5237 or 0203 481 5240).

Please aim to arrive at the meeting by 7.20pm in case of connectivity problems. The meeting will be recorded in accordance with our policy on filming.

Yours faithfully

A handwritten signature in black ink, appearing to be 'SK', written over a faint circular stamp.

Sarah Kyle
Clerk & Responsible Financial Officer

Agenda

1. Apologies for Absence

To receive apologies and approve reasons for absence

2. Declarations of Interest and Request for Dispensations

- a) 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 and to
- b) receive declarations by members of interests in respect of items on this agenda

3. Minutes of the meeting of the Parish Council held on 9th December 2020

To approve the accuracy of the [attached minutes](#). Minutes to be signed following the meeting.

4. Public Participation

In accordance with Standing Order 3e the Chairman will, at his discretion:

- a) invite members of the public to address the meeting in relation to the business to be transacted at this meeting; and
- b) receive reports from City and County Councillors

5. Village Matters

5.1 Houghton Wildlife Village Project

To consider an update regarding the above

5.2 Interpretation Panels

To consider an update with the postponed project

6. Planning Matters

6.1 To ratify responses made prior to the meeting, as listed below:

20/0882 Walby Hall, Birky Lane, Walby, Carlisle, CA6 4QL - Erection Of Agricultural Building To Cover Existing Silage Clamp

6.2 To consider new applications received:

20/0859 5 Primrose Bank, Crosby on Eden, Carlisle, CA6 4QT - Erection Of First Floor Granny Annexe Above Existing Double Garage And Change Of Use Of Agricultural Land To Domestic Garden (Part Retrospective)

6.3 To note permission notices received:

20/0716 Land to rear of 28 Beech Grove, Houghton, Carlisle CA3 0NU - Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 20/0081 (Erection Of Detached Dwelling And Garage Together With Associated Access And Landscaping) To Revise Elevations

20/0703 Harene, Linstock, Carlisle, CA6 4PZ - Extension To Existing Shed To Provide Sheep Pen Extension And Erection Of Agricultural Implements Shed

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

20/0669 25 Whiteclosegate, Carlisle, CA3 0JA - Change Of Use Of Agricultural Land To Garden (Retrospective/Revised Application)

20/0760 Walby Hall, Birky Lane, Walby, Carlisle, CA6 4QL - Erection Of Agricultural Building To Cover Existing Silage Clamp

20/0770 Linstock Castle Farm, Linstock, Carlisle, CA6 4PZ - Roofing Over Of Existing Shed

7. Administrative Matters

7.1 Village Hall Reports - Houghton and Crosby-on-Eden

To receive quarterly verbal reports from PC representatives

8. Highways Matters

8.1 Updates

To note any updated Highways matters and receive any reports from Cllrs for matters to be reported

8.2 Houghton House Farm

To consider the public right of way at the above

9. Clerk's Report

To note a verbal update from the Clerk regarding progress with matters from the last meeting

10. Finance Matters

10.1 Payments

To ratify payment of invoices and to note the bank reconciliation as listed in the [attached payment schedule](#)

10.2 Receipts

To note the receipt of:

- £2000, Carlisle City Council, Houghton Wildlife Project
- £1100, Carlisle City Council, CPCA Grant for Houghton Village Hall

- £8.05, ELNW, Wayleave

10.2 Quarterly Monitoring Report

To consider the [attached report](#) on income and expenditure for the period 1st April to 31st December 2020

11. 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 4th February 2021

Exclusion of Press & Public - Part B Item

Dependent upon information received, the following item may be considered confidential and the exclusion of members of the public or press as permitted under the Local Government Act 1972 may be necessary.

12. Brunstock Pond

To consider an update to the above matter

13. Grounds Maintenance Contract

To consider renewing the grounds maintenance contract for a further twelve months

14. Date of Next Meeting

To resolve that the next online meeting of the Parish Council be held on Wednesday 10th February 2021 at 7.30pm.

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 Virtual Meeting Held on Wednesday 9 December 2020 at 7:30 P.M.

PRESENT

The Chairman Cllr C Nicholson, Cllr's A Coles, M Ellmore, A Lightfoot, D Milburn, H Phillips, C Savory and N Watson.

IN ATTENDANCE

City Cllr's E Mallinson, P Nedved and F Robson. County Cllr J Mallinson. The Clerk, S Kyle.

SR 021/12/20 APOLOGIES FOR ABSENCE

No apologies were received.

SR 022/12/20 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST

Cllr Nicholson declared an interest in planning application 20/0770, the applicant being known to him. He also declared an interest in item 031.1, payments to Houghton Village Hall, as his wife is treasurer of the Hall Committee. Cllr Lightfoot also declared an interest in the payment, being a member of Houghton Village Hall Committee also.

SR 023/12/20 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 11 NOVEMBER 2020

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

SR 024/12/20 PUBLIC PARTICIPATION

No members of the public were in attendance.

City Cllr L Mallinson noted that enforcement work for dog fouling continued on Houghton Village Green, although without any names being put forward it was a difficult process.

County Cllr J Mallinson noted that the submission of Carlisle City Council had been put forward regarding the Local Government Review, proposing a two unitary authority model. Parish Council's will have an opportunity for consultation in the new year.

SR 025/12/20 VILLAGE MATTERS

025.1 The Near Boot Inn

Noted that the above has been registered as an Asset of Community Value with Carlisle City Council.

025.2 Wildlife & Countryside Act 1981 – Section 53 Application to add Public Rights of Way at Centurions Walk to Houghton Road

It was explained that the above application was progressing again and had been due to be heard at Planning Committee on 30 November but was not on the schedule. County Cllr J Mallinson noted he had requested an update from the planning officer concerned.

Resolved to continue with the previously submitted objection to the application.

025.3 Houghton Wildlife Village Project

It was noted that progress was being made for the above and support from many stakeholders in Houghton had been obtained, including potential sponsorship from two businesses. The Wildlife Trust are supportive of the project and are considering using it as a template for further projects in the Carlisle area. A joint meeting will be held with all interested parties towards the end of January.

Action: Cllr Phillips to submit an article for the Houghton Echo and Cllr Ellmore to continue discussions with Cumbria Wildlife Trust.

SR 026/12/20 PLANNING MATTERS

026.1 Responses Submitted Prior to the Meeting

Resolved to ratify submitted responses, which had been previously circulated to all Cllr's and are available on the Carlisle City Council website, to the following planning applications:

20/0760 Walby Hall, Birky Lane, Walby, Carlisle, CA6 4QL – Erection of Agricultural Building to Cover Existing Silage Clamp

20/0755 Land to the north of The Old Schoolhouse, Rickerby, Carlisle, CA3 9AA – Erection of 1no. Dwelling; Associated Access and Parking

20/0770 Linstock Castle Farm, Linstock, Carlisle, CA6 4PZ - Roofing Over of Existing Shed

SR 027/12/20 ADMINISTRATIVE MATTERS

027.1 Community Action Plan

A copy of the above had been circulated alongside the agenda and was **noted**. Walks leaflets are still to be progressed. A discussion regarding interpretation panels will be held in January.

SR 028/12/20 HIGHWAYS MATTERS

028.1 Updates

Cllr Coles noted that he continued to follow up on the placement of a lamp post over a gas main on Eden Gate. He noted there had been no progress regarding drainage.

Cllr Nicholson noted road traffic accidents in three locations on the A689. It was noted that the Clerk is attempting to find out further information relating to current accident statistics.

Cllr Savory noted that two empty timber lorries had travelled on the B6264 earlier that day.

Cllr Ellmore reported that the tarmac is lifting in the cul-de-sac on Tribune Drive containing number 78. County Cllr J Mallinson is to take this forward for investigation.

028.2 Tarraby Cycle Path

Increased usage of the above was reported and it was questioned whether signage to indicate the separation of the cycle lane and public footpath could be installed to

prevent a potential accident? Concerns were also raised regarding even further usage of the area should planning application 20/0692 be passed; support for the Parish Council and resident's objections was therefore requested from ward members.

The issue of excessive vehicle speeds on Tarraby lane were also raised, however it was agreed that any change in speed limit would be very rarely enforced.

Action: The Clerk to forward copies of the Parish Council objection to planning application 20/0692 to ward members for their consideration in potential support.

SR 029/12/20 CLERK'S REPORT

The Clerk reported that the Crosby Flood Group continued in dialogue with the Environment Agency; a further teleconference expected by the end of the year.

Action: The Clerk to forward City Cllr's contact details for inclusion in further meetings.

All other Clerk's matters were covered in the agenda proper.

SR 030/12/20 FINANCE MATTERS

031.1 Payments Resolved that the following payments be approved:

Payee	Description	Amount
Cumbria Payroll	Payroll December	£18.00
Linstock WI Hall	Grant	£1,250.00
1 st Houghton Guides	Grant	£500.00
Houghton in Bloom	Grant	£300.00
Burnetts	Legal Advice	£105.00
SLCC	Training	£66.00
CALC	Training	£40.00
Houghton Village Hall	Grant	£200.00
ICO	Data Protection	£35.00
Cluaran Landscapes	Hedge Cutting	£218.00
Cumbria County Council	Signage	£108.00
Baines Wilson	Legal expenses	£1,437.00
	TOTAL:	£4,277.00

031.2 Bank Reconciliation

Noted: Balances at bank as of 30th November 2020:

Cash Account	£30,008.05
Unity Bank (current a/c)	£3,524.33
Unity Bank (savings a/c)	£43,000.00
Unbanked deposits	£1000.00
Income to 31/10/20	£46,582.97
Expenditure to 31/10/20	£31,025.99

031.3 Grants

Resolved that the following grant payments be authorised:

a) Authorisation of a prepayment of the allocated £500 to the 1st Houghton Guides

- b) Increasing the grant of £1000 awarded to Linstock WI Hall by £250.00 immediately, with a further £250 to be considered at the March meeting, dependent upon other grant needs
- c) Authorisation of a prepayment of the remaining grant (£44.44) to Houghton in Bloom

SR 032/12/20 COUNCILLOR MATTERS

Cllr Coles reported that correspondence was ongoing regarding the road adoption for Eden Gate.

Cllr Watson requested an update regarding obtaining an HGV prohibition sign at Brunstock.

Action: The Clerk to chase up replacement signage with Highways.

Cllr Phillips reported that the Tribune Drive play area refurbishment looked incredibly good and gave thanks to the City Council for the work. Cllr Phillips also noted ongoing dialogue with the Clerk regarding a blocked public footpath at Houghton House; the matter to be discussed at the January meeting.

City and County Cllr's left the meeting at 8.12pm.

EXCLUSION OF PRESS & PUBLIC - PART B ITEM

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

SR 033/12/20 Brunstock Pond

An update was provided to Cllr's regarding the recently attended set-aside hearing.

Resolved to authorise legal costs of £1437 inclusive of VAT and disbursements, payable to Baines Wilson solicitors. Also **resolved** to continue with the Money Claims case.

SR 034/12/20 DATE OF NEXT MEETING

Resolved that the next online meeting of the Parish Council will be held on Wednesday 13th January 2021 at 7.30pm.

There being no further business the meeting was closed at 8.27pm.

STANWIX RURAL PARISH COUNCIL
SCHEDULE OF PAYMENTS TO BE AUTHORISED 13 JANUARY 2021

Sarah Kyle	Dec Salary & Reimbursements	£ 1,270.89	70 BACS
HMRC	Dec PAYE and NI	£ 229.93	71 BACS
NEST	Dec Pension	£ 96.90	72 DD
Cumbria Payroll	Payroll Jan	£ 18.00	73 BACS
Susan's Farm	Grant	£ 889.00	74 BACS
Colin Bragg	Pond work/deposit	£ 1,800.00	75 BACS
SLCC	Training	£ 36.00	76 BACS
YPO	Stationery	£ 3.01	77 BACS
Play Inspection Co	Quarterly Inspections	£ 240.00	78 BACS
Houghton Village Hall	PC/CPCA Grant Payment	£ 1,475.60	79 BACS
SLCC	CAB Book	TBC	80 BACS
Unity Bank	Quarterly Charge	£ 18.00	81 DD
Sarah Kyle	January Salary & Reimbursements	TBC	82 BACS
HMRC	January PAYE	TBC	83 BACS
NEST	Pension January	TBC	84 DD
		<u>£ 6,077.33</u>	

Bank Reconciliation

Cash Book:

Balance at 01.04.20	£61,975.40
Receipts to 31.12.20	£49,682.97
	<u>£111,658.37</u>

Less expenditure at 31.12.20 £ 40,553.51

Balance at 31.12.20 **£ 71,104.86**

Represented by:

Cash Account (CBS)	£30,008.05
Current A/C (Unity)	£8,343.61
Savings A/C (Unity)	£32,000.00

plus unbanked deposits £1,000.00
less outstanding payments £ 246.80

£ 71,104.86

EXPENDITURE	Budget										
Administration	2020/21	1st Quarter	2nd Quarter	Oct	Nov	Dec	3rd Quarter	Total to date	Budget Remaining	% Spend	Actual end 2019/20
Clerks Gross Salary	£ 16,567	£ 1,346.88	£ 5,387.52	£ 1,346.88	£ 3,016.28	£ 1,384.32	£ 5,747.48	£ 12,481.88	£ 4,085.20	75%	£ 16,162.06
Employers NI Contributions	£ 1,064	£ 84.73	£ 338.92	£ 84.73	£ 188.41	£ 90.25	£ 363.39	£ 787.04	£ 277.28	74%	£ 1,038.36
Employers Pension Contributions	£ 497	£ 40.41	£ 161.64	£ 40.41	£ 89.80	£ 41.53	£ 171.74	£ 373.79	£ 123.25	75%	£ 484.92
Reimbursements	1200	£ 79.96	£ 168.64	£ 42.16	£ 96.92	£ 52.06	£ 191.14	£ 439.74	£ 760.26	37%	£ 1,123.05
Postages	45	£ -	£ -				£ -	£ -	£ 45.00	0%	£ 9.85
Audit - Commission	300	£ -	£ 300.00				£ -	£ 300.00	£ -	100%	£ 300.00
Audit - Internal	300	£ 180.00	£ -				£ -	£ 180.00	£ 120.00	60%	£ 121.16
Telephone	£ 60.00	£ 54.00	£ -				£ -	£ 54.00	£ 6.00	90%	£ 54.00
Insurances - Council	£ 1,017	£ 1,005.56	£ -				£ -	£ 1,005.56	£ 11.69	99%	£ 968.81
Subscriptions	£ 635	£ 642.35	£ -				£ -	£ 642.35	-£ 7.85	101%	£ 616.02
Training	160	£ -	£ -			£ 95.00	£ 95.00	£ 95.00	£ 65.00	59%	£ 150.00
Misc Admin & Stationary	1560	£ 101.53	£ 343.03	£ 71.57	£ 143.12	£ 97.56	£ 312.25	£ 756.81	£ 803.19	49%	£ 1,092.03
Equipment	0	£ 157.00	£ 3,170.62	£ 605.00		£ 90.00	£ 695.00	£ 4,022.62	-£ 4,022.62		
Contingency	500	£ -	£ -				£ -	£ -	£ 500.00	0%	£ 162.50
Grants		£ -	£ -				£ -	£ -	£ -		£ -
Section 137 - Other Bodies	£ 1,000.00	£ -	£ -			£ 1,000.00	£ 1,000.00	£ 1,000.00	£ -	100%	£ -
Grants to other organisations	£ 7,850.00	£ 600.00	£ 4,166.60		£ 1,442.98	£ 1,250.00	£ 2,692.98	£ 7,459.58	£ 390.42	95%	£ 3,868.27
Crosby Magazine grant	£ 150.00	£ -	£ -				£ -	£ -	£ 150.00	0%	£ 150.00
Repayment of Grants	£ -	£ -	£ -				£ -	£ -	£ -	0%	£ 1,500.00
Parish Council Services		£ -	£ -				£ -	£ -	£ -		£ -
Grass cutting & Greens Maint.	8000	£ 1,105.00	£ 2,685.00	£ 1,265.00		£ 180.00	£ 1,445.00	£ 5,235.00	£ 2,765.00	65%	£ 3,939.14
Maintenance of Assets	£ 4,500.00	£ 70.00	£ -	£ 25.00			£ 25.00	£ 95.00	£ 4,405.00	2%	£ 3,075.96
Playground Inspections	£ 900.00	£ -	£ -	£ 375.00			£ 375.00	£ 375.00	£ 525.00	42%	£ 1,010.00
Emergency Planning	£ 50.00	£ -	£ -				£ -	£ -	£ 50.00	0%	£ -
Projects		£ -	£ -				£ -	£ -	£ -		£ -
Allocated projects brought forward	£ 4,270.00	£ 1,120.00	£ -				£ -	£ 1,120.00	£ 3,150.00	26%	£ 5,301.25
Parish Plan Projects	£ 2,000.00	£ -	£ -				£ -	£ -	£ 2,000.00	0%	£ 2,000.00
SPAA Summer Scheme	£ 1,700.00	£ -	£ -				£ -	£ -	£ 1,700.00	0%	£ 1,630.50
Houghton Fair	£ 1,850.00	£ 9.00	£ -				£ -	£ 9.00	£ 1,841.00	0%	£ 1,896.71
Contingency Project	£ 5,000.00	£ -	£ 410.00			£ 1,285.00	£ 1,285.00	£ 1,695.00	£ 3,305.00	34%	£ 747.61
VAT (To be reclaimed)	£ -	£ 553.48	£ 1,084.26	£ 457.40	£ 6.00	£ 325.00	£ 788.40	£ 2,426.14	-£ 2,426.14	0%	£ 2,586.02
TOTAL EXPENDITURE	£ 61,175.19	£ 7,149.90	£ 18,216.23	£ 4,313.15	£ 4,983.51	£ 5,890.72	£ 15,187.38	£ 40,553.51	£ 20,621.68	66%	£ 50,074.22
INCOME								£ -	£ -		
Precept	£ 46,500.00	£ 46,500.00					£ -	£ 46,500.00	£ -	100%	£ 46,500.00
CTRS Grant	£ -	£ -					£ -	£ -	£ -	0%	£ -
Grants	£ -	£ -				£ 2,000.00	£ 2,000.00	£ -	£ -	0%	£ 7,700.00
Bank Interest	£ 100.00	£ 10.97					£ -	£ 10.97	£ 89.03	11%	£ 133.46
CPCA Grants to be repaid	£ -	£ -				£ 1,100.00	£ 1,100.00	£ -	£ -	0%	£ 1,000.00
VAT (reclaimed)	£ -	£ -					£ -	£ -	£ -	0%	£ 2,827.56
Misc Other Income	£ 1,000.00	£ 72.00					£ -	£ 72.00	£ 928.00	7%	£ 1,565.55
TOTAL INCOME	£ 47,600.00	£ 46,582.97	£ -			£ 3,100.00	£ 3,100.00	£ 49,682.97	-£ 2,082.97	104%	£ 59,726.57