



Chairman: Cllr C Nicholson

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

1st July 2020

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

Wednesday 8th July 2020 at 7.30pm

The meeting is accessible with the attached link or by logging into www.zoom.us and using Meeting ID **860 3331 2427** with the password **709011**.

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 horizontal line.

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 13th May 2020**
To approve the accuracy of the minutes. Minutes to be signed following the meeting - **attached**
- 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 Farmers Market**
To confirm permission to be granted for the use of Houghton Village Green for the above on 11 July 2020
 - 5.2 Goalposts**
To consider the purchase of new goal posts for Houghton Village Green at a cost of £218 plus installation

5.3 Tribune Drive Play Area

To consider progress with the City Council redevelopment project

5.4 Crosby Swing

To consider the replacement purchase of a swing seat at a cost of £1,325.98

5.5 Millcroft to Whiteclosegate

To consider applying for the establishment of a registered public right of way at the above

6 Planning Matters

6.1 To ratify planning responses made prior to the meeting as listed in Appendix A – **attached**

6.2 To note planning decision notices received as listed in Appendix B – **attached**

6.3 To consider the following planning applications:

20/0385 Houghton House Farm, Houghton, Carlisle, CA6 4DX - Erection Of Detached Garage And Change Of Use Of Former Dairy To Residential To Accommodate A Biomass Boiler Together With The Formation Of A Ha-Ha

20/0432 45 Antonine Way, Houghton, Carlisle, CA3 0LG - Erection Of Single Storey Side Extension To Provide Office And Playroom

7. Consultations

7.1 Code of Conduct

To consider responding to the above consultation (previously circulated via email)

8. Highways Matters

8.1 A689

To consider safety concerns

8.2 B6264

To consider concerns regarding HGV usage on the road

9. Clerk's Report

To note the update from the Clerk as detailed in Appendix C – **attached**

10. Finance Matters

10.1 To ratify payment of invoices and to note the bank reconciliation as listed in Appendix D - **attached**

10.2 To note receipts:

£11.00 Hethersgill Parish Council, SLCC contribution

£50.00 Hethersgill Parish Council, Training contribution

£11.00 Scaleby Parish Council, SLCC Contribution

£10.97 HSBC, Bank Interest

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 1 September 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.

12. Brunstock Pond

To determine a course of action for the above

13. Date of next meeting

To resolve that the next virtual meeting of the Parish Council be held on Wednesday 9th September 2020 at 7.30pm.

STANWIX RURAL PARISH COUNCIL

Minutes of a Virtual Meeting of Stanwix Rural Parish Council held on Wednesday 13 May 2020 at 7:30 p.m.

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

In Attendance: City Cllrs E Mallinson, P Nedved and F Robson. County Cllr J Mallinson. The Clerk, S Kyle.

Cllrs and ward members were welcomed to the first virtual meeting of the Parish Council, being held online due to the COVID-19 pandemic.

ACTION

SR 957/05/20 Apologies for absence

Apologies were received and accepted from Cllrs A Lightfoot and M Sherriff.

SR 958/05/20 Requests for Dispensations and Declarations of Interest

No requests for dispensations were received and no declarations of interest were made.

SR 958/05/20 Minutes of the meeting of the Parish Council held on 11 March 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 959/05/20 Public Participation

City Cllr E Mallinson noted receipt of a letter from the Parish Council, outlining concerns regarding the felling of trees adjacent to Antonine Way, in land believed to be owned by the Parish Council. She outlined difficulties in the establishment of ownership of the strip, believed to belong to Persimmon Homes and offered to forward correspondence to the Clerk, for review.

City Cllr P Nedved questioned whether any progress had been made in registering the Stag Inn, Crosby-on-Eden, as an Asset of Community Value? It was noted that community support had been difficult to obtain therefore no progress had been made with the application to date.

County Cllr J Mallinson noted that Highways teams continued to work, under pandemic restrictions. He also noted that discussions continued with regards to Environment Agency work in Low Crosby.

SR 560/05/20 Administrative Matters

561.1 Virtual Meeting Standing Orders Amendment

An addendum to the Standing Orders had been circulated alongside the agenda to enable the Council to meet virtually during the pandemic.

Resolved to adopt the standing orders with immediate effect.

561.2 Memorial Bench Policy

A guidance note and application form for residents wishing to install a memorial bench had been circulated to all Cllrs prior to the meeting.

Resolved to adopt the guidance note and application form with immediate effect.

SR 961/05/20 Planning Matters

961.1 To Ratify Responses Made Prior to the Meeting

Under delegated working arrangements, all suggested planning responses had been circulated to Cllrs and submitted upon agreement by a minimum of five Cllrs. It was subsequently **resolved** to ratify the following submitted responses. Full submissions can be viewed on the Carlisle City Council website.

20/0160 Land adjacent to Meadow Cottage, Tarraby, Carlisle, CA3 0JS - Variation of Condition 2 (Approved Documents) Of Previously Approved Permission 18/0928 (Erection Of 2no. Detached Dwellings) To Modify Red Line Site Boundary in South West Corner

20/0161 Meadow Cottage, Tarraby, Carlisle, CA3 0JS - Erection of Detached Garage

19/0982 (LBC) & 19/0983 The Old Vicarage, Crosby on Eden, Carlisle, CA6 4QZ - Erection of Detached Garden Room (Part Retrospective)

20/0239 Beck Farm, Crosby on Eden, Carlisle, CA6 4QN - Erection Of 2no. Dwellings (Outline)

20/0099 Brackenthwaite, Whiteclosegate, Carlisle, CA3 0HY - Conversion and Extension of Existing Detached Garage/Accommodation to Provide Annexe (Additional bat survey information)

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)
(Additional correspondence with regards to complaint over procedural issues)

20/0236 39 Whiteclosegate, Carlisle, CA3 0JA - Change of Use of Agricultural Land to Residential; Together with Erection of Single Storey Side and Rear Extension to Provide Dining Room

961.2 To Note Planning Decisions Notices Received:

20/0024 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB - Enclosure of Existing Open Sided Canopy for Unheated Retail Space; Erection of Open Sided Canopy; Demolition of Part of a Covered Walkway

20/0070 Harker Grange, Houghton, Carlisle, CA6 4HY - Erection of Replacement Porch/Reception

20/0136 13 Smithy Croft, Houghton, Carlisle, CA3 0NS - Demolition of Existing Garage and Outhouse; Erection of Two Storey Side and Single Storey Rear Extension to Provide Lounge, Utility and Kitchen/Dining Room on Ground Floor With 1no. En-Suite Bedroom Above

20/0138 Land at Orchard Gardens, Houghton, Carlisle, CA3 0LH - Variation of Condition 2 (Approved Documents) Of Previously Approved Permission 16/0597 (Erection Of 4no. Bungalows) To Change Site Layout, Dwelling Design and Reduction in Number of Dwellings From 4no. To 3no.

19/0982 (LBC) & 19/0983 The Old Vicarage, Crosby on Eden, Carlisle, CA6 4QZ - Erection of Detached Garden Room (Part Retrospective)

20/0160 Land adjacent to Meadow Cottage, Tarraby, Carlisle, CA3 0JS - Variation of Condition 2 (Approved Documents) Of Previously Approved Permission 18/0928 (Erection Of 2no. Detached Dwellings) To Modify Red Line Site Boundary in South West Corner

20/0161 Meadow Cottage, Tarraby, Carlisle, CA3 0JS - Erection of Detached Garage

20/0149 Land at Rickerby, Carlisle - Variation Of Condition 7 (Mitigation Measures) Of Previously Approved Permission 18/1062 (As Varied By 19/0686) For The Construction Of Flood Alleviation Scheme; Landscaping & Associated Works - To Substitute These With The Mitigation Measures/Details Set Out In The Submitted Ecological Impact Assessment Addendum And Updated Habitats Regulations Assessment

Withdrawn Applications

20/0031 Land adjacent to Avalon, Rickerby, Carlisle, CA3 9AA - Erection Of 1no. Detached Dwelling with Ancillary Detached Garage

SR 962/05/20 Financial Matters

962.1 Payments:

Resolved that the following payments be retrospectively approved:

Financial Year 2019/20 Additional Payments

At Home PC, Office 365 subscription	£78.00
Play Inspection Company, quarterly inspection	£240.00
Cumbria County Council, signage	£102.00
	£420.00

Financial Year 2020/21

April

NEST Pension, April pension	£94.29
Sarah Kyle, April salary and reimbursements	£1,449.25
HMRC, PAYE and NI April	£212.01
Cumbria Payroll, April payroll	£18.00
Tech4Office, Feb/March printing	£30.82
Border Pest Control, mole removal	£84.00
Kierweb, website updates	£20.00
Solway Communications, phone rental	£64.80
Cluaran Landscape Services, grounds maintenance	£468.00

May

Came & Company, insurance	£1005.56
Gordon Consultancy Ltd, audit	£216.00
Burnetts, legal fees	£1,344.00
SLCC, subscription	£202.00
Houghton in Bloom, grant	£600.00
Village Sign People, signage	£12.00
Cluaran Landscapes, grounds maintenance	£858.00
Tech4 Office, printing	£30.82

TOTAL: £7,149.90

962.2 Noted: balances at bank as of 30th April 2020:

Community Account	£57,120.47
Money Manager Account	£0.00
Cash Account	£30,000.00
Unity Bank	£17,400.00

Income to 30/04/20	£46,500.00
Expenditure to 30/04/20	£3,041.17

Unbanked deposits total £1008.05. Uncollected direct debits total £94.29.

962.3 Unity Bank

Resolved to retrospectively approve the opening of a new bank account with Unity Bank.

962.4 Grant Scheme 2020/21

Grant awards had been discussed and approved under the pandemic working arrangements and a summary circulated alongside the agenda. It was subsequently **resolved** to ratify the following grants awarded:

- 1st Houghton Rainbows, summer trip, £250 (LGA 1972 s145)
- Houghton in Bloom, planting expenses, £600 (Public Health Act 1875 s164)
- Houghton in Bloom, Battle of Britain display, £150 (Public Health Act 1875 s164)
- Susan's Farm, community bonfire, £350.00 (LGA 1972 s145)

- Crosby-on-Eden Parish Hall, new chairs, £400.00 (LGA 1972 s144)
- Houghton Village Hall, refurbishment works, £2,100.00 (LGA 1972 s144)
- Crosby Parish Magazine, £150 (LGA 1972 s142)
- Linstock WI Hall, resurface entrance, £1,056.00 (LGA 1972 s133)

Remaining funds will be used as an emergency reserve and for a second round in the autumn.

SR 963/05/20 Annual Governance and Accountability Return 2019/20

963.1 Internal Audit Report

Resolved to receive, note, and accept the end of year internal auditors report for the financial year 2019/20, which had been circulated alongside the agenda. No matters were brought to the attention of the Council for action.

963.2 Annual Governance and Accountability Return (AGAR) Annual Governance Statement for the Year Ended 31st March 2020

Resolved to approve the Annual Governance Statement and authorise the Chairman to sign the annual return.

963.3 Statement of Accounts to Year Ended 31st March 2020

Resolved to approve the Accounting Statements 2019/20 and authorise the Chairman to sign the annual return.

SR 964/05/20 Clerk's Report

Further to the March meeting, the following items are to report on:

SR 953.3/03/20 Walks and Footpath Leaflets

Work remains ongoing to put together the above leaflets.

SR 954.1/03/20 Community Asset Transfer, Whiteclosegate

The TPO request for the apple tree on the above land has been submitted; work is postponed on the actual CAT until further notice.

SR953.6/03/20 Tree Survey

Quotations are being sought by the Clerk and will be considered in the late summer/autumn.

SR 898.4/11/19 Tribune Drive Play Area

Due to the ongoing COVID-19 crisis, the planned meeting has been postponed.

SR 938.3 The Stag Inn, Crosby

Insufficient feedback has been available from the community therefore progress to register the asset as a community asset has been postponed.

SR 939.1 A689 Safety

This matter remains ongoing.

SR 955/03/20 Brunstock Pond

Work remains ongoing. The depth of the pond was queried, and it was noted that a pair of ducks are now nesting on the pond.

SR 943/02/20 Tree Works

Correspondence has been exchanged with Carlisle City Council regarding the over-zealous tree felling reported at the February meeting. The issue remains ongoing.

Other Matters

Timber Wagons, A689

Concerns have been re-raised regarding the above. Work to address the situation is to begin.

Kingmoor Incinerator

Correspondence has been received regarding the ongoing plans for the above.

Flooding

A teleconference call was attended by Cllrs Nicholson and Ellmore, hosted by the Environment Agency. Work to establish plans for flood defences from the EA remain ongoing.

SR 965/05/20 Councillor Matters

Cllr Nicholson referred Cllrs to an email sent by the Clerk, with regards to the summer play days. Discussion was held regarding the lack of availability at both venues and cost implications due to restrictions necessary to ensure social distancing. It was therefore **resolved** that there was no alternative but to cancel the 2020 days. County Cllr Mallinson noted that he may have some small-scale funding towards an alternative children's project if necessary.

Cllr Nicholson also mentioned the tree felling, as discussed under public participation, urging that the City Council act in writing to residents to prevent further tree felling. City Cllr E Mallinson suggested involving the planning department in case of any statutory implications.

The application for the TPO on the apple tree at Whiteclosegate was also discussed, along with the potential application for an asset transfer of the land upon which it sits, including historical discussions regarding potential highways usage. Cllr Nicholson noted the tree was potentially a 'Carlisle Codlin' ancient variety.

SR 966/05/20 Date of Next Meeting

Noted that the next virtual meeting of the Parish Council will be called by electronic summons.

There being no further business, the Chairman closed the meeting at 7.55pm.

Appendix A – 8 July 2020

Planning Responses Made Prior to the Meeting

20/0366 Land opposite Crosby Moor Garage (Field No. NY4559 9384), Crosby on Eden, Carlisle - Erection Of General Purpose Agricultural Storage Shed

20/0315 1 Rickerby House, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Provision Of New Doors, With Existing Structural Openings, Between The Main House And Annexes At Ground And First Floor Levels And Reinstatement Of An Original Internal Door Opening At Ground Floor Level To The Main House (LBC)

20/0326 The Old Sawmill, Linstock, Carlisle, CA6 4PY- Demolition Of Existing Sawmill Building; Erection Of Contractors Office/Storage Unit

20/0386 Walby Hall Farm, Birky Lane, Walby, Carlisle, CA6 4QL - Agricultural Building To Cover Existing Silage Clamp

20/0391 6 Jackson Road, Houghton, Carlisle, CA3 0NW - Erection Of Two Storey Side And Single Storey Front And Rear Extension To Provide Sitting Room, Shower Room, Utility And Kitchen/Dining Room On Ground Floor Together With 1no. En-Suite Bedroom Above

20/0406 42 Antonine Way, Houghton, Carlisle, CA3 0LG - Erection Of Detached Garden Room

(All responses previously circulated via email and are available to view on the Carlisle City Council website or upon request from the Clerk)

Appendix B – Notification of Planning Decisions Received

Permission Notices Received

20/0239 Beck Farm, Crosby on Eden, Carlisle, CA6 4QN - Erection Of 2no. Dwellings (Outline)

20/0236 39 Whiteclosegate, Carlisle, CA3 0JA - Change Of Use Of Agricultural Land To Residential; Together With Erection Of Single Storey Side And Rear Extension To Provide Dining Room

20/0081 Land to the rear of 28 Beech Grove, Houghton, Carlisle, CA3 0NU - Erection Of Detached Dwelling And Garage Together With Associated Access And Landscaping

20/0315 1 Rickerby House, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Provision Of New Doors, With Existing Structural Openings, Between The Main House And Annexes At Ground And First Floor Levels And Reinstatement Of An Original Internal Door Opening At Ground Floor Level To The Main House (LBC)

20/0099 Brackenthwaite, Whiteclosegate, Carlisle, CA3 0HY - Conversion And Extension Of Existing Detached Garage/Accommodation To Provide Annexe

STANWIX RURAL PARISH COUNCIL

Clerk's Report 8 July 2020

Antonine Way/Eden Gate Tree Works/Land Ownership

Correspondence has been exchanged with the City Council regarding the tree works undertaken at the above. Additional correspondence has also been exchanged regarding a fence erected on the land, which has been installed by the City Council legitimately. The land in question is in the ownership of a third party. An onsite meeting is being arranged to discuss the matter further.

Memorial Bench

The policy was placed onto the website. No applications have been received to date.

Annual Governance and Accountability Return 2019/20

The annual return has been submitted.

Walks and Footpath Leaflets

Work remains ongoing.

Kingmoor Incinerator

Cllr Nicholson has been nominated as the contact for the taskforce.

Flooding

Correspondence between the Crosby Flood Group and Environment Agency remains ongoing, with small amounts of progress being made.

Allotments

One request for provision has been made informally to a Cllr.

Anti-Social Behaviour, Eden Gate

Reports have been received of renewed anti-social behaviour at Eden Gate.

Brunstock Lane

A complaint has been received regarding vehicles driving at excessive speeds on the above. The matter has been referred to the PCSO via the ward members.

APPENDIX D

STANWIX RURAL PARISH COUNCIL
SCHEDULE OF ADDITIONAL PAYMENTS TO BE AUTHORISED 8 July 2020

Nest Pension	May Pension	£	94.29	19 DD
Sarah Kyle	Salary and reimbursements May	£	1,396.79	20 BACS
HMRC	May PAYE and NI	£	212.01	21 BACS
Cumbria Payroll	May payroll	£	18.00	22 BACS
		£	1,721.09	

Nest Pension	June Pension	£	94.29	23 BACS
Sarah Kyle	Salary and reimbursements June	£	1,324.18	24 BACS
HMRC	June PAYE and NI	£	212.21	25 BACS
Cumbria Payroll	June payroll	£	18.00	26 BACS
Crosby Parish Hall	Part grant payment	£	1,972.70	27 BACS
Cluaran Landscapes	May grass cutting	£	1,326.00	28 BACS
		£	4,947.38	

Nest Pension	July Pension	£	94.29	29 BACS
Cumbria Payroll	July payroll	£	18.00	30 BACS
Equiphase	Domain renewal	£	17.00	31 BACS
Houghton In Bloom	Grant Payment	£	153.58	32 BACS
Unity Bank	Quarterly charges	£	18.00	33 DD
Sarah Kyle	Salary and reimbursements July	TBC		34 BACS
HMRC	July PAYE and NI	TBC		35 BACS
		£	300.87	

Bank Reconciliation
Cash Book:

Balance at 01.04.20	£61,975.40
Receipts to 30.06.20	£46,582.97
	<u>£108,558.37</u>

Less expenditure at 30.06.20	£ 14,119.24
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Balance at 30.06.20	<u>£ 94,439.13</u>
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Represented by:

Cash Account (CBS)	£30,008.05
Current A/C (Unity)	£63,808.24

plus unbanked deposits	£1,000.00
less outstanding payments	£ 377.16

	<u>£ 94,439.13</u>
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