



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY
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3rd September 2020

An online meeting of Stanwix Rural Parish Council will be held on:

Wednesday 9th September 2020 at 7.30pm

The meeting is accessible with the attached link or by logging into www.zoom.us and using Meeting ID **816 2125 5112** with the password **347034**.

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).

This is a public meeting and all are welcome to attend.

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 8th July 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 to;
 - b) receive reports from City and County Councillors
- 5. Village Matters**
 - 5.1 The Near Boot Inn**
To consider making an application to register the above as an asset of community value
 - 5.2 Linstock Picnic Benches**
To formally approve the expenditure on two replacement picnic benches and to consider authorisation for a third replacement at a cost of £440 plus VAT

5.3 Trees

To authorise the first stage of tree works in Houghton, in accordance with the risk assessment, at an estimated cost of £480 plus VAT

5.4 Brunstock Pond

To consider expenditure on the rectification works on the pond and communication with Brunstock residents

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](#)

7. Consultations

7.1 Planning for the Future White Paper

To consider the Parish Council response – [circulated previously via email](#)

7.2 Local Government Reorganisation in Cumbria

To consider the Parish Council view – [CALC interim statement circulated previously via email](#)

7.3 Climate Change: consultation on Carlisle strategy

To consider the Parish Council response – [circulated previously via email](#)

8. Administrative Matters

8.1 Risk Assessment

To consider acceptance of the risk assessment for 2020/21 – [attached](#)

8.2 Community Action Plan

To consider the quarterly update – [attached](#)

8.3 NJC Local Government Services Pay Scales

To consider implementation of updated pay scales for the Clerk/RFO, backdated from 1 April 2020, at an additional monthly cost of £37.44

9. Highways Matters

9.1 B6264

To receive and consider a report concerns regarding HGV usage and speeding on the road – [attached](#)

9.2 Drainage Issues

To consider a summary of ongoing drainage problems in Houghton

10. Clerk's Report

To note an update from the Clerk – [report attached](#)

11. Finance Matters

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

11.2 Audit

To note the successful completion of the external auditor certificate and report 2019/20 with no matters to bring to the attention of the Council. Also, to note the display of the conclusion of notice of audit on the website prior to the end of September 2020

12. Councillor Matters

An opportunity for Councillors to raise issues on behalf of residents in their ward. *Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council. Future agenda items should be submitted to the Clerk by 2 October 2020*

13. Date of Next Meeting

To resolve that the next virtual meeting of the Parish Council be held on Wednesday 14th October 2020 at 7.30pm.

STANWIX RURAL PARISH COUNCIL

Minutes of a Virtual Meeting of Stanwix Rural Parish Council held on Wednesday 8 July 2020 at 7:30 p.m.

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

In Attendance: City Cllrs E Mallinson and F Robson. County Cllr J Mallinson (joined 8.30pm). Four members of the public. The Clerk, S Kyle.

SR 967/07/20 Apologies for absence

Apologies were received and accepted from Cllr M Sherriff and City Cllr P Nedved. Apologies were also accepted from County Cllr J Mallinson before his arrival.

ACTION

SR 968/07/20 Requests for Dispensations and Declarations of Interest

No requests for dispensations were received. Cllr Ellmore declared an interest in item 571.1, being involved with the organisation of the Farmers Market.

SR 969/07/20 Minutes of the meeting of the Parish Council held on 13 May 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 970/07/20 Public Participation

City Cllr E Mallinson noted comments to be made regarding the Tribune Drive play area and the Millcroft to Whiteclosegate footpath. These to be raised under the relevant agenda items. She also noted that a report of perceived speeding on Brunstock Lane had been reported to the relevant authority and that she was currently working with police to organise speed awareness measures on Brampton Road. Speeding on the A689 and Houghton Road were also noted by Cllrs. It was pointed out that the speed camera van was usually in attendance on Brampton Road at quieter mid morning times of the day when the highest speeds, especially by HGVs, were usually witnessed 22:30pm – 04:00 am.

City Cllr F Robson noted that she had been dealing with numerous complaints regarding anti-social behaviour at the Eden Gate play area.

No comments were made by attending members of the public.

SR 571/07/20 Village Matters

571.1 Farmers Market

Resolved to confirm permission for the Farmers Market to be held on Houghton Village Green on Saturday 11th July. Cllr Ellmore confirmed he will monitor parking arrangements to ensure cars do not damage the Village Green.

571.2 Goalposts

Consideration was given to the purchase of new, smaller goals for Houghton Village Green, following the removal of the existing ones.

Resolved to proceed with the purchase of new steel goals at an estimated cost of £1000. These to be installed on the Green immediately in a temporary location to enable the damaged surface to be repaired.

SK

571.3 Tribune Drive Play Area

City Cllr E Mallinson updated Cllrs regarding the high number of responses received to the consultation and she thanked residents for being involved. She noted that the area will be fully inclusive for all abilities and explained that rubber safety surfacing was too expensive. Cllr Phillips had also met onsite with the lead City Council officer and was reassured that drainage works are planned for the area. He also informed Cllrs that a community group was to investigate fundraising to further enhance the area.

571.4 Crosby Nest Swing

Resolved to proceed with a replacement swing seat at a cost of £1325.98 plus VAT from Playdale.

571.5 Millcroft to Whiteclosegate Footpath

City Cllr Mallinson and Cllr Nicholson informed members that a fence had been erected by the owners of adjoining property, Brackenthwaite, reducing the walkway on the established route between Millcroft and Whiteclosegate. It was noted that the footpath is not currently registered on the definitive map as a Public Right of Way.

Resolved that the Parish Council act as the lead group to apply under the Wildlife and Countryside Act 1981 to have a Public Right of Way registered. The application to be submitted once evidence and statements from members of the public have been obtained.

SK

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SR 972/07/20 Planning Matters

972.1 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.

20/0366 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

972.2 To Note Planning Decisions 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

972.3 To Consider New 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

Resolved that a proposed response will be formulated and circulated prior to submission and ratification at the September meeting.

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20/0432 45 Antonine Way, Houghton, Carlisle, CA3 0LG - Erection of Single Storey Side Extension to Provide Office and Playroom

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

SK

SR 973/07/20 Consultations

973.1 Code of Conduct

Documentation had been circulated prior to the meeting via email; Cllrs were requested to submit comments to the Clerk by 31 July if desired.

ALL

974/07/20 Highways Matters

974.1 A689

A letter from a resident from Crosby Moor had been received regarding safety concerns regarding, primarily, speeding on the A689. The matters will be raised with County Cllr Mallinson and Highways.

SK

County Cllr Mallinson entered the meeting at 8.30pm.

Ongoing concerns regarding the Brunstock A689 junction were raised. County Cllr Mallinson confirmed that he can lobby for 'No Right Turn' signage and potentially some modification to the left ingress however additional lanes would not be financially feasible. He will request consideration be given to a reduction in the speed limit.

974.2 B6264

Cllr Savory reported that investigations into the HGV usage on the above had been commenced with traffic data being analysed initially. He noted that weight limit signage on the road was incorrectly placed. City Cllr Mallinson offered to take up the matter as she was already heavily involved with residents' concerns.

Resolved to continue analysis and to gather resident opinion whilst requesting that signage be moved to a better location.

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975/07/20 Clerk's Report

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 on Thursday 9th July.

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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

CN

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

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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.

976/07/20 Financial Matters

976.1 Payments:

Resolved that the following payments be approved:

NEST Pension, May	£94.29
Sarah Kyle, salary and reimbursements, May	£1396.79
HMRC, PAYE and NI, May	£212.01
Cumbria Payroll, May payroll	£18.00
NEST Pension, June	£94.29
Sarah Kyle, salary and reimbursements, June	1324.18
HMRC, PAYE and NI June	£212.21
Cumbria Payroll, June payroll	£18.00
Crosby Parish Hall, grant part-payment	£1972.70
Cluaran Landscapes, grounds maintenance	£1326.00
NEST Pension, July pension	£94.29
Cumbria Payroll, payroll July	£18.00
Equiphase, domain renewal	£17.00
Houghton In Bloom, grant	£153.58

976.2 Noted: balances at bank as of 30th June 2020:

Cash Account	£30,008.05
Unity Bank	£63808.24
Income to 30/06/20	£46,582.97
Expenditure to 30/6/20	£14,119.24

976.3 Receipts

Resolved to note the receipt of income:

£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

SR 977/07/20 Councillor Matters

Cllr Savory reported a blocked gully adjacent to 36 Houghton Road. The issue will be forwarded to County Cllr Mallinson as Highways reports have the matter repaired when it is still blocked.

Cllr Coles requested an update on both the planting of the poppy seeds and the M6 motorway noise. The Clerk reported that new seeds would need to be purchased and planted at the appropriate time. County Cllr Mallinson recalled that the M6 will be in line for quieter surfacing as and when renewal is due.

CS
SK

Cllr Nicholson reported that he had been working with a Houghton resident regarding flooding from the nearby drain. Correspondence was being exchanged with United Utilities and this will be forwarded to County Cllr Mallinson for attention.

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Cllr Nicholson also mentioned that an application to register The Near Boot public house as an Asset of Community Value may be required. The matter will be placed on the September agenda for consideration.

CN

Cllr Nicholson further noted the partial erection of a small wall on Houghton Village Green. This matter was being dealt with by the Clerk.

SK

All members of the public and City/County Cllrs left the meeting at 9pm.

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.

SR978/07/20 Brunstock Pond

Resolved to authorise expenditure to recover costs incurred to enable rectification works.

CN

SR 979/07/20 Date of Next Meeting

Resolved that the next virtual meeting of the Parish Council will be held on Wednesday 9th September at 7.30pm.

SK

There being no further business, the meeting was closed at 9.25pm.

Appendix A – 9 September 2020

Planning Responses Made Prior to the Meeting

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

And

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 (Amended Application)

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

20/0451 Land adjacent to Avalon, Rickerby, Carlisle, CA3 9AA - Erection Of 1no. Detached Dwelling With Integral Garage (Revised Application)

20/0477 Land to the north east of, Windsor Way (Tarraby View), Carlisle - Erection Of 90no. Dwellings (Revision Of Previously Approved Permission 14/0778 To Increase Dwellings From 72no. To 90no. (Phase 2))

20/0506 Old School Cottage, Rickerby, Carlisle, CA3 9AA - Replacement Of Front Porch (LBC)

20/0547 25 Hadrian Way, Houghton, Carlisle, CA3 0LU - Erection Of Single Storey Rear Extension To Provide Sun Room

20/0588 43 Jackson Road, Houghton, Carlisle, CA3 0NP - Partial Demolition Of Existing Rear Extension & Conservatory; Erection Of Single Storey Rear Extension To Provide Extended Kitchen/Living Area & Covered Raised Decking Area

20/0581 Rondo Cottage, Linstock, Carlisle, CA6 4PZ - Replacement Timber Front Door & Regularisation Of PVCu Windows And Doors To Rear Elevation (LBC)

(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

20/0386 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

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

20/0451 Land adjacent to Avalon, Rickerby, Carlisle, CA3 9AA - Erection Of 1no. Detached Dwelling With Integral Garage (Revised Application)

STANWIX RURAL PARISH COUNCIL RISK ASSESSMENT 2020/21								
Bus Shelters								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2020/21</u>
Low	Absence of Highway Authority	Maintain register of licence requirements and carry obtain for new shelters.	email confirmation obtained	None	n/a	n/a	Low	Low
Medium	Provision of adequate insurance cover.	Ensure all risks are reviewed annually.	Insurance review to be undertaken annually - prior to policy renewal.	Insurance review undertaken May 2020. Asset register to be reviewed February 2021.	Clerk	28/02/2021	Medium	Medium
Medium	General wear and tear leading to fabric deterioration	Monitor sites	Annual asset inspection.	Asset register to be reviewed February 2021.	Clerk	28/02/2021	Medium	Medium
Low	Vandalism	Arrange regular monitoring of sites	Clerk to inspect periodically when doing notice boards.	Ongoing	Clerk	Ongoing	Low	Low
Code of Conduct								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2020/21</u>
Medium	Failure to maintain /update register of interests/gifts	Ensure all council members are aware of their statutory responsibilities. Maintain appropriate registers.	Agenda item every April - advising Cllrs of requirement to disclose.	As resolution.	Clerk	01/04/2021	Medium	Medium
High	Failure to declare an interest when appropriate	Ensure all council members are aware of their statutory responsibilities.	Cllrs to be reminded at meeting to leave room if appropriate	Chairman and Clerk to undertake training if offered	Chair/Clerk	If offered	High	High
Medium								
Commons & Common Pastures								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2020/21</u>
Medium	Provision of adequate insurance cover	Carry out annual review to ensure appropriate insurance cover held	Public liability cover to be held for £10 million.	Reviewed annually at audit time	Risk Group	01/05/2021	Medium	Medium
Medium	Grass cutting	Ensure subject to tender bids, enforce conditions of contract and inspect contractors documentation.	Ensure all necessary documentation held	To be reviewed October for maximum of 2 further years renewal on existing contract	Clerk	01/10/2020	Medium	Medium
Medium	Dog Fouling	Ensure appropriate signage in place, provide bins and enforce dog fouling laws	Annually check signage adequate as part of asset review & work with dog enforcement teams	Asset inspection February 2021 to check adequacy	Clerk	28/02/2021	Medium	Medium
Low	Inadequate maintenance of footpaths and bridle paths	Define responsibility for areas and who responsible for maintenance.	Determine who responsible for each footpath.	Maintain working relationship with Footpaths officer and report issues when known	Clerk	ongoing	Low	Low
High	Poor Drainage	Define responsibility for drainage and provide for emergency work and periodic inspection.	Clerk to determine which areas we own	Ongoing.	Clerk	ongoing	High	High
Medium	Inadequate maintenance of trees & hedges	Ensure contracts in place for maintenance work and urgent repairs are in place		Tree inspection undertaken Feb 2020, valid for 3 years.	Clerk	01/12/2022	High	Medium
Computing								

<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2020/21</u>
Low	Loss arising from theft/misappropriation	Allocate responsibility for security of equipment.	Office Equipment included as standard cover on Came & Company Insurance Policy.	Reviewed at insurance renewal April 21	Clerk	01/04/2021	Low	Low
High	Crash of IT System	Ensure regular back-up of data & maintenance of equipment. Maintain effective anti-virus software.	External disc drives and anti-virus software purchased.	Documents stored in "the cloud" and virus software installed by computer annually	Clerk	01/04/2021	High	High
Low	Hacking of website	Ensure controls are in place to protect website	Confirm cyber insurance for the Council	Confirmed Council is covered for cyber attacks under current policy	Clerk	ongoing	Low	Low
Low	Personal Injury	Ensure controls are in place to minimise risk of injury to officers.	Undertake risk assessment of working conditions and PAT electrical testing undertaken	Continue with annual PAT testing	Clerk	ongoing	Low	Low
Medium	Breakdown of IT system	Ensure budget in place for necessary repairs/replacement	Allocate budget for maintenance and plan for future renewal	None at present, consider budget allocation during 2022 - 2024	Finance/Risk	30/11/2022	Low	low
Council Property & Documents								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2019/20</u>
Medium	Loss of Assets	Maintain adequate Asset Register and ensure appropriate insurance cover is held.	Maintain Asset Register and ensure new additions are incorporated onto register and insurance cover.	Review by council in February 2020	Clerk	28/02/2020	Medium	Medium
Provision of Office Accommodation								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2020/21</u>
Low	Defective Electrical Equipment/Machinery	Arrange regular inspection of equipment and maintenance contracts in place	Arrange periodic inspection of equipment (PAT)	See IT above	Clerk	ongoing	Low	Low
Low	Inadequate Office Space	Ensure adequate office space provision for Clerk	Confirm Home Office Size and Layout	Clerk confirmed	Clerk	achieved	Low	Low
Provision of Website/Internet Access								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Identified Risk level</u>	<u>Recommended Risk level 2020/21</u>
High	Virus Control	Purchase of anti-virus package	Package purchased	Continue subscription	Clerk	01/04/2020	High	High
Employment of Staff								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2020/21</u>
Low	Failure to comply with employment law	Issue contracts of employment to all employees & review annually.	Contract issued to Clerk as of TBC	Clerk signed at September 2015 meeting. Annual review necessary	Clerk	28/02/2020	Low	Low
Medium	Loss of key staff	Ensure procedures for key functions are documented	Implement documented procedures	Ongoing	Clerk	Ongoing	Medium	Medium
Low	Inability to retain staff	Regular Staff appraisals and complete exit questionnaire	Staff appraisal scheme to be implemented.	Annual appraisal due February 2020	Chair	28/02/2020	Low	Low
Low	Use of own Vehicle for Council Business	Is Employees car insured for business use?	Insured for Business use; costs borne by Clerk (included in mileage rate payment)	Confirm annually	Clerk	01/05/2019	Low	Low

Low	Inability of Clerk to display posters on boards due to ill health	Provide alternative means of having posters displayed in required date timescales	Purchase spare keys for designated councillors in case of emergency	Purchase spare keys and distribute to councillors in case of an emergency - to do.	Clerk	01/12/2019	Low	Low
Land								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2020/21</u>
High	Maintenance and security of deeds of ownership etc	Ensure deeds are held in fire proof cabinet/safe or deposited with appropriate 3rd party for safekeeping	Clerk to copy deeds and lodge in CCC Archives	Ongoing as of August 2019. Slow process due to time taken to scan legal size documents & number of files.	Clerk	ongoing	High	High
Medium	Maintenance of land including grass cutting	Ensure service contracts signed. Maintain records of inspection to insure contract conditions have been met.	Ensure contracts signed and necessary documentation copies held on file.	Review at contract renewal	Clerk	31/03/2020	Medium	Medium
Medium	Public/Personal Injury	Ensure all risks to public are minimised. Ensure the council holds adequate insurance cover.	SRPC holds £10 million public liability insurance. Clerk to confirm annually with grass contractor.	Review needed annually.	Clerk	31/03/2020	Medium	Medium
Low	Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained.	Accident book purchased Aug 08	Maintain accident register	Clerk	Ongoing	Low	Low
Low	Bonfires & Firework Displays	Ensure risk assessments are undertaken	Undertake risk assessments if bonfires/displays are undertaken on PC land & notify insurance provider.	None unless a bonfire is held then see control	Clerk	Ongoing	Low	Low
Shelters & Seats								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2020/21</u>
Medium	Provision of inadequate standards of seating	Carry out inspection and maintenance of seating	Inspect condition of and note on maps locations of seats. Also include on asset register.	Included in asset review	Clerk/Risk Group	30/01/2021	Medium	Medium
Village Signs								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2020/21</u>
Low	Identification of signs belonging to SRPC	Determine location of signs and include on Asset Register	All signs to be included on Asset Register.	Included in asset review	Clerk	31/03/2021	Low	Low
Play Areas & Equipment								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2020/21</u>
High	Danger to users from inadequately maintained equipment	Carry out regular safety & maintenance inspections.	Play Inspection Company quarterly inspection undertaken.	Clerk to continue fortnightly inspections of Linstock and Crosby Play Area.	Clerk/Chair	Ongoing	High	High
High	Goal posts inadequately maintained - incl. Houghton site.	Carry out regular safety & maintenance inspections.	Play Inspection Company quarterly inspection undertaken of Crosby and Linstock but Houghton remains uncovered.	Quarterly inspections undertaken at Houghton	Play Inspection Company	Ongoing	High	High

Risk Assessment								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2020/21</u>
High	Risk Assessment not undertaken by Clerk	Council to prepare a Risk Assessment and review it annually.	Annual Risk assessment to be undertaken.	Agenda item by March 2021 meeting.	Clerk	28/02/2021	Medium	Medium
Medium								
Financial Procedures								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2020/21</u>
High	Full Financial Risk Assessment not undertaken for audit purposes	Council to prepare financial risk assessment and review in annually	Annual stand-alone financial risk assessment to be undertaken	Agenda item by March 2021 meeting.	Clerk	28/02/2021	High	High
Council Members								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2020/21</u>
High	Insufficient Council members to function legally	Council to actively recruit new volunteers and to ensure Councillors respect the legal summons to attend meetings when called	Recruitment for new councillors to be undertaken as part of Community Plan working arrangements	As control. Diary of meetings to be repeated throughout year.	Clerk	ongoing	High	High
Public buildings and Village Halls								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2020/21</u>
Low	Inadequate representation on management committee	Arrange appointment of council representatives on Hall Committees.	To maintain representation on village hall committees.	To be done at Annual meeting in May.	Clerk	30/05/2021	Low	Low
Medium	Collapse of Village Hall Committee leading to responsibility passing to Parish Council	Council remain Custodian Trustees for Houghton Village Hall and a risk exists that if the Management structures collapse due to insufficient volunteers, the PC MAY need to consider becoming the Sole Managing Trustee	Maintain working relationship with existing Committees to ensure that support structures are offered if necessary to prevent collapse.	As resolution	Rep for Hall	ongoing	Low	Low
COVID-19								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level 2020/21</u>
High	Exposure to virus in confined spaces	Use online meeting facilities	Use Zoom for all meetings; post all information on website rather than notice boards			Until Government powers cease	n/a	High
High	Exposure to members of public in play areas/green spaces	Posting of signs in play areas	Play areas to be closed in specific alert levels. Parents to retain responsibility for hand cleaning after using equipment.	Ongoing	Clerk	ongoing	n/a	High

High	Inability of Clerk to host online meeting due to ill health	Appoint second host	Ensure contingency in place to allow for an additional zoom host	Clerk to set up meetings in accordance with resolution	Clerk	ongoing	n/a	Medium
High	Non-attendance of Councillors due to ill health	Clerk to remain in electronic contact with Cllrs - quorum is 5	Maintain contact to allow time to change meeting as necessary	Ongoing	Clerk	ongoing	n/a	Medium
High	Exposure to virus once meetings recommence	Full risk assessment per meeting venue to be conducted	Social distancing, paperless meetings, masks, hand-sanitising, cleaning of tables, chairs, any surfaces to be actioned	To be considered fully when need arises; hand sanitiser to be provided along with cleaning materials	Clerk	ongoing	n/a	High
<u>Items removed from the Parish Council Risk Assessment</u>								
Medium	Absence of service level agreements		Responsibility of Village Hall Management Committee's.	Responsibility of Village Hall Management Committee's.	n/a	N/a	None to Council	None to Council
High	Fire	Provide extinguishers and ensure tested. Ensure appropriate signage in place.	Responsibility of Village Hall Management Committee's.	Responsibility of Village Hall Management Committee's.	n/a	N/a	None to Council	None to Council
High	Electrical Equipment safety	Ensure PAT Testing in place for all electrical items	Responsibility of Village Hall Management Committee's.	Responsibility of Village Hall Management Committee's.	n/a	N/a	None to Council	None to Council
Low	Houghton Hall Clock	Bought by SRPC in 2000 for £1600 + Vat	Removed from asset register 2015/16. Village Hall made aware it is their responsibility.	Removed from Risk Register	N/a	No PC action Necessary	Low	None
High	Public Liability Cover		Responsibility of Village Hall Management Committee's.	None	n/a	No PC action necessary	None to PC	None to PC
High	Inadequate Insurance Cover		Responsibility of Village Hall Management Committee's.	None	n/a	No PC action necessary	None to PC	None to PC
High	Personal Injury, & maintenance of car park surfaces		Responsibility of Village Hall Management Committee's.	None	n/a	No PC action necessary	None to PC	None to PC
Medium	Theft from Car Parks		Responsibility of Village Hall Management Committee's.	None	n/a	No PC action necessary	None to PC	None to PC

Stanwix Rural Parish Council

Risk assessment and management (financial) for the period 1st April 2020 to 31st March 2021

Topic	Risk Identified	Risk Level H/M/L/	Management of Risk	Staff action
Precept	Not submitted	L	Full Minute - RFO to follow up	Diary
	Not paid by DC	L	Confirm receipt - RFO to follow up	Diary
	Adequacy of precept	H	Quarterly review of budget to actual	RFO and Internal Auditor Diary
Other income	Cash handling	L	Cash handling is avoided, but where necessary, money is banked promptly	RFO Control
	Cash banking	L	RFO to bank cheques, cash, check to against bank statements. Regular bank reconciliations	RFO and Internal Auditor Diary
Grants	Claims procedure	M	Clerk/RFO Check as required	Diary
	Receipt of grant when due	M	Clerk/RFO Check as required	Diary

Reviewed and adopted on:

Wednesday 9 September 2020

Stanwix Rural Parish Council

Risk assessment and management (financial) for the period 1st April 2020 to 31st March 2021

Topic	Risk Identified	Risk Level H/M/L/	Management of Risk	Staff action
Salaries	Wrong salary/hours/rate paid	M	Check salary to hour. Check hours and rate to contract	Payroll Services to be kept up-to-date
	Wrong deductions - NI and Income tax	M	Check to PAYE Calculations	Payroll Services to be kept up-to-date
	Self employed status challenged	L	Not applicable as employed status recorded	Member to verify
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders	RFO to check
	Invoice incorrectly calculated or recorded	L	Check calculations on invoices. Check bank statements	Member to verify

	Cheque payable is excessive or to wrong party	L	Signatories(2) initial stub and voucher	Approval by signatories
Grants & Support	No power to pay or no evidence of agreement of Council to pay	M	Minute council agreement with the power used to authorise payment if in query	Member to verify
	conditions agreed	L	Agree and document any reasonable conditions	RFO to check
Election Costs	Invoice at agreed rate	L	RFO check and Councillors consider against budget	RFO to check
VAT	VAT analysis	M	All items listed on Parish Accounts	RFO to check
	Charged on purchases	L	Checked against Parish Account lists	RFO to check
	Claimed within time limits	M	Agree returns submitted with Internal Auditor	RFO / Internal Auditor Diary

Stanwix Rural Parish Council

Risk assessment and management (financial) for the period 1st April 2020 to 31st March 2021

Topic	Risk Identified	Risk Level H/M/L/	Management of Risk	Staff action
Reserves - General	Adequacy	L	Consider at Budget setting	Parish Cllrs. RFO & Internal Auditor review
Reserves - Earmarked	Adequacy	L	Consider at Budget setting and Annual Parish Meeting	Parish Cllrs. RFO review
	Unidentified Earmarked or Contingent liability	L	Review Minutes	Parish Cllrs, RFO review
Assets	Loss, Damage etc.	M	Annual inspection, update insurance and assets register, if necessary	Diary
	risk of damage to third party property or individuals	M	Review annually Public Liability Insurance	Diary
Staff	Loss of key personnel (Clerk)	H	Hours, health, stress, training, long term sickness, early departure - risk monitored and managed as appropriate	Parish Cllrs, RFO review
	Fraud by staff	L	Monitored between the Clerk/RFO, Internal Auditor and Chairperson	Parish Cllrs, RFO review

Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Diary
Maintenance	Reduced value of assets or amenities - loss of income or performance	M	Annual maintenance inspection	Diary
Legal Powers	Illegal activity or payment	M	Educate Council as to their legal powers	Diary
Financial Records	Inadequate records	L	Clerk/RFO and internal auditor regularly check and review	Diary
Minutes	Accurate and legal	L	Reviewed at following meeting	Diary
Members Interests	Conflict of interest	M	Declarations of interest to be documented, signed, minuted and filed and any conflict addressed, as appropriate	Diary



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 continue partnership working with agencies for funding	Residents leading discussions with MP, Cumbria County Council & Police.
Provision of footpaths & cycle ways	Identify areas for development	Parish Council Cumbria County Council Wall Together	Low	2 - 5 years		Submit route idea from Houghton Hall Garden Centre to Brunstock still to be progressed.
B6264 HGV Usage	Concern regarding increased HGV usage on B6264	Cumbria Highways Parish Council				Report on Sept 2020 agenda.
Brunstock Common Land						
No recreation facilities available; lack of maintenance/development	Begin plan of maintenance for the area (better hedge cutting) Consider additional seating Interpretation panel on hold until pond issues resolved	Parish Council Brunstock residents	High	1 - 3 years	Parish Council External Funders Local People Grant bodies	To be discussed on Sept 2020 agenda. Successful County Court Judgement achieved against original contractor.
Police Problems						
Speeding in Houghton	Reduce speeding, raise awareness Lobby for increased signage; begin use of speed radar gun. Consider use of illuminated signage on Houghton Road.	Cumbria Police Local residents Parish Council Cumbria Highways	Ongoing	1 - 2 years	Parish Council Cumbria County Council; Cumbria Police	Police van in regular attendance, figures being taken to CRASH more volunteers to be recruited. Investigation of illuminated signage ongoing.
Anti-social behaviour in Houghton	Work with community and police to address issues	Cumbria Police	High	Asap	Cumbria Police	Ongoing
Young People						
Develop and foster a working	Identify and engage with local youth groups;	Parish Council;	Low	1 - 5 years	Parish	Community research on hold



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)			Council	
Flood Defences						
To support the established flood group in Crosby-on-Eden	To provide necessary support as appropriate for the flood defence/action group	Local Residents Parish Council Environment Agency Carlisle City Council Cumbria County Council	High	1 - 2 years	Parish Council Environment Agency Carlisle City Council Cumbria County Council	Support in place for groups. Emergency boxes to be completed later if desired. Support Rickerby if requested.
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 although Orchard Lane dark spot noted.
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	Sept agenda to progress
Contingency Project					
Brunstock pond stone Work	Cllr Splinter	High	Urgent	£3800 to spread over all contingency projects	Completed
Community Plan Development					
Brunstock Bench	Clerk	Low	Completed	£373 total cost	In place
Interpretation Panels					
Panel for Brunstock	Cllr Nicholson	Medium	> 6 months	£2500	On hold
Footpaths & Walks					
Leaflets	Cllr Phillips	High	< 12 months	£400 – will require top-up from contingency	Leaflet production of first 3 walks in draft form. Walks being checked. Ongoing.
WW1 Commemorations					
Poppy seeds	Clerk	Low	Spring 2020	£42.04	Purchase new seeds for planting in spring 2021
Summer Fair					
Hosting of annual fair	Clerk	High	27 June 2020	Fair cost the Council £353 in 2019. Budget of £2,000 in place for 2020.	Cancelled in 2020 due to COVID-19. Consider appropriate planning for 2021 in October?
Land Registration					
Registration of numerous parcels of land	Clerk	Low	> 2 years	£1730	Work now on hold
Rural Play Scheme					
6 hosted dates	Clerk	High	Set dates for summer asap	£1,631	Cancelled in 2020 due to COVID-19. Consider appropriate planning for 2021 in February 2021.

Traffic Issues on Brampton Road (B6264) and the A689

It has long been recognised that heavy goods vehicles (HGVs) travelling along the built-up area of Brampton Road pose a significant danger to cyclists and pedestrians through speeding as well as noise pollution to residents and excessive damage to the road surface. Several reports provide information showing that heavy lorries cause over 100,000 times more damage to road services than do the typical small car.^{1,2,3}

Details of HGVs travelling daily at locations are shown below (taken from yearly Average Weekday Traffic, Monday - Friday).⁴

	% HGV 2018	No. HGV 2018	% HGV 2019	No. HGV 2019
Crosby Moor WB	14.5	980	14.1	949
Crosby Moor EB	16.4	1060	16.1	1042
Brampton Road WB	4.3	224	4.0	212
Brampton Road EB	4.4	202	4.2	201

From the figures above approximately a quarter of HGVs travelling on the A689 also travel on Brampton Road – a significant number. Broadly speaking the figures for 2018 and 2019 are little different.

The figures for all vehicles travelling on the A689 at Crosby Moor are very similar for 2018 and 2019 in both directions. However the figures for non-HGV traffic travelling on Brampton Road show an increase of about 2% westbound and 3% eastbound between 2018 and 2019, possibly due to increased housing developments in the area.

A further breakdown of HGV numbers on Brampton Road is given below:-

Number of HGVs	Midnight-midnight	0600-midnight	0600-2200	0700-1900
Brampton Road 2018 EB	202 (4598)	190 (4520)	189 (4406)	176 (3832)
Brampton Road 2018 WB	224 (5203)	209 (5106)	210 (5008)	192 (4460)
Brampton Road 2019 EB	201 (4780)	192 (4703)	188 (4576)	175 (3970)
Brampton Road 2019 WB	212 (5301)	198 (5210)	194 (5105)	177 (4536)

* Figures in parentheses are the total number of vehicles recorded

Thus the majority of HGV movements take place between 0600-2200h, with the majority of those occurring between 0700-1900h.

The opening of the Carlisle Northern Development Route (CNDR) provided an alternative route from the east to the west of the city to that going close to the city centre, with obvious benefits to traffic flow and pollution on the city's inner roads. Weight restrictions on adjacent roads clearly imply that expected route for HGVs travelling east to west and vice-versa is by the CNDR/A689. This did lead initially to a drop in heavy goods traffic along Brampton Road although some vehicles clearly flouted the restrictions (the signage at Linstock roundabout indicates west bound traffic to continue (right) on the A689/CNDR with City Centre only shown (ahead) on the B6264, although the weight limit is on the city side of the bridge over the M6 not at the roundabout – see photographs below (p.3 & 4).

Clearly some HGVs do occasionally need to use Brampton Road in order to service local households but vast majority of HGVs are merely passing east to west and vice versa. A few years ago representation to City Councillors about timber lorries still using Brampton Road did result in most using the CNDR. In the last two years there appears to have been an increase in the number HGVs using Brampton Road (including Eddie Stobart and timber lorries), Anecdotal evidence indicates that lorries use this route in preference to the CNDR due to the “inconvenience” of the number of roundabouts on the latter. Certainly the numbers shown in the tables above strongly suggest that a majority of HGVs travelling on Brampton Road do so in violation of the traffic regulations. Residents' views reflect high levels of concern about the deleterious effects of HGV traffic on Brampton Road.⁵

A similar signage issue pertains at the junction of the A689 with Houghton Road North (C1012) near St. John's Bridge. As the photographs below (p.5 & 6) show there is no weight restriction indication on the signs on the A689 as one approaches the junction. The only weight restriction sign (effectively on Houghton Road North and facing across the A689) cannot easily be seen if driving on the A689. Interestingly, a similar weight restriction sign is repeated on Houghton Road North after crossing the M6 motorway bridge towards Houghton on the C1012.

References

1. Lorries cause more damage to roads than cars, Campaign for Better Transport, 13-03-2017. (www.bettertransport.org.uk); <https://bettertransport.org.uk/search/node/Heavy%20Lorries>
2. MTRU Heavy Lorries – do they pay for the damage they cause? April 2008 (www.mtru.com); https://bettertransport.org.uk/sites/default/files/research-files/heavy_lorries_MTRU_research.pdf
3. MTRU Heavy Lorries – do they pay for the damage they cause? Report prepared for Campaign for Better Transport. June 2014 (www.mtru.com); <https://bettertransport.org.uk/sites/default/files/research-files/hgv-track-cost-report-2014-june.pdf>
4. Figures extracted from traffic data supplied by Highways, Cumbria County Council.
5. Residents' Survey of Traffic on Brampton Road (B6264) – August 2020. (www.stanwixrural.co.uk)

Photographs at the approach to Linstock roundabout on A689 travelling west



A689 westbound towards Linstock roundabout



A689 at Linstock roundabout

Photographs of B6264 travelling west from Linstock roundabout



B6264 westbound at Linstock roundabout



Weight restriction sign on B6264 west of M6 motorway bridge

Photographs on A689 approaching the junction for Houghton



A689 travelling south towards Linstock



A689 travelling north towards the M6



Weight restriction sign at the junction of Houghton Road North and the A689

Actions Requested

1. Provide clear signage on the A689 at Linstock roundabout showing weight restrictions '**7.5t except for access**' on Brampton Road (B6264).
2. Provide signage about weight restrictions through Houghton in both directions on the A689 approaching St. John's Bridge.
3. Enforcement of the weight restrictions.

STANWIX RURAL PARISH COUNCIL - CLERK'S REPORT SEPTEMBER 2020

Antonine Way/Eden Gate Tree Works/Land Ownership

An onsite meeting was held with Carlisle City Council representatives and the Chair/Vice-Chair. All matters have now been resolved satisfactorily.

571.3 Tribune Drive Play Area

An update with the chosen supplier and timeframe for works has been received.

Walks and Footpath Leaflets

Work remains ongoing.

Kingmoor Incinerator

Cllr Coles has taken over as the nominated representative for the taskforce.

Flooding

The Crosby Flood Group is awaiting feedback from the Environment Agency on their preferred option with details and levels. Additionally, there is to be a community information drop/consultation. There has been some collaboration between the Group, EA and the County Council Highways over the pumping station, but no definitive outcomes yet.

571.2 Goalposts

Goalposts have been purchased and will be installed in due course on Houghton Village Green.

571.4 Crosby Nest Swing

The replacement swing seat has now been installed at Crosby play area.

571.5 Millcroft to Whiteclosegate Footpath

The application to register the PRow has been submitted to Cumbria County Council.

Brunstock HGV's

A letter was received and forwarded to Cumbria County Council regarding signage for the above.

Wall on Green

The small wall that had been erected on Houghton Village Green has now been removed with the full cooperation of the householder.

Play Area Inspection Reports

Reports have been received for the play areas, which have now been re-opened under COVID guidelines.

Eden Gate

Reports regarding anti-social behaviour and concerns regarding life saving equipment at the SUDS pond have been received.

Fly-Tipping

One incidence of fly tipping has been reported in Houghton in the Tribune Drive play area; this has been reported to the City Council for action.

Brunstock Pond

A successful claim for a County Court Judgement has been made against the original pond contractor.

Stanwix Urban Petition for Parish Council

A statement has been released to confirm that the Parish Council, whilst broadly supportive of the principle of creating parish councils in the urban areas, has had no involvement whatsoever in the current petition for such a council in Stanwix Urban.

APPENDIX D

STANWIX RURAL PARISH COUNCIL
SCHEDULE OF ADDITIONAL PAYMENTS TO BE AUTHORISED 9 September 2020

Unity Bank	Quarterly Charges		18	33 DD
Sarah Kyle	Salary and reimbursements July	£	1,237.44	34 BACS
HMRC	July PAYE and NI	£	212.01	35 BACS
Linstock WI Hall	Grant	£	1,056.00	36 BACS
Cluaran Landscape	Grounds maintenance	£	456.00	37 BACS
Steve Splinter	Grounds maintenance	£	50.00	38 BACS
Sarah Kyle	Reimbursements	£	410.00	39 BACS
Solway Direct	Picnic Benches	£	1,032.00	40 BACS
Sarah Kyle	Reimbursements	£	862.20	41 BACS
Playdale Playgrounds	Swing seat	£	1,591.18	42 BACS
PFK Littlejohn	Audit	£	360.00	43 BACS
NEST Pension	August Pension	£	94.29	44 DD
Cluaran Landscapes	Grounds Maintenance	£	1,440.00	45 BACS
Crosby Parish Hall	Part Grant	£	984.32	46 BACS
HMRC	August PAYE and NI	£	212.21	47 BACS
Sarah Kyle	August Salary and Reimbursements	£	1,249.24	48 BACS
		£	11,246.89	

Sarah Kyle	Sept Salary and Reimbursements	TBC		49 BACS
HMRC	Sept PAYE and NI	TBC		50 BACS
NEST Pension	September Pension	£	94.29	51 BACS

Bank Reconciliation
Cash Book:

Balance at 01.04.20		£61,975.40
Receipts to 31.08.20		£46,582.97
		<u>£108,558.37</u>

Less expenditure at 31.08.20	£	25,366.13
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Balance at 31.08.20		<u>£ 83,192.24</u>
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Represented by:

Cash Account (CBS)		£30,008.05
Current A/C (Unity)		£4,184.19
Savings A/C (Unity)		£48,000.00

plus unbanked deposits		£1,000.00
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less outstanding payments		
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		<u>£ 83,192.24</u>
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