



Chairman: Cllr C Nicholson

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

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3rd December 2020

An online meeting of Stanwix Rural Parish Council 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 **874 3302 5194** with the password **401741**.

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.

This is a public meeting and all are welcome.

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 11th November 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 The Near Boot Inn**
To note that the above has been listed as an asset of community value by Carlisle City Council
 - 5.2 Wildlife & Countryside Act 1981 – Section 53 Application to add Public Rights of Way at Centurions Walk to Houghton Road**
To consider the above

5.3 Houghton Wildlife Village Project

To consider an update regarding the above

6. Planning Matters

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

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

7. Administrative Matters

7.1 Community Plan - Action Plan

To consider an update to the above - [attached](#)

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 Tarraby Cycle Path

To consider the path from Tarraby View into Tarraby Lane

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

10.2 Grants

To consider:

- a) Authorisation of the prepayment of the allocated £500 to the 1st Houghton Guides
- b) Increasing the grant of £1000 awarded to Linstock WI Hall, options to be discussed
- c) Authorising prepayment of the remaining grant (£44.44) to Houghton in Bloom

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 January 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. Date of Next Meeting

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

Please note that the office will close at 3pm on Friday 18th December and will reopen at 8.30am on Monday 4th January

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 of Stanwix Rural Parish Council held on Wednesday 11 November 2020 at 7:30 p.m.

ACTION

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, P Nedved and F Robson. County Cllr J Mallinson. One member of the public. The Clerk, S Kyle.

SR 008/11/20 Apologies for absence

Apologies were received and accepted from Cllr S Splinter.

SR 009/11/20 Requests for Dispensations and Declarations of Interest

A dispensation request, in respect of precept setting, was granted to Cllr Ellmore. All other Cllrs had precept dispensations granted for the length of the Council term in 2019.

Cllr Nicholson declared an interest in item 017.3 due to his wife being treasurer of Houghton Village Hall; Cllr Ellmore declared an interest in item 017.3 due to being employed by Susan's Farm and Cllr Lightfoot also declared an interest in item 017.3 due to being a member of Houghton Village Hall Management Committee.

SR 010/11/20 Minutes of the meeting of the Parish Council held on 9 September 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 011/11/20 Public Participation

One member of the public was in attendance but did not make any comments. City and County Cllrs made representations, noted below, after item 014/11.

City Cllr E Mallinson thanked Cllr Coles/Parish Council for supporting the City Council position with regards to the Kingmoor Waste Incinerator consultation. She also reported that she had requested and received £35,000 of capital funding be released for the Tribune Drive play area refurbishment, including provision for dealing with the drainage issues.

City Cllr P Nedved noted an interest in the Kingmoor Waste Incinerator item and noted the opening of a consultation on the St. Cuthbert's Garden Village project.

County Cllr J Mallinson updated members regarding the submitted proposals in the local government reorganisation with final submissions required by 9 December with an expected consultation in February. If plans progress, then County and District elections will be suspended in 2021.

SR 012/11/20 Village Matters

12.1 Wildlife Policy

It was reported that the nominated working group had met virtually for the first time and minutes had been circulated to all Cllrs. The group were establishing their aims and were setting about creating interest with other local community groups and seeking their support. A further meeting will be held and reported to the Council in the new year.

SR 013/11/20 Planning Matters

013.1 To Consider New Applications Received:

Proposed responses had been emailed to all Cllrs prior to the meeting and were approved, summarized as follows:

20/0692 Land adjacent to Shortdale Cottage, Tarraby Lane, Tarraby, Carlisle, CA3 0JT - Residential Development (Outline) (Revised Application)

Resolved to strongly objects to the proposal for the following reasons:

- The application may be invalid.
- the impact of the proposal in view of the status of the lane as an adopted highway.
- the impact of the proposal in view of the status of the lane as a Footpath
- the effect of the proposal on highway safety regarding the increasing volume of pedestrians and cyclists now able to access Tarraby Lane via the new link.
- the risks generated by increased daily traffic and construction traffic coming into conflict with
 - equestrian traffic.
 - the narrowness of the lane.
 - the lack of passing places.
- the impact on the Conservation Area of construction traffic should consent be granted.
- the impact on the Conservation Area of increased volume domestic vehicular traffic, including
 - from visitors and delivery and service vehicles should consent be granted.
 - the possible presence of hitherto unidentified archaeological features.
 - the resulting overall detrimental impact upon the character of the conservation area.

A right to speak will also be registered.

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

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

20/0703 Harene, Linstock, Carlisle, CA6 4PZ - Extension to Existing Shed to Provide Sheep Pen Extension and Erection of Agricultural Implements Shed

Resolved that the application be determined in accordance with local and national planning policy and guidance. The Council notes, however, that the application involves a degree of building encroachment into the adjoining field and further recommends that this be considered.

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

Resolved to suggest that the submitted ecological survey does not meet the requirements necessary to inform a planning decision; does not satisfy current Planning Policy (NPPF 2020) or provide information to inform the decision process. The document does not assess the impact of the current designs on biodiversity receptors and assess impact where necessary to inform the Local Planning Authority in its decision-making process.

013.2 Resolved to Note Planning Permission Notices Received:

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

20/0619 Hylcroft, 33 Whiteclosegate, Carlisle, CA3 0JA - Erection of First Floor Rear Extension to Provide Shower Room

20/0534 Wensleydale, Tarraby, Carlisle, CA3 0JS - Erection of Detached Double Garage

013.3 Street Naming

20/0058/SNBN Land adjacent to 2, Orchard Gardens, Houghton, Carlisle, CA3 0LH

Resolved to ratify the decision to approve Acorn Close as the chosen name.

SR 014/11/20 Administrative Matters

014.1 Kingmoor Waste Incinerator

A report, written by Cllr Coles, had been circulated to all members prior to the meeting. The consultation had also been extended until 30th November 2020.

Resolved that the Parish Council will adopt the report of Cllr Coles and submit as an additional response.

SK

SR 015/11/20 Highways Matters

It was reported that several blocked drains on Houghton Road continue to cause problems, the Clerk to re-report.

SK

SR 016/11/20 Clerk's Report

Dog Fouling

The Clerk reported the continuing problems and requested patrols be carried out around Houghton Village Green; details of times of offences or dogs/owners are required if possible. Additional signage has also been requested.

Footpaths

A request to Highways has been made for increased footpath provision around Brunstock to Linstock and to Houghton Hall as well as between Rickerby and Linstock.

Flooding

The Flood Group representative continues to keep the parish council informed regarding a lack of progress with data sharing and consultations necessary to progress the project.

Speedwatch

The scheme is currently suspended due to COVID as the police service volunteers are unable to input the data at the Durran Hill station. The speed van has been present on Houghton Road.

SR 017/11/20 Financial Matters

017.1 Payments:

Resolved that the following payments be approved:

Sarah Kyle, October salary and reimbursements	£1417.36
HMRC, October PAYE	£332.72
NEST, October pension	£112.63
Cumbria Payroll, October payroll	£18.00
SLCC, Training	£36.00
Unity Bank, quarterly charges	£18.00
Sarah Kyle, November salary and reimbursements	£1260.99
HMRC, November PAYE	£229.93
NEST, November pension	£96.90
Crosby Parish Hall, grants	£1442.98
Cumbria Payroll, November payroll	£18.00
TOTAL	£4983.51

017.2 Noted: balances at bank as of 31st October 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

017.3 Grant Scheme 2nd Round

A schedule of applications received had been circulated to members prior to the meeting. It was **Resolved** to aware grants as follows:

- Houghton Village Hall, replacement glazing, £376 (LGA 1972 s144)
- Houghton Village Hall, Christmas decorations, £200 (LGA 1972 s144)
- 1st Houghton Rainbows, Zoom subscription, £72 (LGA 1972 s145)
- Houghton In Bloom, new planters, £300 (PHA 1875, s164)

- Crosby Parish Hall, improve planted areas, £400 (LGA1972 s144)
- Susan's Farm, two new benches, £849 (LGA 1972 s137)

It was also resolved to:

- Provisionally allocate up to £1000 for Linstock WI Hall for toilet refurbishment works (LGA 1972 s144)
- Transfer £500 previously allocated for a summer trip for the 1st Houghton Guides to various club expenses
- Note the cancellation of the Houghton bonfire
- Approve the transfer of the £250 allocated to 1st Houghton Rainbows for their summer trip to 2021

017.4 Budget and Precept 2021/22

A report had been circulated alongside the agenda containing forecasted remaining income and expenditure levels for 2020/21; the proposed budget for 2021/22 and the estimated levels of financial reserves to be held on the 1st April 2022.

Resolved: To accept the proposed budget for 2021/22; the precept to remain at £46,500.

SR 018/11/20 Councillor Matters

Cllr Coles noted thanks to Cllr Ellmore for the speedy repairs carried out on the water meadow path. He also noted the installation of a fence from the Parade Ground to almost the motorway which had reduced the issue of anti-social behaviour, save for one incident with five to seven youths.

Cllr Ellmore noted that youths had been causing problems in the Tribune Drive play area; this has been reported to the Police. City Cllr E Mallinson will also take this up with the Green Spaces team at the City Council.

All City Cllrs, County Cllr and one member of the public left the meeting at 8.25pm.

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 019/11/20 Brunstock Pond

An update regarding court proceedings, scheduled for a set-aside hearing on 19 November 2020, was provided for Cllrs.

SR 020/11/20 Date of Next Meeting

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

There being no further business, the meeting was closed at 8.32pm.



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	CCC suggestion rejected by residents in Brunstock. No progress on A689 elsewhere.
Provision of footpaths & cycle ways	Identify areas for development	Parish Council Cumbria County Council	Low	2 - 5 years		Submit route idea from Houghton Hall Garden Centre to Brunstock waiting for response.
B6264 HGV Usage	Concern regarding increased HGV usage on B6264	Cumbria Highways Parish Council				Report sent to Highways.
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 December agenda. Renovation works at pond beginning to take place.
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. No speedwatch at present due to COVID.
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	In progress
Contingency Project					
Brunstock pond stone Work	Cllr Splinter	High	Completed	£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 in place for 2021	Consideration for 2021 underway.
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	£1,631	Consider appropriate planning for 2021 in February 2021.

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

Sarah Kyle	Dec Salary & Reimbursements	TBC	70 BACS
HMRC	Dec PAYE and NI	TBC	71 BACS
NEST	Dec Pension	TBC	72 DD
Cumbria Payroll	Payroll Dec	£ 18.00	62 BACS
Linstock WI	Grant	£ 1,000.00	63 BACS
1st Houghton Scouts	Grant	£ 500.00	64 BACS
Houghton In Bloom	Grant	£ 300.00	65 BACS
Burnetts	Legal Advice	£ 105.00	66 BACS
SLCC	Training	£ 66.00	67 BACS
CALC	Training	£ 40.00	68 BACS
		<u>£ 2,029.00</u>	

Bank Reconciliation

Cash Book:

Balance at 01.04.20	£61,975.40
Receipts to 30.11.20	<u>£46,582.97</u>
	<u>£108,558.37</u>

Less expenditure at 30.11.20 £ 34,662.79

Balance at 31.10.20 **£ 73,895.58**

Represented by:

Cash Account (CBS)	£30,008.05
Current A/C (Unity)	£3,572.43
Savings A/C (Unity)	£40,000.00

plus unbanked deposits £1,000.00

less outstanding payments

£ 74,580.48

less outstanding payments 684.9 **£ 73,895.58**