



# STANWIX RURAL PARISH COUNCIL

Chairman: Cllr C Nicholson

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

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5 February 2020

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

**Wednesday 12<sup>th</sup> February 2020 in the Wildlife Centre, Houghton at 7.30pm**

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

Sarah Kyle  
Clerk to the Council

## **Agenda**

### **1. Apologies for absence**

To receive apologies and approve reasons for absence

### **2. Minutes of the meeting of the Parish Council held on 15 January 2020**

To authorise the Chairman to sign as a correct record the minutes of the last meeting of the Parish Council held

### **3. Requests for Dispensations**

The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest

### **4. Declarations of Interest**

To receive declarations by members of interests in respect of items on this agenda

### **5. Public Participation**

5.1 In accordance with Standing Order 3e the Chairman will, at his discretion, invite members of the public to address the meeting in relation to the business to be transacted at this meeting

5.2 To receive reports from City and County Councillors

### **6. Planning matters**

#### **6.1 To Consider New Applications**

**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

**20/0036 Land at Rickerby, Carlisle** - Variation Of Condition 2 Of Previously Approved Application 16/1062 (Construction Of Flood Alleviation Scheme; Landscaping And Associated Works) To Re-Align The Pile Wall Further Away From Rickerby Retreat And Rickerby Cottage And Concrete Up And Over Access Steps In The Rear Gardens Of 8-12 Rickerby Court

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

**20/0006/TPO Tethera Oaks, Linstock, Carlisle, CA6 4PY** - 30% Crown Reduction Of Mature Oak Tree Subject To TPO No.76

#### **6.2 To note Permission Notices Received**

**19/0072 Land at Rickerby, Carlisle** - S211 Removal Of 15no. Trees Within Rickerby Conservation Area Relating To The Flood Risk Management Scheme

**19/0589 12 The Green, Houghton, Carlisle, CA3 0LW** - Erection Of Detached Domestic Garage

### **6.3 To Consider Additional Planning Matters**

**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)**  
To ratify the letter sent regarding the decision-making processes

### **7. Clerk's Report**

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

### **8. Administrative Matters**

#### **8.1 Rural Fun Scheme**

To consider provision in 2020

#### **8.2 Battle of Britain 80<sup>th</sup> Celebrations**

To consider commemoration of the above

### **9. Village Matters**

#### **9.1 Eden Gate**

To consider various ongoing issues, in particular anti-social behavior

#### **9.2 Houghton Village Green Damage**

To consider reports of damage incurred on two separate occasions

#### **9.3 The Stag Inn, Crosby**

To consider its de-listing as an Asset of Community Value

### **10. Highways Matters**

#### **10.1 A689 Safety**

To consider accident statistics and offer support to residents in pursuing increased safety measures

#### **10.2 Illuminated Signage**

To consider a request for illuminated speed indicator signage for Houghton Road

#### **10.3 Linstock Tracks**

To agree expenditure on the repair of the tracks on Linstock Village Green

### **11. Consultations**

#### **11.1 Police and Crime Commissioner Council Tax Consultation**

To consider the above

### **12. Finance matters**

**12.1 To approve payments** detailed in the schedule and to authorise the signing of the reconciled balances at bank

#### **12.2 Receipts**

To resolve to note the income of £1000 on a pre-paid mastercard from the National Lottery for the Houghton Fair 2020

#### **12.3 Grant Scheme 2020/21**

To consider the arrangements for the 2020/21 grant scheme

### **13. Schedule of Correspondence, notices and publications**

To note items of correspondence received since the last meeting (email copies available upon request from the Clerk, please advise prior to the meeting):

- Local Council Award Scheme – CALC
- Building Resilience Together Event
- Marine Management Organisation - Draft Marine Plans Consultation Awareness
- Working Together Cumbria County Council

### **14. 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 March 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.

#### **15. Brunstock Pond**

To consider progress with the above

**16. Date of next meeting** – to resolve that the next meeting of the Parish Council be held at 7.30pm on Wednesday 11<sup>th</sup> March 2020 in the Parish Hall, Crosby-on-Eden

## STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on  
Wednesday 15 January 2020 in the Parish Hall, Crosby-on-Eden at 7:30 p.m.**

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

**In Attendance:** City Cllrs P Nedved and F Robson. County Cllr J Mallinson. Two members of the public. The Clerk, S Kyle.

### **SR 917/01/20 Apologies for absence**

Apologies were received and accepted from Cllrs A Lightfoot, H Phillips and M Sherriff. City Cllr E Mallinson also sent apologies.

### **SR 918/01/20 Minutes of the meeting of the Parish Council held on 11 December 2019**

**Resolved** to authorise the Chairman to sign, as a true and accurate record, the minutes of the last meeting of the Council.

### **SR 919/01/20 Requests for Dispensations**

No requests for dispensations were received.

### **SR 920/01/20 Declarations of Interest**

Cllr Nicholson declared an interest in item 925/01, his wife being the treasurer of Houghton Village Hall Committee.

*Two members of the public entered the meeting at 7.32pm.*

### **SR 921/01/20 Public Participation**

Two representatives of Houghton Hall Garden Centre were in attendance to present plans to amend the layout of the garden centre, to provide additional retail space. It was explained that the basement level sales are underperforming and alternative means of using the existing footprint were therefore proposed. Proposed plans were circulated, and the two representatives were thanked for their courtesy in involving the Parish Council at this early stage. The full planning application is expected to be submitted by the end of January and will be considered at a future meeting.

*Two members of the public left the meeting.*

### **SR 922/01/20 Planning Matters**

#### **922.1 To Consider New Applications:**

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

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

A draft response had been circulated to all Cllrs via email prior to the meeting.

**Resolved** that the Parish Council object to the proposal in its current form. This objection may, however, be overcome through extending the use of the more sympathetic rustic facing brick to the north and east elevations, in order to soften the visual impact of the proposal within the rural environment.

**19/0973 Land adjacent to Shortdale Cottage, Tarraby Lane, Tarraby, Carlisle, CA3 0JT** - Proposed Landscaping of Plot Boundaries and Access Arrangements for Each Plot (Reserved Matters Application

Pursuant to Outline Consent 18/0796)

A proposed response to the above, noting significant concerns over the doubling of the number of plots proposed without any new application being submitted, was being formulated

ACTION

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and would be circulated to all Cllrs for approval before submission (and subsequent ratification at the February meeting).

## **922.2 To note Permission Notices Received**

**19/0831 Crosby on Eden Parish Hall, Low Crosby, Crosby on Eden, Carlisle CA6 4QN -  
Renewal of Temporary Consent 14/0948 for Continued Use of Shipping Container**

### **SR 923/01/20 Clerk's Report**

A report had been circulated alongside the agenda regarding the following:

#### *SR 882/10/19 Rickerby*

No progress has yet been made with the above regarding weeding.

#### *SR 898.4/11/19 Tribune Drive Play Area*

Correspondence has been exchanged with the City Council and the matter remains ongoing.

#### *SR 896/11/19 Linstock Track Repairs*

Quotations continue to be sought for the above; the matter will be determined at the February meeting.

**SK**

#### *SR 911.1/12/19 Community Plan*

A working group meeting was held on Monday 13<sup>th</sup> January; feedback is to be provided at the February meeting.

**SK**

#### *SR 912.1/12/19 Eden Gate (Fence)*

A letter was sent to the landowner of the fence adjacent to Eden Gate to inform them of the modifications made.

#### *SR 916/12/19 Brunstock Common*

No response has yet been received to ongoing correspondence regarding the above.

### **Other Matters to Report:**

#### *Houghton Fair 2020*

A working group meeting is to be held on Monday 3<sup>rd</sup> February at 7pm in Houghton Primary School.

#### *Play Area Inspection Reports*

Updated reports have been obtained for the Crosby and Linstock sites, as well as the Houghton goal posts. These are to be considered in due course however the pest extermination personnel have been requested to attend Linstock to control a problematic mole.

**SK**

#### *The Green, Parking*

It was reported that complaints had been received about cars parking too close to the junction nearby to 1 – 8 The Green, Houghton. It was confirmed that any car parking on the road should aim to do so upwards of the green telecoms box to be compliant with highways regulations.

#### *Speedwatch*

Figures for 2017, 2018 and 2019 had been circulated to all Cllrs prior to the start of the meeting.

#### **Flooding**

A further letter has been sent to the Environment Agency following the December meeting. An offer to present to the Parish Council by the EA has been deferred in preference for them to provide a copy of the modelling data and to meet jointly with all affected stakeholders, including the landowners and Crosby Flood Group.

## SR 924/01/20 Administrative Matters

### 924.1 Tree Risk Assessment

Resolved to incur expenditure of £620 on a tree risk assessment from BHA Trees.

SK

### 924.2 Village Hall Reports - Houghton and Crosby-on-Eden

#### *Houghton Village Hall*

Cllr Nicholson updated on matters in the absence of Cllr Lightfoot. He reported that the farmers markets continue to operate well, with the refreshments being provided by the Hall a great success. He noted that an ongoing programme of refurbishment work continues and is planned for future months.

#### *Crosby Parish Hall*

A written report had been provided, summarised by Cllr Nicholson to include:

- Concern remains over the continual fusing of the electrics, with the necessity to avoid switching on the circuit with the defibrillator as it is still throwing lights out in the main hall and front corridor. Fundraising events to undertake the re-wiring are still being explored otherwise reserves may need to be spent. An approach for financial support to County Cllr Mallinson was suggested.
- Problem noted with the front drain on New Year's Eve; investigation is to be made if the water is coming from the adjacent highways drain.
- Garden maintenance to be undertaken, possibly using the community payback team.
- Concern over decreasing committee member numbers.
- Liaison is positive with the new headteacher at Crosby primary school who has now been made a key-holder.
- Willow tree planting is being discussed for progression in the spring.
- Booking numbers remain healthy but still capacity for further bookings, especially during the day.

SK

SK

## SR 925/01/20 Village Matters

### 925.1 Eden Gate

Cllr Coles reported:

- A vehicle has been seen driving on the waste ground en-route to the parade ground;
- Work remains ongoing to have the roads adopted, however faults continue to persist, including the incorrect placement of a lamp post above a gas main;
- Planning issues are being followed up with a planned letter to the Chief Executive at Carlisle City Council;
- Gullies outside the site are working well with rainwater following jettying, however two higher sited ones need maintenance and will be reported to Highways;
- There is still a desire to hold a resident meeting with the Council moderating, to be arranged for February.

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AC

## SR 926/01/20 Financial Matters

### 926.1 Payments:

Resolved that the following payments be approved:

ICO, data protection	£35.00
NEST Pension, January pension	£94.29
Sarah Kyle, January salary and reimbursements	£1,226.12
HMRC, January PAYE and NI	£222.57
Cumbria Payroll, January payroll	£18.00
Tech4Office, printing	£18.14
Play Inspection Company, quarterly inspection	£240.00
<b>TOTAL:</b>	<b>£1,854.12</b>

**926.2 Noted:** balances at bank as at 31<sup>st</sup> December 2019:

Community Account	£1,028.78
Money Manager Account	£62,742.10
Cash Account	£3,919.45

Income to 31/12/19	£57,398.50
Expenditure to 31/12/19	£42,127.22

**926.3 Resolved** to note the receipt of £8.05 from Electricity North West for wayleave.

**926.4 Quarterly Monitoring Report**

A report detailing income and expenditure for the period 1st April to 31<sup>st</sup> December 2019 was circulated alongside the agenda and **noted**.

**SR 927/01/20 Schedule of Correspondence, Notices and Publications**

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

**SR 928/01/20 Councillor Matters**

**Cllr Milburn** reported that complaints had been received regarding a car parking potentially dangerously on Houghton Road North and another parking within the pinch points in the centre of Houghton.

SK

**Cllr Watson** reported that flooding continues to be problematic on the back road from Brunstock.

SK

**Cllr Coles** reported that drainage problems appear to be resurfacing on Houghton Village Green, near to the affordable housing.

**Cllr Nicholson** reported the delisting of the Stag Inn at Crosby as a community asset. The matter will be considered fully in February.

*City Cllrs F Robson and P Nedved along with County Cllr J Mallinson left the meeting at 8.15pm.*

**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 928/01/20 Grounds Maintenance Contract 2020/21**

It was reported that four tender quotations had been received and had been thoroughly considered and evaluated by the Finance and Risk group for final recommendation of the preferred contractor. **Cllr Coles** noted that the recommended contractor may potentially be the grounds maintenance provider for Eden Gate Management Company and declared an interest if so.

**Resolved** to award Cluaran Landscape Services an initial twelve-month contract, renewable annually for a maximum of a further two years, at a cost of £7,460 per annum plus VAT.

**SR 929/01/20 Date of Next Meeting**

**Resolved** that the next meeting of the Parish Council be held on Wednesday 12<sup>th</sup> February 2020 in the Wildlife Centre, Houghton at 7.30pm.

There being no further business, the Chairman closed the meeting at 8.22pm.

**STANWIX RURAL PARISH COUNCIL**  
**CLERK'S REPORT PARISH COUNCIL MEETING 12 FEBRUARY 2020**

In addition to the items covered within the agenda, the following items are to report on:

*SR 882/10/19 Rickerby*

This matter remains ongoing.

*SR 898.4/11/19 Tribune Drive Play Area*

This matter remains ongoing.

*SR 941.1/01/20 Tree Risk Assessment*

This is scheduled to be carried out during the week commencing 17<sup>th</sup> February 2020.

*SR 928/01/20 Parking Issues, Houghton*

The matter of parking in the traffic calmed zone in Houghton has been passed onto Cumbria Police for attention as appropriate.

*SR 928/01/20 Drainage Issues, Brunstock*

This matter remains ongoing.

*SR 928/01/20 Grounds Maintenance Contract*

Cluaran Landscape Services has signed the initial 12-month contract. All three unsuccessful parties were notified by email.

**Other Matters to Report:**

*Houghton Fair 2020*

A working group meeting was held on Monday 3<sup>rd</sup> February at 7pm in Houghton Primary School. Plans are well underway and a final meeting to finalise arrangements will be held on Monday 15<sup>th</sup> June 2020 at 7pm in Houghton Primary School.

**Flooding**

This matter remains ongoing.

**STANWIX RURAL PARISH COUNCIL**  
**SCHEDULE OF PAYMENTS TO BE AUTHORISED 12 FEBRUARY 2020**

PAYEE	DETAILS	AMOUNT	VOUCHER No.	PAYMENT
NEST Pension	February Pension	£ 94.29	117	DD
Sarah Kyle	Feb salary plus reimbursements (to be paid 28.02.20)	£ 1,260.50	118	BACS
HMRC	Feb PAYE and NI (to be paid 28.02.20)	£ 222.57	119	BACS
Cumbria Payroll	Feb payroll	£ 18.00	120	BACS
Tech4Office	Dec/Jan printing	£ 25.38	121	BACS
Crosby Parish Hall	Rental January	£ 20.00	122	BACS
Cumbria Wildlife Trust	Rental February	£ 16.00	123	BACS
Burnetts	Legal Services	£ 819.00	124	BACS
		<u>£ 2,476.74</u>		

**Authorised by:**

Signatory 1:

Minute Ref:

Signatory 2:

**Balance at 31st January 2020**

**Bank Reconciliation**

Cash Book:

Balance at 01.04.19	£52,323.05
Receipts to 31.01.20	£57,398.50
	<u>£109,721.55</u>

Less expenditure at 31.01.20 £43,981.34

**Balance at 31.01.20**

£65,740.21

Represented by:

Community A/C (HSBC)	£1,268.95
Money Manager A/C (HSBC)	£60,742.10
Cash Account (CBS)	£3,919.45

less outstanding payments £190.29

£65,740.21

Reconciled by:





**STANWIX RURAL PARISH COUNCIL**

## **GRANTS TO LOCAL ORGANISATIONS**

Any groups (community and voluntary organisations) wishing to apply for financial support, are invited to apply for funding. Grants are available only for schemes delivering benefit within the parish of Stanwix Rural.

All community groups are invited to apply, although grants are not intended for ongoing running costs but as a contribution towards capital, one-off schemes and payable only on receipted invoices.

If you would like more information on this scheme or a copy of the guidance notes and application form, please contact the Clerk, Sarah, by emailing [clerk@stanwixrural.co.uk](mailto:clerk@stanwixrural.co.uk) or Tel. 01228 231124.

Forms are also available to download from our website  
[www.stanwixrural.co.uk](http://www.stanwixrural.co.uk)

**THE CLOSING DATE FOR GRANT APPLICATIONS IS MONDAY 30 MARCH 2020**

Applications will be considered at a Parish Council meeting to be held on 8 April 2020

Grants must be claimed prior to Tuesday 2<sup>nd</sup> March 2021 so any projects applied for should be able to be completed within this timeframe.

# **STANWIX RURAL PARISH COUNCIL**

## **GUIDANCE NOTES 2020/21**

### **APPLICATIONS BY COMMUNITY & VOLUNTARY ORGANISATIONS FOR PARISH COUNCIL GRANTS**

1. The Council will only aid organisations involved in activities primarily designed to benefit residents of the parish.
2. Grants are intended as a contribution towards capital schemes; one-off projects; and events held for the benefit of the community overall.
3. Grants may be capped within budgetary limitations, at the Council's discretion.
4. Recurring or maintenance costs are not eligible for funding.
5. Each application will be assessed on its own merits and will be considered alongside other applications.
6. All sections of the form must be completed and contain a copy of the organisation's latest accounts and recent bank statement. The Council reserve the right to defer a decision to a later meeting where information has failed to be provided alongside the application form.
7. Written quotations for all elements of a project must be provided alongside the application form. The Council reserve the right to defer a decision to a later meeting any application where all elements of expenditure are not clearly evidenced.
8. Grant applications cannot be made retrospectively.
9. Grants cannot be carried forward to the following financial year without prior written permission of the Council.
10. Groups that have outstanding grant claims or part-grant claims may not be eligible to apply until the previous year's applications are completed (unless in exceptional circumstances where prior Council approval has been given).

11. If successful, the organisation is required to submit copies of receipted invoices for expenditure for which the grant was awarded. Payment shall only be made on submission of invoices and subsequent Council approval, unless in exceptional circumstances.
12. The Council reserves the right to proportionately reduce any grant payment where final project costs have not totalled the previously provided written estimates.
13. Part-claims for larger projects will only be accepted mid-year where it can be clearly shown that expenditure remains in line the written estimates or the payment will be reduced proportionately until supporting evidence can be provided (refer to item 12).
14. Applications received after the closing date will not be considered.
15. The Council's decision is final.



**GRANT APPLICATION FORM 2020/21**

Name of the organisation

Contact person for the organisation

Name Address  Post Code  Telephone number E-mail address	
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Brief description of the project

Breakdown of costs (please provide estimates for each element of the project)

Please give details of other funding secured or fundraising (pending) for the project.

Amount of grant requested from this fund

Describe the objectives of the organisation

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Although a copy of last years accounts is to be included in this application, please supply the following information:-

a) total income last year	£
b) total expenditure last year	£
c) the balance of funds in hand at the end of the financial year	£
d) membership numbers and subscription costs	£

**Please include copies of two quotes estimates for projects over £500 and one quote/estimate for projects under £500. If the project has multiple elements, evidence should be provided for each part.**

**Please also include a copy of the organisation's last bank statement with an explanation of any large reserves.**

Signature of Chairman/Treasurer/Secretary on behalf of the organisation

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Date:

**Please return completed form before Monday 30<sup>th</sup> March 2020 to:-**

Mrs S Kyle  
Clerk/RFO  
Stanwix Rural Parish Council  
Hill House  
Walton  
Brampton  
CA8 2DY

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