



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY
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8th April 2021

An online meeting of Stanwix Rural Parish Council will be held on Wednesday 14th April. The meeting will commence directly after the closure of the Annual Parish Meeting, which will begin at 7.15pm.

[The meeting is accessible by clicking here](#) or by logging into www.zoom.us and using Meeting ID **856 7914 3408** with the password **607031**.

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 7.10pm in case of connectivity problems. The meeting will be recorded in accordance with our policy on filming.

This is a public meeting and all members of the public and press are welcome.

A handwritten signature in black ink, appearing to be 'SK', is written above the name Sarah Kyle.

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 10th March 2021**
To approve the accuracy of the [attached minutes](#). Minutes to be signed following the meeting.
- 4. Public Participation**
In accordance with Standing Order 3e the Chairman will, at his discretion:
 - a) invite members of the public to address the meeting in relation to the business to be transacted at this meeting; and
 - b) receive reports from City and County Councillors

5. Village Matters

5.1 Houghton Wildlife Village Project

To consider an update regarding the above, including the submission of an application for the Green Recovery Challenge Fund

5.2 Tribune Drive Play Area

To consider the Parish Council submitting a letter of intent, requesting to take over responsibility for the site

5.3 Ronnie's Wood

To consider the notification that the above woodland is available for purchase

6. Planning Matters

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

21/0195 The Orchard, Houghton House, Houghton, Carlisle, CA6 4DX - Three Storey Side Extension To Provide Stairwell/Link Leading To Kitchen On Ground Floor, Living Room With Terrace On First Floor & 1no. En Suite Bedroom Above On Second Floor; Provision Of Powered Access Gates To Existing Entrance

21/0248 18 Vestaneum, Crosby on Eden, Carlisle, CA6 4PN - Demolition Of Conservatory And Erection Of Two Storey Rear Extension To Provide Garden Room On Ground Floor With En-Suite Bedroom Above Together With Internal Alterations

21/0270 33 The Green, Houghton, Carlisle, CA3 0NG - Erection Of New Boundary Wall With Metal Railings (Total 1.5 Metres Height) To Front And Side Elevations; Installation Of Gates To Front

21/0111 Eden Golf Club, Crosby on Eden, Carlisle, CA6 4RA - Change Of Use Of Part Of Golf Course To Allow For Stationing Of Up To 100 Caravans

21/0297 26 Whiteclosegate, Carlisle, CA3 0JD - Erection Of Single Storey Front, Side & Rear Extensions To Provide Portico, Utility Room, 1no. En Suite Bedroom, Study & Orangery; Internal Layout Alterations And Associated External Works

21/0298 Kingston, Linstock, Carlisle, CA6 4QD - Erection Of Rear Extension To Provide Extended Dining Room/Kitchen

21/0303 177 Tribune Drive, Houghton, Carlisle, CA3 0LF - Erection Of Two Storey Rear Extension To Provide Kitchen/Dining Room & Sitting Room On Ground Floor With 2no. Bedrooms Above Together With Enlarged Driveway

6.2 To consider new applications received:

21/0310 Avalon, Rickerby, Carlisle, CA3 9AA - Erection Of Two Storey Extension To Provide Annexe Accommodation Joined To Main Dwelling Via Single Storey Car Port Link

21/0317 Four O Boot Farm, The Knells, Houghton, Carlisle, CA6 4JH - Erection Of Calf Rearing Shed

21/0318 The Old Grove, Linstock, Carlisle, CA6 4QD - Restoration And Alterations To Dwelling And Attached Letting Unit; Demolition Of Conservatory And Erection Of Sunroom With Balcony Above (LBC)

6.3 To note permission notices received:

20/0859 5 Primrose Bank, Crosby on Eden, Carlisle, CA6 4QT - Erection Of First Floor Granny Annexe Above Existing Double Garage

21/0074 Fell View, The Knells, Houghton, Carlisle, CA6 4JG - Erection Of Detached Garage

21/0061 Rickerby Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Erection Of Detached Garage

7. Administrative Matters

7.1 Summer Play Scheme

To further consider the provision of the summer play scheme

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

To receive verbal reports from Committee representatives

7.3 Clerk's Additional Employment

To note that the Clerk's locum appointment for Kirkbampton Parish Council has been made permanent

7.4 Councillor Vacancies

To note the resignation of S Splinter and the display of the requisite vacancy notice

8. Clerk's Report

To note the [attached Clerk's Report](#), detailing progress with matters from the last meeting

9. Consultations

9.1 Local Government Reorganisation 2021

To consider the proposed response to the above previously circulated consultation

9.2 Local Authority Remote Meetings: Call for Evidence

To consider the Parish Council response to the above previously circulated consultation

10. Finance Matters

10.1 Payments

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

10.2 Receipts

To note income received:

- Kirkbampton Parish Council, £30, Zoom contribution
- Hethersgill Parish Council, £30, Zoom contribution
- Scaleby Parish Council, £30 Zoom contribution
- Cumberland Building Society, £6.00, Bank interest

10.3 Grant Scheme 2021/22 First Round

To consider recommendations for grant applications received as detailed in the [attached schedule](#)

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 26th April 2021

Exclusion of Press & Public - Part B Item

The following item is considered confidential and the exclusion of members of the public or press as permitted under the Local Government Act 1972 is necessary.

12. Brunstock Pond

To receive an update to the above matter

13. Date of Next Meeting

To resolve that the Annual Meeting of the Parish Council be held on Wednesday 5th May 2021 at 7.30pm. The meeting will be held virtually using Zoom. Please note the earlier date.

Members are reminded that, in accordance with the code of conduct, they are required to declare any disclosable pecuniary interests or other registrable interests on a 'notification by member of pecuniary and other registrable interests' form. The code places a duty on all parish councillors to ensure that the information given in their notice of interest is current and it is a breach of the code should parish councillors fail to give further notice in order to ensure that their personal interests form is up to date. Members are therefore politely reminded of the need to complete a new form in respect of any change to their interests, including changes of employment, ownership or renting of property within 28 days of any change taking place.

Stanwix Rural Parish Council

Minutes of a Virtual Meeting Held on Wednesday 10 March 2021 at 7:30 P.M.

PRESENT

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

IN ATTENDANCE

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

SR 061/03/21 APOLOGIES FOR ABSENCE

No apologies were received.

SR 062/03/21 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST

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

SR 063/03/21 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 10 FEBRUARY 2021

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 064/03/21 PUBLIC PARTICIPATION

One members of the public was in attendance for observation.

City Cllr E Mallinson noted that a speed monitoring device had been placed temporarily on Brampton Rd in response to ongoing speeding concerns. Feedback from the monitoring station will be sent to the CRASH group for analysis and further action if appropriate.

County Cllr J Mallinson informed members that signage for the A689 has been scheduled in the forthcoming Highways works programme, in response to the HGV report compiled by the Parish Council. He also noted that signage for Brunstock was being passed onto Connect Roads for their attention.

City Cllr F Robson noted ongoing reports of anti-social behaviour at Eden Gate in Houghton and urged that all instances are reported to the Police.

City Cllr P Nedved reported that a rapid response vehicle had been launched by the City Council for fly-tipping and littering.

SR 065/03/21 VILLAGE MATTERS

065.1 Houghton Village Wildlife Project

Cllr Phillips updated members that leaflets had now been distributed door-to-door with a positive response so far achieved. He also noted that publicity will be provided through an article in the next Carlisle Living magazine.

065.2 Houghton Village Green lane to Co-op Square

Resolved to authorise repairs by Tolson's, to the above, at a cost of £3,416.10 + VAT. Work to be put on hold until drainage matters on the Highway are resolved.

065.3 Houghton Village Green

A request to undertake works on the Village Green had been received by a resident. A plan of the area was shown to Cllr's and it was noted that paving slabs would be lifted and replaced with grass matting on an area of Green outside of the control of the Parish Council. A further request to lay a new pathway on Village Green under the ownership of the Council was also considered.

Resolved that no objections are to be made for proposed grass matting to be laid on Green under the owner's own control but permission for a new pathway on Parish Council maintained land could not be authorised. A compromise solution using an existing pathway is to be suggested to the householder.

Action: CN/SK

065.4 Drainage

Further evidence regarding requested works adjacent to 1 The Green were considered alongside existing drainage issues in the vicinity. County Cllr J Mallinson reported that an on-site meeting for the drainage mentioned in item 065.2 could be arranged and it might be that this area is considered concurrently. Cllr Phillips also reported that a complaint regarding the drainage had been made to him and directly to County Cllr Mallinson.

Resolved that an on-site meeting to discuss both drainage problems in Houghton be arranged and that the householder request permission to repair a trench on the Green be requested to delay until all matters are resolved.

Action: CN/SK

SR 066/03/21 PLANNING MATTERS

066.1 Responses Submitted Prior to the Meeting

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

21/0061 Rickerby Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Erection of Detached Garage

21/0142 Lea Cottage, Linstock, Carlisle, CA6 4PZ - Demolition of Existing Single Storey Lean-To Extension and Erection of Two Storey Rear Extension to Provide Kitchen, Utility and WC On Ground Floor with Bedroom and Bathroom Above

21/0144 Inglewood, Linstock, Carlisle, CA6 4QD - Erection of Single Storey Side and Rear Extensions to Provide Kitchen/Dining/Living Room, Utility and Shower Room

21/0161 129 Tribune Drive, Houghton, Carlisle, CA3 0LF - Erection of First Floor Side Extension to Provide En-Suite Bedroom

21/0189 106 Longlands Road, Carlisle, CA3 9AF - Demolition of Detached Garage; Erection of Two Storey Side Extension to Provide Store, WC & Utility on Ground Floor with En-Suite Bedroom Above; Single Storey Rear Extension to Provide Extended Kitchen/Living Room. Alterations to Front of Property to Create 2no. Parking Spaces

066.2 To consider new applications received:

21/0111 Eden Golf Club, Crosby on Eden, Carlisle, CA6 4RA - Change of Use of Part of Golf Course to Allow for Stationing of Up To 100 Caravans

Resolved that further consideration is required to consider the large application, including concerns regarding an apparent lack of environmental impact assessment, therefore an extension has been obtained and a draft response will be compiled and circulated to all members prior to submission.

Action: CN/DM

066.3 To Note Planning Permission Notices Received

Resolved to note the following planning notices:

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

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

SR 067/02/21 ADMINISTRATIVE MATTERS

067.1 Delegation Scheme

A proposed scheme had been circulated alongside the agenda.

Resolved to adopt an updated delegation scheme, documenting procedures generally but particularly during the COVID pandemic.

067.2 Provision of IT Services

Resolved to authorise renewal of ongoing costs for Zoom, Adobe Acrobat and Office 360 (£119.90, £150.92, and £59.00 annually)

067.3 Review of Policies

Resolved to note that the Clerk has reviewed Standing Orders, Financial Regulations and GDPR policies with no suggestions for amendments for the current Council year.

067.4 Community Action Plan

The quarterly update to the above had been circulated alongside the agenda and was **noted**.

067.5 Summer Schemes

The provision of the summer play days in Houghton and Crosby was considered by Cllrs. Discussion was held regarding demand and potential liability.

Resolved to investigate whether sufficient demand for the scheme is available before considering further at the April meeting. Also resolved that any discussion over a fun day in Houghton over the summer be deferred until the July meeting.

Action: SK

SR 068/03/21 CLERK'S REPORT

B6264 Report

A response was sent to Highways following their correspondence. An update will be provided at a future meeting when a response is obtained.

Highways Issues

Date Notified	Location	Fault	Action	Reference	Progress
13.01.21	St John's Motorway Bridge	Road surfacing issues	Reported to Highways	W2181027318	Assessed by highways; no works to be undertaken but will continue to be monitored.
13.01.21	Houghton Road	Damaged sign	Reported to Highways	W2181027314	Checked 26 Feb – no update
13.01.21	Houghton Road	Damaged verge	Reported to highways	W2181027312	Checked 26 Feb – no update
13.01.21	Brunstock	Running Water	Reported to Highways	W2181031411	Reported as closed as no issues found; to be re-reported
24.01.21	Tarraby	Public footpath erosion	Reported to Footpaths officer	n/a	Notified that investigations were planned
22.02.21	Brunstock Lane	Fly-tipping	Reported to Carlisle City Council	00145486	
01.03.21	Houghton Road	Potholes	Confirmed with Highways	W2181032737	Ongoing discussions to establish if works completed satisfactorily

Flooding

The Clerk verbally reported that the Crosby Flood Group had met with the Environment Agency with the following outcomes:

- EA have put together an information pack to be viewed online and are producing a summary in plain language to be delivered to residents, with a reduction expected in the technical language. This should be available by Easter.
- Scheme delivery looks to be slipping; the Group are pressing for completion by October.
- Full funding has still to be secured.
- The preferred option is for the removal of the embankments at Warwick Holme.

SR 069/03/21 CONSULTATIONS

069.1 Model Design Code

Members were requested to consider the above consultation and respond accordingly as soon as possible.

Action: All

069.2 Local Government Reorganisation 2021

Members were informed that they can respond individually to the consultation and reminded that a CALC briefing is to take place, details provided in a previous email. Comments for collation should be sent to the Clerk as soon as possible for presentation at the April meeting.

Action: All

SR 070/03/21 FINANCE MATTERS

070.1 Payments Resolved that the following payments be approved:

Payee	Description	Amount
Sarah Kyle	February salary & reimbursements	£1260.99
HMRC	February PAYE & NI	£229.93
NEST	February Pension	£96.90
Equiphase	Website hosting	£66.00
At Home PC	Office 360	£56.00
Cumbria Payroll	August and March payroll	£36.00
Sarah Kyle	IT reimbursements	£270.82
	TOTAL:	£1,709.82

070.2 Bank Reconciliation

Noted: Balances at bank as of 28th February 2021:

Cash Account	£30,008.05
Unity Bank (current a/c)	£2,171.66
Unity Bank (savings a/c)	£28,000.00
Unbanked deposits	£1000.00
Income to 28/02/21	£49,691.02
Expenditure to 28/02/21	£50,585.56

070.3 Asset Register

Resolved to approve the updated asset register which had been circulated alongside the agenda.

070.4 Fidelity Insurance Guarantee

Resolved to note the adequacy of the above, prior to the receipt of the 2021/22 precept.

070.5 Review of Internal Audit Arrangements

Resolved that the internal audit plan, including the internal auditor terms of reference, be approved for 2020/21 until further review. Also **resolved** that the Council's internal audit procedures be considered effective and that the appointment of Mr. R Gordon as the Council's internal auditor, be continued until further notice.

SR 071/03/21 COUNCILLOR MATTERS

Cllr Nicholson noted concerns regarding a public right of way and dogs on the footpath. The matter had been reported to the Footpaths officer who had recommended referral to the PCSO.

Cllr Nicholson also reported that signage had been requested for the woodland walk to divert people away from the A689 when accessing Houghton Hall garden centre. **Cllr Phillips** noted that the entire walk needs resurfaced.

EXCLUSION OF PRESS & PUBLIC - PART B ITEM

Resolved that no business was to be transacted for the following item and therefore the exclusion of members of the public or press need not be actioned.

SR 072/03/21 Brunstock Pond

No business was discussed as there was no update from the previous meeting.

SR 073/03/21 DATE OF NEXT MEETING

Resolved that the next online meeting of the Parish Council will be held on Wednesday 14th April 2021. The meeting will commence directly after the closure of the Annual Parish Meeting, which will begin at the earlier time of 7.15pm.

There being no further business the meeting was closed at 8.43pm.

CLERK'S REPORT

APRIL 2021

Houghton Drainage

An onsite meeting was held between a Highways representative and the Chair and Vice-Chair, regarding drainage issues being encountered adjacent to Houghton Village Hall. No progress has yet been made regarding the drainage issues in the vicinity of 1 The Green.

Anti-Social Behaviour/Dog Barking

Numerous complaints have been received from residents in Houghton regarding antisocial behaviour on Eden Gate and dog barking in the centre of the Village. These have been passed onto ward members as appropriate.

Highways Issues

Date Notified	Location	Fault	Action	Reference	Progress
13.01.21	Houghton Road	Damaged sign	Reported to Highways	W2181027314	Work completed – issue closed
13.01.21	Houghton Road	Damaged verge	Reported to highways	W2181027312	Checked 7 Apr – no update
13.01.21	Brunstock	Running Water	Reported to Highways	W2181031411	Re-reported
24.01.21	Tarraby	Public footpath erosion	Reported to Footpaths officer	n/a	Notified that investigations were planned
22.02.21	Brunstock Lane	Fly-tipping	Reported to Carlisle City Council	00145486	
01.03.21	Houghton Road	Potholes	Confirmed with Highways	W2181032737	Ongoing discussions to establish if works completed satisfactorily
20.03.21	The Garth, Crosby on Eden	Removal of lamp post and hole left	Reported to Highways	W2181039511	

STANWIX RURAL PARISH COUNCIL
SCHEDULE OF PAYMENTS TO BE AUTHORISED 14 APRIL 2021

Payee	Description	Total	Number	Method
Sarah Kyle	April Salary & Reimbursements	TBC		1 BACS
HMRC	April PAYE	TBC		2 BACS
NEST	April Pension	£ 96.90		3 BACS
Cumbria Payroll	April Payroll	£ 18.00		6 BACS
YPO	Stationery	£ 90.05		7 BACS
Linstock WI Hall	Grant 2020/21	£ 250.00		8 BACS
TOTAL		£ 454.95		

Bank Reconciliation

Cash Book:

Balance at 01.04.20	£61,975.40
Receipts to 31.03.21	£49,787.02
	<u>£111,762.42</u>

Less expenditure at 31.03.21	£ 52,689.35
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Balance at 31.03.21	<u><u>£ 59,073.07</u></u>
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Represented by:

Cash Account (CBS)	£30,014.05
Current A/C (Unity)	£82.00
Savings A/C (Unity)	£27,977.02
plus unbanked deposits	£1,000.00
	<u><u>£ 59,073.07</u></u>

STANWIX RURAL PARISH COUNCIL GRANTS 2021/22

Amount in Budget

Regular Amounts Committed	£150
S137 Payments (but can contribute up to £19,752 approx on	£1,000
General Grants Fund	£8,850
Committed Funds Carried Forward	£900
	<u>£10,750</u>

Applicant	Project	Last Years A/C's	Bank Statement	Quotations	Power to provide under Local Government Act 1972	Total Cost of Project	Amount Requested	Amount Awarded/ Recommended	Comments
1st Houghton Rainbows	Summer Trip	figures supplied	yes	No	LGA1972 s.145 Provision of entertainment and support of the arts	£ 580.00	£ 250.00	£ 250.00	Retained for 2021 if needed
Linstock WI Hall	Refurbishments	To follow	To follow	To follow	Power to provide and encourage the use of facilities, Local Government Act 1972, s.144	£ -	£ 250.00	£ 250.00	To be paid as agreed in previous year
Crosby Parish Hall	Improve planted areas around Hall	Yes	To follow	Yes	Power to provide and encourage the use of facilities, Local Government Act 1972, s.144	£400	£400	£ 400.00	Carried forward
Crosby Magazine Grant	Newsletter	n/a	n/a	n/a	Newsletters. Power to provide information relating to matters affecting local government. LGA 1972 s142	n/a	£150	£ 150.00	Annual amount set
Susan Aglionby	Community Bonfire	No	No	No	LGA1972 s.145 Provision of entertainment and support of the arts	TBC	£305	£ 305.00	Figures being confirmed; amount recommended is max upon confirmation
Houghton Village Hall	Replacement windows	Yes	yes	Yes	Power to provide and encourage the use of facilities, Local Government Act 1972, s.144	£3,961	£1,846	£ 1,846.00	£1305 awarded from CPCA towards costs
Houghton in Bloom	Annual expenses	Yes	yes	No	Public Health Act 1875, Section 164. Power to obtain and maintain open space.	£770	£600	£ 600.00	To be pre-paid as in normal year
Linstock WI Hall	Replace remainder of north wall	Yes	yes	Two	Power to provide and encourage the use of facilities, Local Government Act 1972, s.144	£5,930	£3,500	£ 3,500.00	£1305 awarded from CPCA towards costs
TOTAL						£980.00	£7,301	£ 7,301.00	

Remaining £ 3,449.00 for 2nd round