



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY  
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1<sup>st</sup> December 2021

Dear Councillor

You are summoned to attend a meeting of Stanwix Rural Parish Council, to be held on:

**Wednesday 8<sup>th</sup> December 2021 in the Village Hall, Houghton at 7.30pm**

Please let me know if you are unable to attend. Do not attend if you show any COVID-19 symptoms. Due to the recent developments with COVID variants, in line with our updated risk assessment, it is respectfully requested that **a face covering be worn throughout the meeting**. Any updated Government legislation for mask wearing will be communicated at the meeting therefore all attendees should ensure they have a suitable face covering available.

Yours faithfully

A handwritten signature in black ink, appearing to be 'SK', is written over a light blue horizontal line.

Sarah Kyle  
Clerk & Responsible Financial Officer

## **Agenda**

- 1. Apologies for Absence**  
To receive written apologies and approve reasons for absence
- 2. Minutes of the meeting of the Parish Council held on 10<sup>th</sup> November 2021**  
To resolve to authorise the Chairman to sign to approve the accuracy of the **attached minutes**
- 3. 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
- 4. Co-option of New Councillor**  
To consider the co-option of Mr A Robinson to the Parish Council (Pennington Ward)
- 5. 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
- 6. Planning Matters**
  - 6.1 To ratify responses made prior to the meeting, as listed in the attached Appendix A**
  - 6.2 To note decision notices received, as listed in the attached Appendix B**
  - 6.3 Planning Application 19/0452 - L/A Croft House Brunstock**  
To receive reports and consider ongoing issues arriving from the above planning application

#### **6.4 Pending application Lansdowne Crescent**

To receive a verbal report regarding the above

#### **6.5 Planning Application 21/0768 24 Hendersons Croft, Crosby on Eden, Carlisle, CA6 4QU**

To consider correspondence received regarding the above

### **7. Village Matters**

#### **7.1 Brunstock Pond**

To receive an update and consider any necessary expenditure or consents required

#### **7.2 Houghton Village Green**

To consider the condition of the existing bollards and potential increase in the number of them

### **8. Administrative Matters**

#### **8.1 Community Plan - Action Plan**

To consider an update to the above and to also consider the production of a new CLP – [attached](#)

#### **8.2 Community Governance Review, Stanwix Urban**

To receive a report regarding progress with the above

### **9. Clerk's Report**

To receive the [attached](#) summary report from the Clerk, detailing progress with matters from the last meeting

### **10. Finance Matters**

#### **10.1 Payments**

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

#### **10.2 Grant Scheme 2nd Round**

To consider the applications received – [schedule attached](#)

#### **10.3 Budget and Precept 2022/23**

To consider setting the budget and precept for 2022/23 – [report attached](#)

### **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 4<sup>th</sup> January 2022*

### **12. Date of Next Meeting**

To resolve that the next meeting of the Parish Council be held on Wednesday 12<sup>th</sup> January 2022 at 7.30pm in Crosby Parish Hall. The meeting will take place subject to business to transact, COVID regulations, hall accessibility and member availability at that time.

**Festive refreshments will be served following the close of the meeting.**

***Please note that the office will close for the Christmas period at 3pm on Tuesday 21st December and will reopen at 8.30am on Wednesday 5th January 2022.***

*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 Meeting Held on Wednesday 10 November 2021 at 7:30pm in the**  
**Village Hall, Houghton**

**PRESENT**

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

**IN ATTENDANCE**

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

**SR 126/11/21 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**SR 127/11/21 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 13 OCTOBER 2021**

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

**SR 128/11/21 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST**

Cllr Phillips declared an interest in matters relating to Houghton Wildlife Group, being involved in their establishment. Cllr Lightfoot declared an interest in any matter relating to Houghton Village Hall, being a member of their Management Committee. Cllr Coles declared an interest in matters relating to Eden Gate, being a resident of the estate.

**SR 129/11/21 CO-OPTION OF NEW COUNCILLOR**

**Resolved** to co-opt Mr D Milburn to the Parish Council with immediate effect. Cllr Milburn completed his Declaration of Acceptance of Office.

**SR 130/11/21 PUBLIC PARTICIPATION**

One member of the public was in attendance to note a planning appeal relating to planning application 20/0692, requesting that the Parish Council write to the Planning Inspectorate to reiterate its concerns.

One member of the public was in attendance to update Cllr's regarding planning application 19/0452 at Brunstock, noting that since the last Parish Council meeting, he had been informed by Carlisle City Council that as the permission granted was deemed legally valid, a meeting had taken place between the City Council and the developer to consider available options. He stated that an official complaint had been lodged and expressed concerns regarding the objectivity of the investigation due to it being carried out by persons subject of the complaint. He noted a complaint to the Local Government Ombudsman was pending. Further, he reported a site meeting he had held with a Planning Officer and that matters relating to surface water being pumped from the site were also reported. The passing of a further non-material planning application was also noted, with no response to objections raised by the resident. City Cllr E Mallinson reiterated support for the resident and thanked Cllr Nicholson

for the very carefully worded letter of support that had been sent, following the last Parish Council meeting.

*One member of the public left the meeting at 8.08pm.*

County Cllr J Mallinson noted that previously raised concerns regarding drainage in Houghton had been considered by Highways and that a team would return with the gully wagon to ensure the Highways drains are clear on Houghton Road. Cllr Coles noted that the drains between Gladwin Drive and the Police site could benefit from a visit also.

City Cllr E Mallinson noted that she had attended a meeting with Cumbria Police, who had committed to monitor ongoing anti-social behavioural complaints in Houghton.

City Cllr P Nedved noted that the Enforcement Office was continuing to monitor the deterioration of The Near Boot. He also noted that the Friends of Rickerby Park were looking for new members.

### **SR 131/11/21 PLANNING MATTERS**

#### **131.1 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:

**21/0951 Land to the rear of South View, The Green, Houghton, Carlisle, CA3 0LN** - Erection of Agricultural Building (Revision to Application 14/0678/Part Retrospective)

**21/0807 25 The Green, Houghton, Carlisle, CA3 0NF** - Raising of Roof to Provide First Floor Accommodation Comprising 1no. En-Suite Bedroom, 2no. Bedrooms and Bathroom, Together with Reconfiguration of Ground Floor Accommodation; Widening of Existing Vehicular Access

**21/0762 The Park, Rickerby, Carlisle, CA3 9AA** - Change of Use of Barns from Residential Use in Association with The Park to Provide 2no. Dwellings

**21/0970 Park Lodge, High Knells, Houghton, Carlisle, CA6 4JW** - Demolition of Existing Conservatory & Erection of Single Storey Sunroom to Rear Elevation

**21/0988 Lea Cottage, Linstock, Carlisle, CA6 4PZ** - Demolition of Existing Single Storey Lean-To Extension and Erection of Two Storey Side & Single Storey Rear Extension to Provide Kitchen, Dining Room, Utility and WC On Ground Floor With 2no. Bedrooms Above (Revised Application)

#### **131.2 To consider new applications received:**

**21/0064/S211 Thorn Farm, Tarraby, Carlisle, CA3 0JS** - Removal Of 1no. Mature Ash Tree in Tarraby Conservation Area

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

**21/0999 14 The Nurseries, Linstock, Carlisle, CA6 4RR** - Conversion of Garage to Provide Additional Living Accommodation and First Floor Extension Above Garage to Provide En-Suite Bedroom

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

**21/1011 Eden Grove, Crosby on Eden, Carlisle, CA6 4QJ** - Change of Use of Dwelling to Holiday Let

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

### **131.3 To Note Planning Permission Decisions Received**

**Resolved** to note the following planning decision notices:

#### ***Permission Notices Received***

**21/0930 Gosling Sike Farm, Houghton Road, Houghton, Carlisle, CA3 0LD** - Erection Of 1no. Polytunnel & 1no. Greenhouse

**21/0727 Land at Eden Croft, Green Lane, Crosby on Eden, Carlisle, CA6 4QN** - Retention of Works Involving the Conversion and Extension of Barn to Create 1no. Dwelling (Revised Application, LBC)

#### ***Refusal Notices Received***

**21/0299 South View, The Green, Houghton, Carlisle, CA3 0LN** - Change of Use of Former Equestrian Manege to Vehicle Storage Area (Retrospective)

### **132.4 Town and Country Planning (Appeals) (Written Representations Procedure) Regulations 2000 20/0692 Land adjacent to Shortdale Cottage, Tarraby Lane, Tarraby, Carlisle, CA3 0JT**

**Resolved** to write to the Planning Inspectorate, reiterating the earlier submission by the Parish Council.

### **132.5 Planning Application 19/0452 – L/A Croft House, Brunstock**

All matters had been covered during public participation.

## **SR 133/11/21 VILLAGE MATTERS**

### **133.1 Linstock Goal Posts**

**Resolved** to purchase new goal posts, for use as a leisure and amenity area rather than a football pitch, at a total cost of £547.60 including VAT, plus delivery and installation.

### **133.2 Houghton Wildlife Group**

It was reported that ongoing contact between Cumbria Wildlife Trust and Carlisle City Council had resulted in the signing of an agreement directly between the two parties, which will enable Houghton Wildlife Group to commence planting and maintenance works in the Tribune Drive amenity land area. An on-site meeting involving representatives from all three parties will be arranged in due course. Thanks were offered to City Cllr P Nedved for his assistance in the conclusion being reached on time

for the grant funders, and thanks were also noted to Cllr Phillips for his ongoing work on the project.

### **133.3 Eden Gate**

It was noted that anti-social behaviour remains an ongoing problem.

**Resolved** to write to Cumbria Constabulary to request an increased police presence in Houghton.

### **133.4 Houghton Tyre Storage**

A photograph showing dumped tyres in large quantities in Houghton had been previously circulated to all members. It was reported that the area was unknown to Carlisle City Council.

**Resolved** to write to Environmental Health and request that they resolve the issue with the landowner.

## **SR 134/11/21 ADMINISTRATIVE MATTERS**

### **134.1 Tribune Drive Amenity Land Lease**

A draft lease had been received by the Parish Council and had been considered by the Finance/Risk working group prior to the meeting.

**Resolved** to not agree to the lease, further to the direct agreement being signed between Carlisle City Council and Cumbria Wildlife Trust.

## **SR 135/11/21 HIGHWAYS MATTERS**

### **135.1 Average Speed Cameras**

It was noted that average speed cameras are due for installation on the A689. A map had been previously circulated to members via email, showing their installation locations.

### **135.2 Jackson Road Parking**

Further consideration was given to the ongoing parking issues and the received request for investigation into a one-way system. County Cllr J Mallinson offered to investigate feasibility of such a system prior to any further discussions that would be held with householders. Concerns regarding road surfacing in Smithy Croft were also raised by County Cllr Mallinson, who is investigating presently.

## **SR 136/11/21 CLERK'S REPORT**

### **Emergency Planning**

A second working group meeting will take place in due course, following City Council led emergency planning sessions.

### **Tarmac, Co-op Lane**

Tolson's have now completed the works.

### **Brunstock Pond**

Works to investigate drainage issues are planned to take place.

### **B6264 HGV Usage**

A response to ongoing correspondence had been received from Cumbria Highways, once again missing the point of the email. A further response, outlining clearly the request being made, will be now sent.

### **Cumbria Transport Infrastructure Plan**

A response was submitted on behalf of the Parish Council.

### **SR 137/11/21 FINANCE MATTERS**

#### **137.1 Payments**

**Resolved** that the following payments be approved:

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Linstock WI Hall	Rental	£20.00
Sarah Kyle	October salary	£1,277.18
HMRC	October PAYE	£206.44
NEST	October Pension	£96.90
Sarah Kyle	November salary	£1,297.43
HMRC	November PAYE	£206.44
NEST	November Pension	£96.90
D Tolson & Sons	Resurfacing Works	£4,099.32
YPO	Stationery	£15.11
	<b>TOTAL</b>	<b>£7,315.72</b>

#### **138.2 Bank Reconciliation**

**Noted:** Balances at bank as of 31<sup>st</sup> October 2021:

Cash Account	£31,014.05
Unity Bank (current a/c)	£4,888.70
Unity Bank (savings a/c)	£45,977.02
Income to 31/10/21	£50,603.43
Expenditure to 31/10/21	£27,796.73

#### **138.3 FILCA**

**Resolved** to pay £120 towards the Financial Introduction to Local Council Administration qualification for the Clerk.

### **SR 139/11/21 COUNCILLOR MATTERS**

**Cllr Savory** reported the almost illegible restriction signage opposite The Near Boot.

**Cllr Coles** reiterated his concerns regarding the drainage between Gladwin Drive and the Police site; he has reported this directly to Highways.

### **SR 140/11/21 DATE OF NEXT MEETING**

**Resolved** that the next meeting of the Parish Council will be held on Wednesday 8<sup>th</sup> December 2021 at 7.30pm in Houghton Village Hall. The meeting will take place subject to business to transact, COVID regulations, hall accessibility and member availability at that time. There being no further business the Chairman closed the meeting at 8.50pm.

**Appendix A**  
**Planning Responses Made Prior to the Meeting**

**21/1043 Ivy Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA** - Conversion Of Existing Garage & Store With Single Storey Extensions To Provide Granny Annexe With Disabled Access

**21/1061 4 Knells Cottages, Houghton, Carlisle, CA6 4JH** - Demolition Of Existing Single Storey Rear Extension; Replacement Two Storey Rear Extension To Provide Kitchen, Utility And W.C. On Ground Floor With 1no. En-Suite Bedroom And Office Above

**21/1066 Eden House, The Orchard, Crosby on Eden, Carlisle, CA6 4QN** - Change Of Use Of Garage To Holiday Let



## APPENDIX B

### Permission Notices Received

**21/0870 Westwinds, 15 The Green, Houghton, Carlisle, CA3 0NF** - Erection Of Entrance Porch To Front Elevation

**21/0970 Park Lodge, High Knells, Houghton, Carlisle, CA6 4JW** - Demolition Of Existing Conservatory & Erection Of Single Storey Sunroom To Rear Elevation

**21/0807 25 The Green, Houghton, Carlisle, CA3 0NF** - Raising Of Roof To Provide First Floor Accommodation Comprising 1no. En-Suite Bedroom, 2no. Bedrooms And Bathroom, Together With Reconfiguration Of Ground Floor Accommodation; Widening Of Existing Vehicular Access



## Stanwix Rural Community Action Plan 2017 - 2021



Issue	Action(s)	Lead Group & Partners	Priority	Timescale	Resources	Progress
<b>A689</b>						
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	<b>Cumbria Highways</b> 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		Submitted route idea from Houghton Hall Garden Centre to Brunstock - no response ever obtained.
B6264 HGV Usage	Concern regarding increased HGV usage on B6264	Cumbria Highways Parish Council				Response sent to Highways.
<b>Brunstock Common Land</b>						
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	<b>Parish Council</b> Brunstock residents	High	1 - 3 years	Parish Council External Funders Local People Grant bodies	Pond works currently being undertaken again.
<b>Police Problems</b>						
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.	<b>Cumbria Police</b> <b>Local residents</b> 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	<b>Cumbria Police</b>	High	Asap	Cumbria Police	Ongoing
<b>Young People</b>						
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	
<b>Flood Defences</b>						
To support the established flood group in Crosby-on-Eden	To provide necessary support as appropriate for the flood defence/action group	<b>Local Residents</b> Parish Council Environment Agency Carlisle City Council Cumbria County Council	High	1 - 2 years	Parish Council Environment Agency Carlisle City Council Cumbria County Council	EA continues to work on an updated plan.
<b>Completed Projects</b>						
<b>Street Lighting in Houghton</b>						
Concerns regarding street lighting in numerous areas	Ask for a survey to be carried out of lighting and discuss options for increased provision	<b>Cumbria County Council</b> Parish Council Local Residents	Medium	2 - 5 years	Cumbria County Council; Parish Council	Works completed although Orchard Lane dark spot noted.
<b>A689</b>						
Rubbish clearance	Encourage reporting of fly-tipping	Cumbria County Council Carlisle City Council Parish Council				System for reporting of fly-tipping adequate
<b>Police Problems</b>						
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 <b>Cumbria Police</b> 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
<b>Brunstock Common</b>					
Pond restoration	Environment Group	High	n/a	£0 although grant funds still to claim	In progress
<b>Contingency Project</b>					
Brunstock pond stone Work	Cllr Splinter	High	Completed	£3800 to spread over all contingency projects	Completed but note above, some changes may be required.
<b>Community Plan Development</b>					
Brunstock Bench	Clerk	Low	Completed	£373 total cost	In place
<b>Interpretation Panels</b>					
Panel for Brunstock	Cllr Nicholson	Medium	> 6 months	£2500	On hold
<b>Footpaths &amp; Walks</b>					
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.
<b>WW1 Commemorations</b>					
Poppy seeds	Clerk	Low	Spring 2020	£42.04	Purchase new seeds for planting in spring 2022
<b>Summer Fair</b>					
Hosting of annual fair	Clerk	High	27 June 2020	Fair cost the Council £353 in 2019. Budget in place for 2021	2022 Fair to be undertaken by community.
<b>Land Registration</b>					
Registration of numerous parcels of land	Clerk	Low	> 2 years	£1730	Work now on hold
<b>Rural Play Scheme</b>					
6 hosted dates	Clerk	High	Set dates for summer	£1,631	6 dates went ahead in summer 2021.

## **CLERK'S REPORT 8 DECEMBER 2021**

### **Tyre Storage**

A report has been submitted to the Environmental Health department at Carlisle City Council.

### **B6264 HGV Usage**

A query has been raised to confirm if funding for replacement signage has been included in the current financial year's budget.

### **Eden Gate**

A letter has been sent to Cumbria Constabulary urging increased presence to combat the anti-social behaviour that has been reported to the PC.

### **Tribune Drive Amenity Land Lease**

Carlisle City Council has been informed that the PC did not wish to continue with negotiations for the above.

### **Jackson Road Parking**

An update will be provided at a future meeting.



## STANWIX RURAL PARISH COUNCIL GRANTS 2nd ROUND 2021/22

Amount in Budget Remaining from Round 1

£1,709

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
Susans Farm	Information boards	Yes	yes	Yes	Public Health Act 1875, Section 164. Power to obtain and maintain open space.	£258	£258	£ 257.55
Houghton In Bloom	Compost/Plants	Yes	yes	Yes	Public Health Act 1875, Section 164. Power to obtain and maintain open space.	£330	£300	£ 300.00
<b>TOTAL</b>						<b>£587.55</b>	<b>£557.55</b>	<b>£ 557.55</b>

Remaining £ 1,151.45

## REPORT TO PARISH COUNCIL

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**Date of Meeting:** 8 December 2021  
**Title:** Budget – 2022/23  
**Report of:** The Clerk and Finance/Risk Working Group

### **SUMMARY:**

To consider the remaining income and expenditure for 2021/22 and to consider the setting of the level of precept for 2022/23.

### **REPORT:**

#### Financial Reserve Levels Held

At the start of the current financial year (1<sup>st</sup> April 2021) the Council held £59,073 of reserves. Recovery from the COVID pandemic is now in progress, however many projects – both for the Council and for the groups it supports – have been slow to recommence.

The substance of the precept report in 2020/21 noted the overall strain on the economy, both at national and a personal level and as such, a freeze on the precept for the current year was agreed. The strain that many households continue to be under still cannot be overlooked and the overriding feeling is that it continues to be essential that the Council does not look to add to the burden of households already struggling with lower income, raised prices or unemployment. The budget will therefore, for the second year, focus on ensuring that the amount precepted will remain static to ensure that no increases in financial demands are placed upon residents, obviously whilst ensuring that essential Council services can be maintained. Thanks to the Council's continuing strong reserve position this should be comfortably achievable.

Looking at the remainder of this financial year, expenditure still to be made is likely to total approximately £16,977. This figure includes the spending of:

- Routine administrative costs, such as expenditure on the Clerk, minor postages, stationery, and the internal audit.
- The spending of the remaining grants budget according to applications received.
- Ongoing refurbishment to the Brunstock pond and other routine maintenance, including tree works.
- Allocation has been made for the completion of the walk's leaflets and purchase of poppy seeds.

Monies unable to be spent on the interpretation panel will be carried forward from previous years (only) for possible completion in 2021/22. Remaining monies on other areas of expenditure will



be subsumed into the general reserve budget, including any remaining legal fees for Land Registry work, as this project has ceased.

Income expected will be only a VAT repayment. No other income is expected.

At present, based upon information available to date, it is estimated that we are likely to hold approximately £61,049 at the end of March 2022. The external auditor recommends that the level of reserves held are equal to 3-12 months gross expenditure, i.e. (based on 2020/21 actual spend) between £12,447 and £49,787. The Council is therefore anticipated to hold reserves that are well above the top end of the recommended thresholds, leaving it in a comfortable financial position to begin 2022/23.

### **Budget 2022/23**

The Council is required to set its budget and determine the precept by 7<sup>th</sup> January 2021 therefore the precept will need to be determined at the December meeting. Adjustments to the budget for 2022/23, recommended by the Clerk, are outlined below.

#### Administrative Budget Areas to be Increased

- Clerks Gross Salary - increased to consider a possible increase in NJC scales (likely to be less than 2 percent). NI and pension payments have been adjusted in line.
- Minor increases have also been applied to insurances and subscriptions in line with normal annual increases.
- Website costs have been increased due to the necessary domain name renewal.

#### Administrative Budget Areas to Remain Static/Decreased

- All other administrative areas have remained static

#### Grants

It is proposed that the grant budget increases to £11,500. The increased budget of £1,500 is to allow for ringfenced provision for supporting both the summer fair in Houghton and a similar fair in Crosby. As the Parish Council will not be organising or involved in the running of either of these fairs; should any donation be required by the organising bodies, they would need to apply to the Council during the ordinary grant scheme process although provision should be considered for late applications for this ringfenced budget alone. The budget also makes provision for a £250 carry forward from outstanding grants in the current financial year.

### Parish Council Services

- The grass cutting contract has increased slightly as the final year of the remaining contract allowed for an increase in cutting and the budget continues to incorporate a small amount of additional cost, such as tree works.
- The maintenance budget and playground inspections budget have been maintained this year. This will incorporate a rolling noticeboard replacement programme, to be outlined by the Clerk at a future meeting.
- The emergency planning budget has continued to be retained although realistically, any expenditure required would be covered by contingency budgets.

### Projects

A project budget is proposed below. These figures are based on assumptions made on the spending anticipated during the rest of the current financial year.

- |                              |   |
|------------------------------|---|
| • Contingency projects       | £2,000                                    |
| • Community Plan Development | £5,000                                    |
| • Rural Play Scheme          | £1,200                                    |
| • Interpretation Panels      | £2,500 brought forward from previous year |
| • Houghton Wildlife Group    | £1880 (funds remaining from grant)        |
|                              | <b><u>£12,580</u></b>                     |

### Income

The only guaranteed income source is the precept. Other than the precept, a small repayment from the Clerk's three current other Councils for SLCC membership is expected. VAT returns are made regularly, although the figure is contingent upon expenditure incurred. Any other income achieved will be through grant income for specific projects, not yet applied for although this cannot be relied upon in the current financial climate.

### Level of Precept Required

If the Council agree with the budget decisions above, then expenditure will be approximately £60,848. The precept last year was £46,500 and with the high level of reserves it is considered that a freeze on the precept is comfortably achievable, leaving expected reserves on 31 March 2023 of £46,731.

### **ACTION:**

The Council is asked to consider the following recommendations:-

- To accept the proposed budget for 2022/23; and
- To consider agreement to set the precept at £46,500 for the Council year 2022/23.

EXPENDITURE	Budget		Budget																
Administration	2022/23	2021/22	1st Quarter	2nd Quarter	Oct	Nov	Dec	3rd Quarter	Jan	Feb	Mar	4th Quarter	Total to Date	Budget Remaining	% Spend	Actual end 2020/21			
Clerks Gross Salary	£ 17,176	£ 17,080.00	£ 1,384.32	£ 5,537.28	£ 1,384.32	£ 2,768.64	£ 1,384.32	£ 5,537.28	£ 1,384.32	£ 1,384.32	£ 1,675.03	£ 4,443.67	£ 16,902.55	£ 177.45	99%	£ 16,634.84			
Employers NI Contributions	£ 1,115	£ 1,144.92	£ 89.56	£ 358.24	£ 89.56	£ 179.12	£ 89.56	£ 358.24	£ 89.56	£ 89.56	£ 89.56	£ 268.68	£ 1,074.72	£ 70.20	94%	£ 1,057.79			
Employers Pension Contributions	£ 515	£ 512.40	£ 41.53	£ 166.12	£ 41.53	£ 83.06	£ 41.53	£ 166.12	£ 41.53	£ 41.53	£ 41.53	£ 124.59	£ 498.36	£ 14.04	97%	£ 498.38			
Reimbursements	£ 1,200	£ 1,200.00	£ 64.21	£ 261.34	£ 79.96	£ 107.27	£ 69.16	£ 256.39	£ 79.96	£ 79.96	£ 79.96	£ 239.88	£ 821.82	£ 378.18	68%	£ 566.22			
Postages	£ 35	£ 35.00	£ -	£ -				£ -			£ 20.40	£ 20.40	£ 20.40	£ 14.60	58%				
Audit - Commission	£ 300	£ 300.00	£ -	£ 300.00				£ -				£ -	£ 300.00	£ -	100%	£ 300.00			
Audit - Internal	£ 200	£ 200.00	£ 90.00	£ -				£ -	£ 90.00			£ 90.00	£ 180.00	£ 20.00	90%	£ 180.00			
Telephone	£ 54	£ 54.00	£ 54.00	£ -				£ -				£ -	£ 54.00	£ -	100%	£ 54.00			
Insurances - Council	£ 1,096	£ 1,055.00	£ 1,034.23	£ -				£ -				£ -	£ 1,034.23	£ 20.77	98%	£ 1,005.56			
Subscriptions	£ 686	£ 682.54	£ 665.89	£ -				£ -				£ -	£ 665.89	£ 16.65	98%	£ 642.35			
Training	£ 100	£ 100.00	£ -	£ 20.00	£ 74.00		£ 120.00	£ 194.00				£ -	£ 214.00	£ 114.00	214%	£ 125.00			
Website hosting and maintenance	£ 90	£ 66.00	£ -	£ -				£ -			£ 66.00	£ 66.00	£ 66.00	£ -	100%	£ 1,333.22			
Misc Admin & Stationary	£ 1,200	£ 1,200.00	£ 97.54	£ 642.22	£ 31.00	£ 32.59	£ 121.00	£ 184.59	£ 78.00	£ 161.56	£ 18.00	£ 257.56	£ 1,181.91	£ 18.09	98%	£ 4,138.62			
Contingency	£ 500	£ 500.00	£ -	£ -				£ -	£ 114.00		£ 40.00	£ 154.00	£ 154.00	£ 346.00	31%				
<b>Grants</b>			£ -	£ -				£ -				£ -	£ -	£ -					
Section 137 - Other Bodies	£ 1,000	£ 2,000.00	£ -	£ -				£ -				£ -	£ -	£ 2,000.00	0%	£ 1,000.00			
Grants to other organisations	£ 9,100	£ 8,750.00	£ 250.00	£ 4,000.00	£ 586.00			£ 586.00			£ 862.55	£ 862.55	£ 5,698.55	£ 3,051.45	65%	£ 10,974.18			
Crosby Magazine grant	£ 150	£ 150.00	£ -	£ -				£ -			£ 150.00	£ 150.00	£ 150.00	£ -	100%				
Village Fairs	£ 1,500	£ -																	
Repayment of Grants	£ -	£ -	£ -	£ -	£ 1,305.00			£ 1,305.00				£ -	£ 1,305.00	£ 1,305.00		£ 1,100.00			
<b>Parish Council Services</b>			£ -	£ -				£ -				£ -	£ -	£ -					
Grass cutting & Greens Maint.	£ 8,240	£ 8,000.00	£ 415.00	£ 3,715.00			£ -	£ -	£ 2,300.00			£ 2,300.00	£ 6,430.00	£ 1,570.00	80%	£ 5,235.00			
Maintenance of Assets	£ 3,000	£ 3,000.00	£ -	£ -		£ 3,452.10		£ 3,452.10				£ -	£ 3,452.10	£ 452.10	115%	£ 105.00			
Playground Inspections	£ 960	£ 960.00	£ -	£ 175.00			£ 210.00	£ 210.00	£ 210.00		£ 210.00	£ 420.00	£ 805.00	£ 155.00	84%	£ 575.00			
Emergency Planning	£ 50	£ 50.00	£ -	£ -				£ -				£ -	£ -	£ 50.00	0%				
<b>Projects</b>			£ -	£ -				£ -				£ -	£ -	£ -					
Allocated projects brought forward	£ 2,500	£ 3,157.63	£ -	£ -				£ -		£ 400.00	£ 50.00	£ 450.00	£ 450.00	£ 2,707.63	14%				
Parish Plan Projects	£ 5,000	£ 2,000.00	£ -	£ -				£ -	£ 2,000.00			£ 2,000.00	£ 2,000.00	£ -	100%	£ 1,120.00			
SPAA Summer Scheme	£ 1,200	£ 1,875.00	£ -	£ 1,026.00				£ -				£ -	£ 1,026.00	£ 849.00	55%				
Houghton Fair	£ -	£ 1,850.00	£ -	£ 500.00				£ -				£ -	£ 500.00	£ 1,350.00	27%	£ 9.00			
Contingency Project	£ 2,000	£ 2,000.00	£ -	£ 595.00				£ -	£ 3,000.00			£ 3,000.00	£ 3,595.00	£ 1,595.00	180%	£ 3,195.00			
Houghton Wildlife Group	£ 1,880	£ 1,928.00					£ 48.00	£ 48.00				£ -	£ 48.00	£ 1,880.00	2%				
VAT (To be reclaimed)			£ 131.31	£ 991.05		£ 692.94	£ 45.60	£ 738.54				£ -	£ 1,860.90	£ 1,860.90		£ 2,840.19			
<b>TOTAL EXPENDITURE</b>	<b>£ 60,848</b>	<b>£ 59,850.49</b>	<b>£ 4,317.59</b>	<b>£ 18,287.25</b>	<b>£ 3,591.37</b>	<b>£ 7,315.72</b>	<b>£ 2,129.17</b>	<b>£ 13,036.26</b>	<b>£ 9,387.37</b>	<b>£ 2,156.93</b>	<b>£ 3,303.03</b>	<b>£ 14,847.33</b>	<b>£ 50,488.43</b>	<b>£ 9,362.06</b>	<b>84%</b>	<b>£ 52,689.35</b>			
<b>INCOME</b>								£ -				£ -							
Precept	£ 46,500	£ 46,500.00	£ 46,500.00	£ -				£ -				£ -	£ 46,500.00	£ -	100%	£ 46,500.00			
Grants			£ -	£ -				£ -				£ -	£ -	£ -		£ 2,000.00			
Bank Interest			£ -	£ -				£ -				£ -	£ -	£ -		£ 16.97			
CPCA Grants to be repaid			£ -	£ 1,305.00				£ -				£ -	£ 1,305.00	£ 1,305.00		£ 1,100.00			
VAT (reclaimed)			£ 2,774.43	£ -				£ -				£ -	£ 2,774.43	£ 2,774.43					
Misc Other Income	£ 30	£ 850.00	£ 24.00	£ -				£ -			£ 1,860.90	£ 1,860.90	£ 1,884.90	£ 1,034.90	222%	£ 170.05			
<b>TOTAL INCOME</b>	<b>£ 46,530</b>	<b>£ 47,350.00</b>	<b>£ 49,298.43</b>		<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 1,860.90</b>	<b>£ 1,860.90</b>	<b>£ 52,464.33</b>	<b>£ 5,114.33</b>	<b>111%</b>	<b>£ 49,787.02</b>			

	2021/22	2022/23
Estimated c/f 1 April	£ 59,073.07	£ 61,048.97
Estimated income	£ 52,464.33	£ 46,530.00
Estimated expenditure	£ 50,488.43	£ 60,848.16
Estimated balance 31st March	£ 61,048.97	£ 46,730.81