



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY
www.stanwixrural.co.uk clerk@stanwixrural.co.uk Tel: 01228 231124

4th February 2021

An online meeting of Stanwix Rural Parish Council will be held on Wednesday 10th February at 7.30pm

[The meeting is accessible by clicking here](#) or by logging into www.zoom.us and using Meeting ID **894 2622 3459** with the password **266526**.

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 'S. Kyle', written in a cursive style.

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 13th January 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

5.2 Houghton Village Green lane to Co-op Square

To consider authorisation on repair costs to the lane adjacent to the Hall

5.3 Houghton Village Green Drainage

To consider potential repair works

6. Planning Matters

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

20/0859 5 Primrose Bank, Crosby on Eden, Carlisle, CA6 4QT - Proposal: Erection Of First Floor Granny Annexe Above Existing Double Garage And Change Of Use Of Agricultural Land To Domestic Garden (Part Retrospective)

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

6.2 To note permission notices received:

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

7. Highways Matters

7.1 B6264 Report

To consider the response received regarding the weight limit report submitted to Highways

8. Clerk's Report

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

9. Finance Matters

9.1 Payments

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

9.2 Grant Scheme 2021/22

To consider the arrangements for the 2020/21 grant scheme as per the [attached documentation](#) attached

10. 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 1st March 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.

11. Brunstock Pond

To consider an update to the above matter and to consider recommendations from the Finance Working Group

12. Date of Next Meeting

To resolve that the next online meeting of the Parish Council be held on Wednesday 10th March 2021 at 7.30pm.

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 13 January 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 E Mallinson, P Nedved and F Robson. The Clerk, S Kyle.

SR 035/01/21 APOLOGIES FOR ABSENCE

Apologies were received from County Cllr J Mallinson.

SR 036/01/21 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST

No requests for dispensations were received.

Cllr Nicholson declared an interest in items, 044.1 payments to Houghton Village Hall, and 041.1, Village Hall reports, as his wife is treasurer of the Hall Committee. Cllr Lightfoot also declared an interest in these, being a member of Houghton Village Hall Committee also.

SR 037/01/21 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 9 DECEMBER 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 038/01/21 PUBLIC PARTICIPATION

No members of the public were in attendance.

City Cllr L Mallinson reported from County Cllr J Mallinson that reported road surfacing problems on Tribune Drive have been added to the Highways works list for the next financial year. She also provided an update on the Centurion's Walk footpath application (that no date was yet known for committee) and she conveyed that gritting and recycling services have been impacted by COVID.

SR 039/01/21 VILLAGE MATTERS

039.1 Houghton Village Wildlife Project

Thanks were given to City Cllr's L Mallinson and P Nedved for their very generous donation of £2000 towards the project. Cllr Phillips reported that a Zoom meeting is being organised to form a Committee of interested volunteers. City Cllr L Mallinson advised that David Graham from the County Council should be contacted for information on a pilot scheme by the County Council for a greener environment and information on any grants that might be available.

Action: Cllr Ellmore to invite the Wildlife Trust to a Zoom meeting.

039.2 Interpretation Panels

Discussion was held regarding the above postponed project.

Resolved: Cllr's Nicholson and Phillips to discuss walk leaflets to progress the above.

SR 040/01/21 PLANNING MATTERS

040.1 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:

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

040.2 To Consider New Applications Received

20/0859 5 Primrose Bank, Crosby on Eden, Carlisle, CA6 4QT - Erection of First Floor Granny Annexe Above Existing Double Garage and Change of Use of Agricultural Land to Domestic Garden (Part Retrospective)

Resolved: A proposed response will be circulated to all Cllr's before submission.

Action: Cllr Nicholson to compile draft response.

040.3 To Note Planning Permission Notices Received

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

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

19/0452 Land adjacent to Croft House, Brunstock, Carlisle, CA6 4QG - Erection Of 10no. Dwellings

20/0669 25 Whiteclosegate, Carlisle, CA3 0JA - Change of Use of Agricultural Land to Garden (Retrospective/Revised Application)

20/0760 Walby Hall, Birky Lane, Walby, Carlisle, CA6 4QL - Erection of Agricultural Building to Cover Existing Silage Clamp

20/0770 Linstock Castle Farm, Linstock, Carlisle, CA6 4PZ - Roofing Over of Existing Shed

SR 041/01/21 ADMINISTRATIVE MATTERS

041.1 Village Hall Reports

Crosby Parish Hall

It was noted that refurbishment works continue and that the gardening project grant was appreciated.

Houghton Village Hall

Christmas carols had been held outside the hall; consideration as to whether this should be an annual event will be made in due course. It was also reported that refurbishment works are almost complete, and the Hall is only open for the Farmers Market during lockdown.

SR 042/01/21 HIGHWAYS MATTERS

042.1 Updates

Several issues were brought to the attention of the Clerk:

- St. John's Motorway bridge, road surfacing issues
- Houghton Road, damaged road sign
- Houghton Road, damaged verge, near to Croft Farm
- Dog Fouling in Houghton
- Houghton Village Green, evidence of a vehicle driving over
- Brunstock, running water continually

Action: Clerk to report to Highways were appropriate

042.2 Houghton House Farm

Further to concerns over the closure of the footpath at the above, raised at the December meeting, it was reported that the County Council had confirmed gates had been unlocked/removed and the footpath was accessible by pedestrians.

SR 043/01/21 CLERK'S REPORT

The Clerk reported that the Crosby Flood Group continued in dialogue with the Environment Agency with a meeting between landowners scheduled for 25 January 2021. All other matters were covered in the agenda proper.

SR 044/01/21 FINANCE MATTERS

044.1 Payments Resolved that the following payments be approved:

Payee	Description	Amount
Sarah Kyle	December salary & reimbursements	£1270.89
HMRC	December PAYE & NI	£229.93
NEST	December Pension	£96.90
Cumbria Payroll	Payroll January	£18.00
Susan's Farm	Grant	£889.00
Colin Bragg	Brunstock Works	£1800.00
SLCC	Training	£36.00
YPO	Stationery	£3.01
Play Inspection Company	Quarterly Inspections	£240.00
SLCC	CAB Book	£
Unity Bank	Quarterly Charge	£18.00

Houghton Village Hall	Grant and CPCA Grant	£1475.60
	TOTAL:	£6,077.33

044.2 Bank Reconciliation

Noted: Balances at bank as of 31st December 2020:

Cash Account	£30,008.05
Unity Bank (current a/c)	£8,343.61
Unity Bank (savings a/c)	£32,000.00
Unbanked deposits	£1000.00
Income to 31/12/20	£49,682.97
Expenditure to 31/12/20	£40,553.51

044.3 Receipts

Resolved that the following receipts be noted:

- £2000, Carlisle City Council, Houghton Wildlife Project
- £1100, Carlisle City Council, CPCA Grant for Houghton Village Hall
- £8.05, ELNW, Wayleave

044.4 Quarterly Monitoring Report

The quarterly monitoring report, detailing income and expenditure against budget, had been circulated alongside the agenda and was **noted**.

SR 045/01/21 COUNCILLOR MATTERS

Cllr Coles noted concerns over the money spent on brochures for the proposed reorganisation of local government. He also raised concerns regarding the lack of provision for prevent cyclists using pavements and without bells in the draft Public Spaces Protection Order. City Cllr L Mallinson clarified the legal position regarding such measures for cyclists and offered to work with enforcement officers for action, particularly in Whiteclosegate. Cllr Lightfoot raised similar concerns regarding cyclists using the A689 footpath which had no white line divisions present.

Cllr Ellmore reported a complaint regarding the new Tribune Drive play area; this is to be forwarded to City Cllr L Mallinson.

Cllr Coles reported that the cycle way at Rickerby was overgrown; it was noted this was due for planned maintenance in the spring.

City and County Cllr's left the meeting at 8.16pm.

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 046/01/21 Brunstock Pond

It was reported that progress was being made through the mediation and small claims court system. Drainage plans for the area are now being sourced from previous

Landowners and it was **resolved** to proceed with getting quotations for drainage works to consider at a future meeting.

SR 047/01/21 Grounds Maintenance Contract

Resolved that the grounds maintenance contract be renewed for a further twelve months at the current price, as per the original tender, with Cluaran Landscape Services.

SR 048/01/21 DATE OF NEXT MEETING

Resolved that the next online meeting of the Parish Council will be held on Wednesday 10th February 2021 at 7.30pm.

There being no further business the meeting was closed at 8.29pm.

STANWIX RURAL PARISH COUNCIL

CLERK'S REPORT FEBRUARY 2021

Flooding

A meeting has been held with the Environment Agency and Flood Group in Crosby. Communication also continues with the Environment Agency and Crosby Parish Hall Management Committee regarding flood prevention measures proposed for the Parish Hall.

Houghton Fair 2021

Given that the pandemic is far from over and there is no apparent consensus regarding when social distancing measures may ease, any arrangements for a Fair continue to be on hold and it is not anticipated that it will take place during 2021.

Highways Issues

Date Notified	Location	Fault	Action	Reference	Progress
13.01.21	St John's Motorway Bridge	Road surfacing issues	Reported to Highways	W2181027318	
13.01.21	Houghton Road	Damaged sign	Reported to Highways	W2181027314	
13.01.21	Houghton Road	Damaged verge	Reported to highways	W2181027312	
13.01.21	Brunstock	Running Water	Reported to Highways	W2181031411	
24.01.21	Tarraby	Public footpath erosion	Reported to Footpaths officer	n/a	Notified that investigations were planned

STANWIX RURAL PARISH COUNCIL
SCHEDULE OF PAYMENTS TO BE AUTHORISED 10 FEBRUARY 2021

Sarah Kyle	January Salary & Reimbursements	£ 1,261.19	94 BACS
HMRC	January PAYE	£ 229.73	95 BACS
NEST	Pension January	£ 96.90	96 DD
Cumbria Payroll	Payroll Feb	£ 18.00	97 BACS
Crosby Magazine	Grant	£ 150.00	98 BACS
Houghton Village Hall	Grant	£ 2,100.00	99 BACS
Savills	Linstock Green Rental	£ 10.00	100 BACS
		<u>£ 3,865.82</u>	

Bank Reconciliation

Cash Book:

Balance at 01.04.20	£61,975.40
Receipts to 31.01.21	<u>£49,682.97</u>
	<u>£111,658.37</u>

Less expenditure at 31.01.21	£ 46,719.74
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Balance at 31.01.21	<u>£ 64,938.63</u>
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Represented by:

Cash Account (CBS)	£30,008.05
Current A/C (Unity)	£6,045.48
Savings A/C (Unity)	£28,000.00

plus unbanked deposits	£1,000.00
less outstanding payments	£ 114.90

£ 64,938.63



STANWIX RURAL PARISH COUNCIL

GRANT APPLICATION FORM 2021/22

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 5th April 2021 to:-

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

Tel: 01228 231124
e-mail: clerk@stanwixrural.co.uk
www.stanwixrural.co.uk

STANWIX RURAL PARISH COUNCIL

GUIDANCE NOTES 2021/22

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.
16. During the COVID-19 pandemic, special consideration will be given to both deadlines and the nature of the application.



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.

Special consideration will be given to applications during the COVID-19 pandemic.

If you would like more information on this scheme or a copy of the guidance notes and application form, please contact the Clerk, Sarah Kyle by emailing clerk@stanwixrural.co.uk or telephone 01228 231124.

Forms are available to download from our website
www.stanwixrural.co.uk

**THE CLOSING DATE FOR GRANT APPLICATIONS IS
MONDAY 5 APRIL 2021**

[Applications will be considered at a Parish Council meeting to be held on 14 April 2021](#)

Grants must be claimed prior to Tuesday 1st March 2022 so any projects applied for should be able to be completed within this timeframe.