



Chairman: Cllr C Nicholson

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

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4<sup>th</sup> March 2021

An online meeting of Stanwix Rural Parish Council will be held on Wednesday 10<sup>th</sup> March at 7.30pm

[The meeting is accessible by clicking here](#) or by logging into [www.zoom.us](http://www.zoom.us) and using Meeting ID **862 3303 8793** with the password **225758**.

The meeting can also be joined using a telephone by dialling one of the following numbers (0131 460 1196 or 0203 051 2874 or 0203 481 5237 or 0203 481 5240).

Please aim to arrive at the meeting by 7.20pm in case of connectivity problems. The meeting will be recorded in accordance with our policy on filming.

This is a public meeting and all are welcome.

Yours faithfully

A handwritten signature in black ink, appearing to be 'SK', 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 10<sup>th</sup> February 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 of repair costs of £3,416.10 + VAT to the lane adjacent to the Hall

## **5.3 Houghton Village Green**

To note proposed maintenance works on the Green, outside Parish Council controlled areas

## **5.4 Houghton Village Green Drainage**

To further consider potential repair works in the vicinity of 1 The Green

## **6. Planning Matters**

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

**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

### **6.2 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

### **6.3 To note permission notices received:**

**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)

## **7. Administrative Matters**

### **7.1 Delegation Scheme**

To consider adoption of an [updated delegation scheme](#) during the COVID pandemic as detailed in the attached proposal

### **7.2 Provision of IT Services**

To consider renewal of authorisation for ongoing costs for Zoom, Adobe Acrobat and Office 360 (£119.90, £150.92 and £59.00 annually)

### **7.3 Review of Policies**

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

### **7.4 Community Action Plan**

To consider the attached [quarterly community action plan update](#)

## **7.5 Summer Scheme's**

To consider the provision of the summer play day's and a Houghton Village Green event

## **8. Clerk's Report**

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

## **9. Consultations**

### **9.1 Model Design Code**

To consider a response to the above previously circulated consultation

### **9.2 Local Government Reorganisation 2021**

To consider initial responses 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 Asset Register**

To consider approval of the attached [updated asset register](#)

### **10.3 Fidelity Insurance Guarantee**

To consider a review of the above, prior to receipt of the precept in April

### **10.4 Review of Internal Audit Arrangements**

To review and consider approval of the current arrangements as detailed in the [attached documentation](#)

## **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 6<sup>th</sup> April 2021*

### **Exclusion of Press & Public - Part B Item**

Dependent upon information received, the following item may be considered confidential and the exclusion of members of the public or press as permitted under the Local Government Act 1972 may be necessary.

### **12. Brunstock Pond**

To consider an update to the above matter

## **13. Date of Next Meeting**

To resolve that the next online meeting of the Parish Council be held on Wednesday 14<sup>th</sup> April 2021 directly following the closure of the Annual Parish Meeting, which will commence at 7.15pm.

*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 February 2021 at 7:30 P.M.**

**PRESENT**

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

**IN ATTENDANCE**

City Cllr's E Mallinson and F Robson. County Cllr J Mallinson. The Clerk, S Kyle.

**SR 049/02/21 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr A Lightfoot and City Cllr P Nedved.

**SR 050/02/21 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST**

No requests for dispensations were received.

Cllr Nicholson declared an interest in item 057.1, his wife being Treasurer of Houghton Village Hall.

**SR 051/02/21 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 13 JANUARY 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 052/02/21 PUBLIC PARTICIPATION**

No members of the public were in attendance.

County Cllr J Mallinson updated members regarding the local government review with consultation expected in mid-February.

City Cllr L Mallinson noted concerns regarding the uneven surfacing at the Millcroft applied-for Right of Way but confirmed that no action could be taken to rectify the issue whilst the owner was unregistered due to legal issues.

**SR 053/02/21 VILLAGE MATTERS**

**053.1 Houghton Village Wildlife Project**

Cllr Phillips informed members that a door-to-door leaflet drop would be undertaken to invite residents to a virtual meeting to discuss the project; a copy of the leaflet was shown to those present.

**053.2 Houghton Village Green lane to Co-op Square**

Concerns were raised regarding the condition of the surfacing on the area of Village Green adjacent to the Village Hall car park and leading to Co-op Square. Concerns were

also raised regarding unauthorised repairs to some of the potholes and Highways drainage problems present on the adjoining road.

**Resolved:** Cllr's Nicholson and Phillips to meet contractors on site to discuss necessary repair works and obtain prices for a future meeting. Details of the Highways drainage issues to be forwarded to County Cllr J Mallinson for attention.

**Action: CN/HP**

### **053.3 Houghton Village Green Drainage**

A letter of concern regarding surface damage resulting from drainage works adjacent to 1 – 8 The Green had been received and was acknowledged. Further information is to be requested from the complainant before a decision can be taken regarding potential rectification works to the grass surfacing.

It was also noted that the ongoing problems of drainage issues in this area remained ongoing and no resolution had been found regarding ownership between United Utilities and Highways; County Cllr Mallinson to pursue an on-site meeting between all parties to discuss.

**Action: SK**

## **SR 054/02/21 PLANNING MATTERS**

### **054.1 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:

**20/0859 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)

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

### **054.2 To Note Planning Permission Notices Received**

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

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

## **SR 055/02/21 HIGHWAYS MATTERS**

### **055.1 B6264 Report**

A response from Highways had been received regarding the report submitted detailing concerns regarding HGV's using the B6264. Some positive aspects were noted in the response, including possible provision to upgrade signage on the A689 in the next financial year's capital programme budget, however it was noted that the reports intentions appear to have been misunderstood and that a ban on HGV traffic was never expected.

**Resolved** to respond to Highways, clarifying the aims of the report. County Cllr J Mallinson to also seek clarification regarding the construction of the road.

**Action: CN/CS**

### **SR 056/02/21 CLERK'S REPORT**

#### *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. It was noted that:

- Meetings now include the two landowners and the Agency, who are holding regular meetings with the owner of the Warwick Holme land.
- The scheme being developed is that to remove the embankments at Warwick Holme, which shows greater protection for Low Crosby than solid defences.
- The scheme has not been costed nor has complete funding been guaranteed.
- Current advice from the local planning authority is that the development of the scheme can be taken as being permitted development.
- The impact of the scheme on Willow Beck still has to be fully assessed.
- Consultation with the local community will take place in March, it will be virtual and will include a model of the impact of removing the embankments at Warwick Holme. The flood group is involved in putting contributions into consultation.
- The County Council is working on highway drainage issues and improvement to the management of the flood embankment pump at the east end of the village.
- The Environment Agency has been working with the Parish Hall Committee on resilience measures to the Hall and to which it will make some financial contribution.
- No date has been offered for when the work will be completed on the scheme for the village, but the Group has been made aware of the wish to see work completed before the start of the 21/22 flood season, we hope October 21 can be achieved.

#### *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*

<b>Date Notified</b>	<b>Location</b>	<b>Fault</b>	<b>Action</b>	<b>Reference</b>	<b>Progress</b>
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
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## SR 057/02/21 FINANCE MATTERS

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

Payee	Description	Amount
Sarah Kyle	January salary & reimbursements	£1260.19
HMRC	January PAYE & NI	£229.73
NEST	January Pension	£96.90
Cumbria Payroll	Payroll February	£18.00
Crosby Magazine	Grant	£150.00
Houghton Village Hall	Grant	£2100.00
Savills	Linstock Green rental	£10.00
	<b>TOTAL:</b>	<b>£3,865.82</b>

## 057.2 Bank Reconciliation

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

Cash Account	£30,008.05
Unity Bank (current a/c)	£6,045.48
Unity Bank (savings a/c)	£28,000.00
Unbanked deposits	£1000.00
Income to 31/01/21	£49,682.97
Expenditure to 31/01/21	£46,719.74

## 057.3 Grant Scheme 2021/22

**Resolved** to open the grant scheme for 2020/21. All paperwork had been previously circulated to Cllrs and will be emailed to known groups at the earliest opportunity.

## SR 058/02/21 COUNCILLOR MATTERS

**Cllr Nicholson** raised continuing concerns regarding dog fouling in Houghton; information is to be passed to the Enforcement Officer.

**Cllr Coles** reported renewed issues with anti-social behaviour by youths on the Eden Gate estate; residents have been informed to notify the Police.

*City Cllrs L Mallinson and F Robson, as well as County Cllr J Mallinson, left the meeting at 8.26pm.*

## 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 059/02/21 Brunstock Pond**

An update regarding legal proceedings for the above was given to members and mediation and court procedures discussed.

**SR 060/02/21 DATE OF NEXT MEETING**

**Resolved** that the next online meeting of the Parish Council will be held on Wednesday 10<sup>th</sup> March 2021 at 7.30pm.

There being no further business the meeting was closed at 8.45pm.



# Stanwix Rural Parish Council

## Scheme of Delegation to the Clerk

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**Notes:**

1. Standing Orders are reviewed annually; this document is supplementary to those.
2. Local Councils may delegate decisions to a committee, a paid officer, or any other local authority.
3. No Parish Councillor may take decisions for the Council independently\*; all Parish Council decisions must be by way of the full council, a committee or the Clerk.
4. Delegation for urgent business is a necessity in this fast-changing age and is included below.
5. The Parish Council's Standing Orders and Financial Regulations are based NALC models.
6. The Clerk, as the council's 'Proper Officer', is also the council's Responsible Financial Officer (RFO).
7. The Clerk is the only paid officer; there is no other specifically identified individual who can be delegated to act on the Clerk's behalf in their absence or in the event that the Clerk is an interested party.
8. This scheme of delegation is not comprehensive and is subject to being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations.

*\*Although Parish Councillors may not take decisions on behalf of the Council without prior agreement, they are however permitted to act within their powers on behalf of residents to gather information, communicate and investigate matters as necessary. Where clarity is required, the Clerk should be contacted before any action is taken.*

Service area	Function
<b>Audit</b>	To maintain a continuous internal audit that is to be available for members to review on a biannual basis.
<b>Communications</b>	To deal with all press and public relations in consultation with members on behalf of the Council (see also ICT below).
<b>Consultations (including Planning Applications)</b>	After consultation with a minimum of 5 councillors, a summary response will, where practicable, be circulated to all Councillors for comment prior to submission to the issuing body, by the Clerk. All responses made will be noted and ratified at the next full Council meeting.
<b>Contractors</b>	To liaise with, and be the first point of contact for, all contractors appointed by the Council.
<b>COVID-19 and similar pandemics</b>	In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.
<b>Decisions</b>	To take all necessary action, including signing any document, necessary to give effect to any decision of the Council and its scheme of delegation.
<b>Elections</b>	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with them regarding any statutory notices, electoral arrangements, and co-option.
<b>Emergency planning</b>	<ol style="list-style-type: none"> <li>1. To lead the Council's response in the case of a local major emergency in consultation with and/or under the direction of the Emergency Planning Officers of the county &amp; district councils.</li> <li>2. To report to Council issues concerning emergency planning to facilitate and enable an appropriate response in the event of a local emergency.</li> </ol>

# Stanwix Rural Parish Council

## Scheme of Delegation to the Clerk

<b>Finance</b>	<ol style="list-style-type: none"> <li>1. If required, and dependent on banking arrangements, to manage timely transfer of funds between the Council's bank accounts in order to maintain adequate cash-flow and in accordance with the Council's investment policy.</li> <li>2. To maintain adequate insurance cover for the Council's activities and assets.</li> <li>3. To act as Responsible Finance Officer for the purposes of the Accounts &amp; Audit Regulations.</li> <li>4. To present accounts for payment following Council sanction.</li> <li>5. To provide a draft budget to the Council for the forthcoming year and forecast for future years.</li> <li>6. Other delegations in accordance with financial regulations.</li> <li>7. To arrange for payments to be made when it is not possible to sanction them at a scheduled council meeting or an Extraordinary meeting, following notification to members by email and subject to agreement to make the payment, by email, of the majority of members.</li> </ol>
<b>Data Protection and Freedom of Information</b>	<ol style="list-style-type: none"> <li>1. To have overall responsibility for the Council's publication scheme</li> <li>2. To be responsible for applying the requirements of the Freedom of Information Act, Data Protection Act and General Data Protection Regulation.</li> </ol>
<b>Health, safety and wellbeing</b>	<ol style="list-style-type: none"> <li>1. To arrange for and keep the Council's schedule of risk assessments up to date.</li> <li>2. To take all necessary action to implement actions identified to mitigate risks in the workplace and on Council property.</li> <li>3. To be the responsible officer for all safety purposes prescribed by law.</li> </ol>
<b>Information and Communications Technology</b>	<ol style="list-style-type: none"> <li>1. To be responsible for the provision and management of information and communication technology provided throughout the Council.</li> <li>2. To report on need for replacement of out-dated equipment and the purchase of new equipment.</li> <li>3. To be responsible for the Council's website and any other online presence.</li> </ol>
<b>Land and property</b>	<ol style="list-style-type: none"> <li>1. To purchase necessary goods and supplies.</li> <li>2. To maintain the Council's offices and property.</li> <li>3. To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible.</li> </ol>
<b>Meetings</b>	<ol style="list-style-type: none"> <li>1. To arrange and call meetings of the Council, committees and working groups as and when expedient in consultation with the Council's Chairman.</li> <li>2. To follow government guidance on holding meetings in times of national emergency.</li> <li>3. The Clerk to facilitate regular informal discussions where necessary between Council members, and District and County Councillors where appropriate (via telephone, email or other electronic means) when it is not possible to hold meetings for a prolonged period of time.</li> <li>4. The Clerk, in consultation with the Chairman, will decide on the need for and the content of Part B agenda items. If agreement cannot be reached, the Clerk, as Proper Officer, will have the authority to determine the matter.</li> </ol>
<b>Proper Officer</b>	To act as Proper Officer for the purposes set out in Standing Orders and for all other purposes prescribed by law.
<b>Standing Orders</b>	<ol style="list-style-type: none"> <li>1. To adhere to the Standing Orders of the Council.</li> <li>2. To arrange for an annual review.</li> </ol>

# Stanwix Rural Parish Council

## Scheme of Delegation to the Clerk

### Urgent business

1. Urgent decisions required between scheduled meetings are delegated to the Clerk in consultation with the Council's Chairman.
2. Wherever possible members will be given 48 hours' notice of any urgent decision the Clerk needs to take, in order for them to make their views known (notwithstanding the Clerk in consultation with the Chairman may take any action they deem as extremely urgent immediately).
3. In the absence of the Clerk or in the event that the Clerk is an interested party, s/he will be substituted by an appropriate substitute from outside the Council, ideally a Clerk from within the same district. The Council's Chairman will arrange a substitute Clerk in conjunction with the Clerk (where possible) and with guidance from Carlisle City Council and CALC.
4. In the absence of the Council's Chairman, or in the event that the Council's Chairman is an interested party, s/he will be substituted by the Vice Chairman or, where the Vice Chairman is unavailable or where there is no Vice Chairman, by a member of the Council elected by the majority of the remaining members. In the event of a tie between members, the tied member with the longest service as a Parish Councillor will substitute the Chairman.
5. Decisions made under this delegation will be reported to and minuted at the next Council meeting.
6. Under this delegation, where appropriate, the Clerk may conclude that an extraordinary meeting of the Council be called to deal with the urgent matter.
7. When it is not possible for members to discuss issues at a scheduled Council meeting or an Extraordinary meeting, members may confer (in person, by telephone, email or other electronic means) and the outcome of this discussion will be conveyed to the Clerk by email for a decision to be made.



## 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 waiting for response.
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 on hold.
<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	Support in place for groups. Emergency boxes to be completed later if desired. Support Rickerby if requested.
<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
<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 2021
<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	2021 Fair cancelled due to likely social distancing restrictions.
<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	To be discussed March 2021 meeting.

## STANWIX RURAL PARISH COUNCIL

### CLERK'S REPORT MARCH 2021

#### 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	Checked 26 Feb – no update
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

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

Sarah Kyle	Febryary Salary & Reimbursements	£ 1,260.99	100
HMRC	February PAYE	£ 229.93	101
NEST	Pension February	£ 96.90	102
Sarah Kyle	March Salary & Reimbursements	TBC	107
HMRC	March PAYE	TBC	108
NEST	March February	TBC	109
Equiphase	Website Hosting	£ 66.00	110
At Home PC	Office 360	£ 56.00	111
Cumbria Payroll	August Payroll (missed in month)		112
Cumbria Payroll	March payroll	£ 18.00	113
Sarah Kyle	IT Reimbursements	£ 270.82	114
		<b><u>£ 1,709.82</u></b>	

**Bank Reconciliation**

Cash Book:

Balance at 01.04.20	£61,975.40
Receipts to 28.02.21	£49,691.02
	<u>£111,666.42</u>
Less expenditure at 28.02.21	£ 50,585.56
Balance at 28.02.21	<b><u>£ 61,080.86</u></b>

Represented by:

Cash Account (CBS)	£30,008.05
Current A/C (Unity)	£2,171.66
Savings A/C (Unity)	£28,000.00
plus unbanked deposits	£1,008.05
less outstanding payments	£ 106.90
	<b><u>£ 61,080.86</u></b>



Location	Description	Identification Ref.	Date Acquired	Acquired Value	Current Value	Disposal (Date & Value)	Notes
<b>LAND</b>							
Houghton	Village Green	VG 13 – 01/09/67		£	1.00		1.01 Hectares
Park Broom	The Green	VG11 – 29/01/82		£	1.00		0.17 Hectares
Brunstock	Common Land	CL53 – 19/12/79		£	1.00		1.4 Hectares
Crosby	Bus Shelter Site		09/06/1972	£1	£ 1.00		6ft x 12 ft
Crosby	Playing Field	CU87992	06/09/1992	Gifted	£ 1.00		1.5 Hectares
Tarraby	Common Land	CL54 – 19/12/79	08/03/71	Gifted	£ 1.00		0.1 Hectares
				<b>TOTAL</b>	<b>£</b>	<b>-</b>	

#### **PROPERTY- COMMUNITY**

Linstock	4 x Benches				£	2,000.00		SS Home
	3 x Picnic Benches		04/01/2010	£1,400	£	1,400.00		
	1 x Closed Notice Board		03/01/2008	£280	£	280.00		
	1 new open board		13/06/2018	£ 200.00	£	200.00		
	2 x Goalposts & Nets				£	900.00		
	Replacement Nets		30/07/15	£ 39.00	£	39.00		
	1 x Bus Shelter		10/01/2007	£6,000	£	6,000.00		
	1 x Litter Bin (common)		08/01/2010	£285	£	285.00		
	Tower Play Combination	2.3311	22/12/09	£12,366	£	12,366.00		
	Swing Scales	6.1	22/12/09	£1,952		0	£ 1,952.00	
	Nest Swing	6.145	22/12/09	£2,734	£	2,734.00		
	Small Play House	4.101	22/12/09	£1546	£	1,546.00		
	Swinging Horse	4.2415	22/12/09	£556	£	556.00		
	Small Carousel	6.26501	22/12/09	£1,894	£	1,894.00		
	Toddler Swing Cradle Seat	S6.12000	22/12/09	£2,898	£	2,898.00		
	Mat Safety Surfacing	N/A	22/12/09	£985	£	985.00		
	2 x Grit Bins	On village green corner of	01/01/2014	£564	£	564.00		
		Thatch cott						
	1 x defibrillator	on WI Hall	04/06/2016	£ 841.75	£	841.75		
	1 x defib cabinet	WI Hall	04/06/2016	£ 758.33	£	758.33		
	1 x defib mounting pole	WI Hall	12/12/2016	£ 200.00	£	200.00		

	1 x zig zag walker		14/03/2018	£	541.00	£	541.00	
	2 x log walk		14/03/2018	£	55.00	£	55.00	
	1 x Wobble board		14/03/2018	£	633.00	£	633.00	
	2 x picnic benches		01/08/2020	£	860.00	£	860.00	
	1 x picnic bench		01/09/2020	£	605.00	£	605.00	
Brunstock	1 x Closed Notice Board & 1 open notice board					£	280.00	
	1 safety ring		08/05/2019	£	162.37	£	162.37	
	1 bench		10/07/2019	£	318.00	£	318.00	
Houghton	Village Hall					£	1.00	
	Village Hall Clock				£2,000	£	- 1/9/2015 £2000	Gifted to hall
	1 x Closed Notice Board					£	280.00	
	3 x Benches					£	1,500.00	
	2 x Goalposts & Nets		12/01/2007		£900	£	900.00	
	Replacement nets & pegs			£	108.00	£	108.00	
	2 x Grit Bins	St John's Church Corner Shop	01/01/14		£282	£	282.00	
			1/11/14		£155	£	155.00	
	21 x Metal bollards		03/01/2013		£2,415	£	2,415.00	
	22 x Timber bollards		03/01/2013		£1,342	£	1,342.00	
	1 x defibrillator	Houghton Village Hall	04/06/2016	£	847.75	£	841.75	
	1 x defibrillator cabinet	Houghton Village Hall	04/06/2016	£	758.33	£	758.33	
	Goals and net equipment		01/09/2020	£	862.20	£	862.20	
Rickerby	1 x Closed Notice board & 1 x open notice board					£	280.00	
Crosby	Play equipment & BMX track		01/07/13		£25,000	£	25,000.00	
			01/09/14					
	1 x Double Swing				£3,400	£	3,400.00	
	1 x Closed Notice Board					£	280.00	
	2 x Goalposts & Nets		08/01/2013		£600	£	600.00	
	Replacement Nets			£	50.00	£	50.00	
	1 x Bus Shelter					£	4,000.00	

	1 x Access gate		01/01/2012		£400	£	400.00	
	1 x Metal Storage Container		01/01/2012		£2660	£	2,660.00	
	1 x Bench (at flood defenses)		05/01/2012		£700	£	700.00	
	1 x defibrillator	Crosby Parish Hall	04/06/2016	£	847.75	£	841.76	
	1 x defibrillator cabinet	Crosby Parish Hall	04/06/2016	£	758.33	£	758.33	
	1 x grit bin (Parish Hall)		10/12/2018	£	266.28	£	266.28	
	1 x log train		06/07/2018	£	872.00	£	872.00	
	2 x timber joined logs		06/07/2018	£	384.00	£	384.00	
	1 x replacement swing seat		01/08/2020	£	1,325.98	£	1,325.98	
Crosby Moor	1 x Closed Notice Board		07/01/2013		£300	£	300.00	
Windsor Way	1 x Closed Notice board					£	280.00	Clerks Garage
	1 x Footpath sign - Cali Rd		12/01/2013		£100	£	100.00	
Whiteclosegate	1 x Closed Notice board					£	280.00	
	1 x Open Notice Board					£	280.00	
Wallhead	1 x Bus Shelter					£	4,000.00	
	1 x metal stile		11/01/2014	£	-	£	-	SS Home
Tarraby	1 x Bench					£	500.00	
					<b>TOTAL</b>	<b>£</b>	<b>96,905.08</b>	

#### **PROPERTY – OFFICE**

Home Office	1 x 4 Drawer Filing cabinet					£	120.00	
	1 x 2 Door Steel Cupboard					£	120.00	
	1 x Freecom Ext Disc Drive	625.00674				£	55.00	
	1 x Verbatim Ext Disc Dive	1A1094112096	17/6/09		£40	£	40.00	
	1 x Computer Hard Drive		07/01/2013		£520	£	520.00	
	1 x 22" Monitor		07/01/2013		£106	£	106.00	
	1 x Epson Printer/ Scanner	SX435W	08/06/2012		£49	£	- 8/4/15 £49	Disposed at changeover
	1 x Fire Resistant Chest	Model No. DCA4	29/11/08		£32	£	32.00	
	2 x BT Phones		11/01/2010		£70	£	- 8/4/15 £70	Disposed at changeover

1 x USB Cable	04/01/2008		£13	£	13.00	
TP Wireless Mini	04/10/2015		£10	£	10.00	
Shredder	09/01/2015		£35	£	35.00	
paper cutter	04/07/2016	£	20.20	£	16.83	
Mouse & mat	19/5/16	£	15.97	£	14.38	
Display board	22/5/16	£	76.80	£	64.00	
Scanner	02/11/2016	£	319.98	£	319.98	
2 x Telephones	04/08/2008	£	42.99	£	-	11/09/2019 Disposed broken
Flipchart easel	Unknown	£	50.00	£	50.00	
megaphone	25/06/2018			£	8.69	
2 litter pickers	29/06/2018			£	23.50	
3 bins	29/06/2018			£	25.50	
1 monitor				£	100.04	
1 PC				£	399.17	
2 x Panasonic Phones	11/09/2019	£	66.23	£	66.23	
1 x Printer	01/05/2020	£	157.00	£	157.00	
1 x webcam	01/05/2020	£	58.32	£	58.32	
1 x power surge cable	01/05/2020	£	14.12	£	14.12	
			<b>TOTAL</b>	<b>£</b>	<b>2,368.76</b>	

#### PROPERTY – SIGNS & NOTICES

1 x Houghton Village Hall				£	225.00	
1 x Crosby Village Hall				£	66.00	
1 x Crosby Play Area				£	66.00	
1 x Houghton Green				£	66.00	
1 x Crosby BMX Track	04/06/2016	£	100.00	£	100.00	
1 x Houghton in Bloom Sign	04/06/2016	£	85.00	£	42.50	
1 x Tarraby Sign	04/06/2016	£	59.74	£	59.74	
1 x Houghton Sign						
1 x Linstock Sign						
1 x Crosby sign						
1 x Crosby BMX track	20/06/13	£	210.00	£	-	£210 disposed flood

3 x COVID Signs

01/06/2020 £

90.00 £

-

**TOTAL £ 625.24**

**Total**

**£ 99,899**

*Notes on Values - Nominal values of £1 are given to land & village halls (not incl. in final total)*

# **REPORT TO COUNCIL**

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**Date of Meeting:** 10 March 2021  
**Title:** REVIEW OF INTERNAL AUDIT ARRANGEMENTS 2020/21  
**Report of:** CLERK

## **SUMMARY:**

To consider the effectiveness of our internal audit arrangements for the financial year 2020/21 and to consider the re-appointment of the internal auditor.

## **REPORT:**

Each financial year the Council is required to review its internal audit arrangements. This is a requirement of the Local Audit and Accountability Act 2014 and our adopted Financial Regulations. The Council needs to consider its current arrangements and authorise amendments to its current procedures.

### **a) Internal Audit Plan (Appendix 1)**

These are the current terms of reference that the internal auditor undertakes on behalf of the Council preceded by an overall framework for the internal audit arrangements. The Council need to decide if the plan/checks currently in place are sufficient and if so, agree the plan for the financial year 2020/21. The plan, if agreed, will stay in place until further review takes place in approx. March 2022.

### **b) Statement Regarding the Effectiveness of the Council's Internal Audit**

The Council is requested to confirm that they wish to re-appoint the Internal Auditor, Mr Robert Gordon, with immediate effect if so, that the Council resolves for the Chairman to sign the Statement Regarding the Effectiveness of the Councils Internal Audit (Appendix 2).

### **c) Internal Audit Review Checklist (Appendix 3)**

The Council also needs to consider five standards expected of our internal audit as well as the characteristics of that effectiveness. These are outlined in Appendix 3.

## **ACTION:**

The Council is requested to determine if they wish to:

- Approve the Internal Audit Plan/Terms of Reference for the financial year 2020/21
- Authorise the Chairman to sign the statement regarding the Effectiveness of the Council's Internal Audit
- Authorise the Chairman to sign the Internal Audit Review Checklist
- Re-appoint Mr R Gordon as the Council's internal auditor with immediate effect and until further review

The Council are also asked to confirm that the arrangements will continue into 2021/22 until a further review is carried out.

## STANWIX RURAL PARISH COUNCIL

### INTERNAL AUDIT PLAN 2020/21

To safeguard Stanwix Rural Parish Council finances there are 3 systems of control:

- **Internal control,**
- **External Audit and**
- **Internal Audit**

Internal audit is a key component of the system of internal control. Its purpose is to review whether the systems of financial control and other controls over the activities of the council are adequate, effective, and in line with current regulations. Internal audit can assist the council in its responsibility for the prevention and detection of fraud, corruption, error and mistakes.

The Internal Auditor is independent of the operations (financial control/management) of the Council and competent in the understanding of the law as applicable to Local Councils, of simple accounting and basic PAYE and VAT requirements.

The appointment of the Internal Auditor, along with agreed Terms of Reference, will be verified by the Council once per year. Any change in personal circumstances that may cause a question over the independence requirement must be reported to the Council.

The Internal Auditor will carry out under the direction and management of the Council (or as may be delegated to a Committee or to the Clerk) the following tasks:

- To review the accounting and internal control systems after the year end accounts have been completed. In previous years, a mid-year review was carried out in approx. October however, this has not been possible due to COVID in 2020/21. The intention is to ensure that bi-annual reviews are resumed in 2021/22.
- To report in writing to Council each year on the results of such tests of the system that are carried out; In previous years, a mid-year report has been presented to Council, however this has not been possible due to COVID in 2020/21. The intention is to ensure that bi-annual reviews are resumed in 2021/22.
- To report to Council in the format required in the Annual Return and to provide assurance for the council's Annual Governance Statement.
- To carry out test checking of the books accounts and vouchers as required.

These Tasks will be carried out using the guidance taken from Governance and Accountability for Local Councils: A Practitioners Guide 2014 and the schedule below suggests an approach to the testing of the key controls to provide assurance that the minimum level of coverage has been met and that all known risks are managed adequately.

A review of the effectiveness of the internal audit process will be carried out once per year by the Council. This will be done in conjunction with a review of the Council's internal controls (as set out in the financial regulations and standing orders) and the risk management procedures.

## Internal Audit Terms of Reference for Y/E 31<sup>st</sup> March 2021

<b>1. Proper Bookkeeping</b>	<b><u>End Year</u></b>
Is cashbook maintained and up to date?	
Is cashbook arithmetically correct?	
Is cashbook regularly balanced?	
Is there a checking system for data input into the computer?	
Is computerised financial information regularly backed-up?	

<b>2. a) Standing Orders Financial Regulations adopted and applied, and b) payment controls?</b>	<b><u>End Year</u></b>
Has the Council formally adopted Standing Orders and Financial regulations?	
Are they regularly reviewed?	
Has a Responsible Financial Officer been appointed with specific duties?	
Check (say) minimum 1 item or service per quarter above £2500. Has it been competitively purchased?	
Are payments in the cashbook supported by invoices, authorised and minuted? Check minimum 3 items over (say) £1000/quarter.	
Has VAT on payments been identified, recorded and reclaimed?	
Is sec137 expenditure recorded and within statutory limits?	

<b>3. Risk Management Arrangements</b>	<b><u>End Year</u></b>
Do the Minutes record the Council carrying out an annual risk assessment?	
Are the internal financial controls documented and regularly reviewed?	
Does a scan of the Minutes identify any unusual financial activity? Are legal powers available and is the basis of the powers recorded and correctly applied?	
Are Minutes properly numbered/paginated with a master copy kept in safekeeping?	
Are procedures in place for recording/monitoring members' interests/gifts/hospitality received?	
Is insurance cover appropriate and adequate?	

<b>4. Budgetary Controls</b>	<b><u>End Year</u></b>
Has the Council prepared an annual budget in support of its precept?	
Is actual expenditure against the budget regularly reported to the Council?	
Are there any significant unexplained variances against budget?	
Are reserves adequate/excessive?	

<b>5. Income Controls</b>	<b><u>End Year</u></b>
Is income properly recorded and promptly banked?	
Does the precept in the cashbook agree to the District Council's notification?	
Are security controls over cash adequate and effective?	

<b>6. Payroll Controls</b>	<b><u>End Year</u></b>
Do salaries paid agree with those approved by the Council?	



Are other payments to the Clerk reasonable and approved by the Council?	
Has PAYE/NIC been properly operated by the Council as an employer?	

<b>7. Bank Reconciliation</b>	<b>End Year</b>
Is there a bank reconciliation of each account?	
Are the original bank statement balances checked every month (by someone other than the Chairman) to the bank reconciliation?	
Is a bank reconciliation carried out regularly on receipt of statements?	
Are there any unexplained balancing entered in the reconciliation?	

<b>8. Year End Procedures</b>	<b>End Year</b>
Are year-end accounts prepared on the correct basis? (receipts & payments/income & expenditure)	
Do accounts agree with the cashbook?	
Is there an audit trail from underlying financial records to the accounts?	
Where appropriate, have debtors/creditors been properly recorded?	

### Stanwix Rural Parish Council Internal Audit Review Checklist 2020/21

Expected Standard	Evidence of Achievement	Yes/ No	Areas for Development
1. Scope of internal audit	Terms of reference for internal audit were reapproved by full council in March 2021 and remain on-going	Yes	
	Internal audit work takes into account both the councils risk assessment and wider internal control arrangements.	Yes	
	Internal audit work covers the council's anti-fraud and corruption arrangements.	Yes	
2. Independence	Internal audit has direct access to those charged with governance (see financial regulations).		
	Reports are made in own name to management.	Yes	
	Internal audit does not have any other role within the Council.		
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	
4. Relationships	All responsible officers (Clerk/RFO) are consulted on the internal audit plan.		
	Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).	Yes	
	The responsibilities of council members are understood; training of members is carried out if necessary		Encourage attendance at planned training
5. Audit planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council September 2020.	Yes	
	Internal audit has reported in accordance with the plan on a regular basis.		

Characteristics of 'effectiveness'	Evidence of Achievement	Yes/No	Areas for Development
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the Council's needs.	Yes	
Understanding the whole organisation, its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes	
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Yes	
Add value and assist the organisation in achieving its objectives.	The council makes positive responses to internal audit's recommendations and follow up with action where this is called for.	Yes	
Be forward looking	In formulating the annual audit plan, national agenda changes are considered.  Internal audit maintains awareness of new developments in the Councils services, risk management and corporate governance arrangements.	Yes	
Be challenging	Internal audit focuses on the risks facing the council.  Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes	

Signed:..... Chairman, Stanwix Rural Parish Council 10 March 2020

**STANWIX RURAL PARISH COUNCIL**

**STATEMENT REGARDING THE EFFECTIVENESS OF THE COUNCIL'S  
INTERNAL AUDIT**

Stanwix Rural Parish Council is confident that its Internal Auditor, Mr R Gordon, is a competent person, independent of the Council, to review it's financial controls and procedures and to give an objective view on the controls put in place by the Clerk/Responsible Financial Officer and approved by the Council.

The Internal Auditor is a registered accountant, an ex-Parish Councillor and is briefed with Account and Audit Regulations 2015.

During the year the Council has responded to observations made by the Internal Auditor to further ensure compliance of the regulations.

Signed: \_\_\_\_\_  
***Cllr C Nicholson, Chairman***

Date: \_\_\_\_\_