



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY  
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28<sup>th</sup> April 2021

The Annual Meeting of Stanwix Rural Parish Council will be held virtually on Wednesday 5<sup>th</sup> May. The meeting will commence directly after the closure of the Annual Parish Meeting, which will begin at 7.15pm.

The meeting is accessible by clicking [here](#) or by logging into [www.zoom.us](http://www.zoom.us) and using Meeting ID **856 7914 3408** with the password **607031**. The meeting can also be joined using a telephone by dialling one of the following numbers (0131 460 1196 or 0203 051 2874 or 0203 481 5237 or 0203 481 5240).

Please aim to arrive at the meeting by 7.10pm in case of connectivity problems. The meeting will be recorded in accordance with our policy on filming.

This is a public meeting and all are welcome.

Yours faithfully

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

Sarah Kyle, **Clerk & Responsible Financial Officer**

## **Agenda**

- 1. Election of Chairman for the Council Year 2021/22**  
The successful nominee will sign the Declaration of Acceptance of Office
- 2. Appointment of Vice-Chairman**
- 3. Apologies for Absence**  
To receive apologies and approve reasons for absence
- 4. Declarations of Interest and Requests 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
- 5. Minutes of the meeting of the Parish Council held on 10<sup>th</sup> March 2021**  
To approve the accuracy of the [attached minutes](#). Minutes to be signed following the meeting.
- 6. 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

## **7. Village Matters**

### **7.1 Tribune Drive Play Area**

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

### **7.2 Ronnie's Wood**

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

## **8. Planning Matters**

**8.1 To ratify responses made prior to the meeting, as listed in the [attached Appendix A](#):**

**8.2 To consider new applications received:**

**21/0391 Wensleydale, Tarraby, Carlisle, CA3 0JS** - Erection of Detached Double Garage with External Staircase (Revised Application)

**8.3 To note decision notices received, as listed in the [attached Appendix B](#):**

## **9. Administrative Matters**

### **9.1 Summer Play Scheme**

To further consider the provision of the summer play scheme

### **9.2 Village Hall Reports - Houghton and Crosby-on-Eden**

To receive verbal reports from Committee representatives

### **9.3 Clerk's Additional Employment**

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

### **9.4 Councillor Vacancies**

To note the resignation of S Splinter and the display of the requisite vacancy notice; to also approve expenditure of up to £59 on flyers

### **9.5 Programme of Meetings**

To consider the calendar of meeting dates for the Council year 2021/22 – [attached](#)

### **9.6 Review of Policies and Procedures**

To consider the review undertaken by the clerk of the Council's complaints procedure; procedures and practices in respect of freedom of information, General Data Protection Regulations; and policy for dealing with the press/media

### **9.7 Appointment of Representative to Outside Bodies & Appointment of Working Groups/Committees**

To consider the above - [previous year representatives attached](#)

## **10. Clerk's Report**

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

## **11. Consultations**

### **11.1 Local Government Reorganisation 2021**

To ratify the submitted response to the above [previously circulated](#) consultation

### **11.2 Local Authority Remote Meetings: Call for Evidence**

To consider the Parish Council response to the above [previously circulated](#) consultation

### **11.3 DCMS Rural Broadband Consultation**

To consider the Parish Council response to the above [previously circulated](#) consultation

## **12. Finance Matters**

### **12.1 Payments**

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

### **12.2 Receipts**

To note income received:

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

### **12.3 Grant Scheme 2021/22 First Round**

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

### **12.4 Internet Banking**

To reconfirm approval for the Clerk to authorise internet banking payments, considering whether a payment without authorisation limit should be introduced; also to confirm approval for the direct debit for ICO and pension payments to continue

## **13. Annual Governance and Accountability Return 2020/21**

### **13.1 Internal Auditors Report**

To consider accepting the [attached](#) end of year internal auditors report for the financial year 2020/21

### **13.2 Annual Governance Statement**

To approve the [attached](#) Annual Governance Statement 2020/21 and authorise the Chairman to sign the Annual return

### **13.3 Accounting Statements**

To approve the [attached](#) Accounting Statements for 2020/21 and authorise the Chairman to sign the annual return

## **14. Councillor Matters**

An opportunity for Councillors to raise issues on behalf of residents in their ward. *Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council. Future agenda items should be submitted to the Clerk by 5<sup>th</sup> July 2021*

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

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

### **15. Brunstock Pond**

To receive an update to the above matter

## **16. Date of Next Meeting**

To resolve that the next meeting of the Parish Council be held on Wednesday 14<sup>th</sup> July 2021 at 7.30pm in Crosby Parish Hall (venue to be confirmed). The meeting will only take place subject to business to transact, COVID regulations, hall accessibility and member availability at that time.

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

## **Stanwix Rural Parish Council**

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

#### **PRESENT**

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

#### **IN ATTENDANCE**

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

#### **SR 061/03/21 APOLOGIES FOR ABSENCE**

No apologies were received.

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

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

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

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

#### **SR 064/03/21 PUBLIC PARTICIPATION**

One members of the public was in attendance for observation.

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

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

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

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

#### **SR 065/03/21 VILLAGE MATTERS**

##### **065.1 Houghton Village Wildlife Project**

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

### **065.2 Houghton Village Green lane to Co-op Square**

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

### **065.3 Houghton Village Green**

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

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

**Action: CN/SK**

### **065.4 Drainage**

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

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

**Action: CN/SK**

## **SR 066/03/21 PLANNING MATTERS**

### **066.1 Responses Submitted Prior to the Meeting**

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

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

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

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

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

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

**066.2 To consider new applications received:**

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

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

**Action: CN/DM**

**066.3 To Note Planning Permission Notices Received**

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

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

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

**SR 067/02/21 ADMINISTRATIVE MATTERS**

**067.1 Delegation Scheme**

A proposed scheme had been circulated alongside the agenda.

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

**067.2 Provision of IT Services**

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

**067.3 Review of Policies**

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

**067.4 Community Action Plan**

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

**067.5 Summer Schemes**

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

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

**Action: SK**

### **SR 068/03/21 CLERK'S REPORT**

#### *B6264 Report*

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

#### *Highways Issues*

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

## *Flooding*

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

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

## **SR 069/03/21 CONSULTATIONS**

### **069.1 Model Design Code**

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

**Action: All**

### **069.2 Local Government Reorganisation 2021**

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

**Action: All**

## **SR 070/03/21 FINANCE MATTERS**

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

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

### **070.2 Bank Reconciliation**

**Noted:** Balances at bank as of 28<sup>th</sup> February 2021:

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



### **070.3 Asset Register**

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

### **070.4 Fidelity Insurance Guarantee**

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

### **070.5 Review of Internal Audit Arrangements**

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

## **SR 071/03/21 COUNCILLOR MATTERS**

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

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

## **EXCLUSION OF PRESS & PUBLIC - PART B ITEM**

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

### **SR 072/03/21 Brunstock Pond**

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

## **SR 073/03/21 DATE OF NEXT MEETING**

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

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

## **Appendix A Delegated Planning Responses 5 May 2020**

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

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

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

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

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

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

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

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

**21/0294 42 Pennington Drive, Carlisle, CA3 0PF** - Relocation Of Existing Boundary Fence To Incorporate Additional Land

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

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

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

**21/0333 Eden Croft, Green Lane, Crosby on Eden, Carlisle, CA6 4QN** - Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 16/0787 (Conversion And Extension Of Barn To Create 1no. Dwelling ) To Alter Design Of Extension

## Appendix B

### Permission Notices

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

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

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

**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

### Refusal Notices

**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

## Meeting Dates 2021/22

Day	Date	Venue
Wednesday	5th May 2021	Virtual on Zoom
Wednesday	June 2021	No meeting
Wednesday	14th July 2019	TBC
Wednesday	August	No meeting
Wednesday	8 <sup>th</sup> September 2021	Crosby Parish Hall
<i>Wednesday</i>	<i>13th October 2021</i>	<i>Crosby Parish Hall</i>
Wednesday	10th November 2021	TBC
<i>Wednesday</i>	<i>8th December 2021</i>	<i>TBC</i>
Wednesday	12th January 2022	Crosby Parish Hall
<i>Wednesday</i>	<i>9th February 2022</i>	<i>Crosby Parish Hall</i>
Wednesday	9th March 2022	TBC
<i>Wednesday</i>	<i>13th April 2022</i>	<i>TBC</i>
<i>Wednesday</i>	<i>11th May 2022</i> <i>Date to be confirmed</i>	<i>Crosby Parish Hall</i>

All meetings above will only take place in line with current COVID-19 guidelines, prevalence rates, business to be transacted, availability of meeting venues and availability and health of Councillors and Clerk.

Meetings indicated in *orange italic writing* will only take place if the number and importance of agenda items is justified, to minimise unnecessary contact as far as possible.

## STANWIX RURAL PARISH COUNCIL

### Appointment of representatives to outside bodies May 2021

Currently serving representatives are:-

<u>Bodies</u>	<u>Current Representative</u>
Houghton Village Hall Committee	Cllr Lightfoot
Crosby Village Hall Committee	Vacancy
Brampton & Beyond Community Trust	Vacancy

### Appointment of representatives to Working Groups

Currently serving members are:-

<u>Working Group</u>	<u>Current Representative</u>
Finance/Risk Group	Cllrs Nicholson, Coles, Lightfoot, Phillips & Vacancy
Planning & Housing Group	Cllrs Nicholson, Vacancy & relevant ward Cllrs
Personnel Group	Relevant selection called upon ad-hoc
Salary Review Group	Vacancy & the Clerk
Cllr Interview Panel	Relevant selection called upon ad-hoc
Complaints/Appeals Group	Relevant selection called upon ad-hoc
Environment & Recreation	Cllrs Savory, Philips & Ellmore
Highways & Transportation	Cllrs Coles & Vacancy
Community Plan Action Group	Relevant selection called upon ad-hoc
Houghton Fair Planning Group	Vacancy
Brunstock Common	Cllrs Nicholson, Coles & Watson
Flood Group	Vacancy

## CLERK'S REPORT

MAY 2021

### Anti-Social Behaviour/Dog Barking

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

### Freedom of Information

A freedom of information request was received and responded to within the prescribed deadlines.

### Houghton Wildlife Village

A grant application has been submitted to the Green Recovery Challenge Fund for £17,500.

### Highways Issues

Date Notified	Location	Fault	Action	Reference	Progress
13.01.21	Houghton Road	Damaged sign	Reported to Highways	W2181027314	Work completed – issue closed
13.01.21	Houghton Road	Damaged verge	Reported to highways	W2181027312	Checked 7 Apr – no update
13.01.21	Brunstock	Running Water	Reported to Highways	W2181031411	Re-reported
24.01.21	Tarraby	Public footpath erosion	Reported to Footpaths officer	n/a	Notified that investigations were planned
22.02.21	Brunstock Lane	Fly-tipping	Reported to Carlisle City Council	00145486	
01.03.21	Houghton Road	Potholes	Confirmed with Highways	W2181032737	Ongoing discussions to establish if works completed satisfactorily
20.03.21	The Garth, Crosby on Eden	Removal of lamp post and hole left	Reported to Highways	W2181039511	
23.04.21	36 Houghton Rd	Blocked gully	Reported to Highways	W2181043381	

**STANWIX RURAL PARISH COUNCIL**  
**SCHEDULE OF PAYMENTS TO BE AUTHORISED 5 May 2021**

Payee	Description	Total	Number	Method
Sarah Kyle	April Salary & Reimbursements	£ 1,264.28		1 BACS
HMRC	April PAYE	£ 227.44		2 BACS
NEST	April Pension	£ 96.90		3 BACS
Cumbria Payroll	April Payroll	£ 18.00		6 BACS
YPO	Stationery	£ 90.05		7 BACS
Linstock WI Hall	Grant 2020/21	£ 250.00		8 BACS
Solway Comms	Telephone Line	£ 64.80		9 BACS
Sarah Kyle	May salary & reimbursements	TBC		10 BACS
HMRC	May PAYE	TBC		11 BACS
Cumbria Payroll	May Payroll	£ 18.00		12 BACS
CALC	Subscription	£ 457.89		13 BACS
Came & Co	Insurance	TBC		14 BACS
SLCC	Membership	£ 208.00		15 BACS
Cluaran Landscape	Tree Works	£ 498.00		16 BACS
Gordon Consultancy Ltd	Internal Audit	£ 108.00		17 BACS
		<b>TOTAL</b>	<b>£ 1,809.64</b>	

**Bank Reconciliation**

Cash Book:

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

Less expenditure at 31.03.21      £ 52,689.35

Balance at 31.03.21      £ 59,073.07

Represented by:

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

## STANWIX RURAL PARISH COUNCIL GRANTS 2021/22

Amount in Budget

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

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

Remaining £ 3,449.00 for 2nd round



# Annual Internal Audit Report 2020/21

Stanwix Rural Parish Council

www.stanwixrural.co.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

17/04/2021

ROBERT GORDON

Signature of person who carried out the internal audit

R Gordon

Date 19/04/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### Stanwix Rural Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

05/05/2021

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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## Section 2 – Accounting Statements 2020/21 for

### Stanwix Rural Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	52,323	61,975	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	46,500	46,500	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	13,227	3,287	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	18,808	18,757	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	31,266	33,932	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	61,975	59,073	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	61,975	59,073	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	95,950	95,897	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED  
*Skyle*

Date 06/04/2021

I confirm that these Accounting Statements were approved by this authority on this date:

05/05/2021

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED