



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY
www.stanwixrural.co.uk clerk@stanwixrural.co.uk Tel: 07548 981 009

5th April 2023

A meeting of Stanwix Rural Parish Council is to be held on:

Wednesday 12th April 2023 in the Parish Hall, Crosby-on-Eden at 7.30pm.

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

Yours faithfully

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

Sarah Kyle

Clerk & Responsible Financial Officer

Agenda

1. Apologies for Absence

To receive written apologies and approve reasons for absence

2. Minutes of the Meeting of the Parish Council held on 8th March 2023

To resolve to authorise the Chairman to sign to approve the accuracy of the [attached](#) minutes

3. Declarations of Interest and Request for Dispensations

- a) The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest and to
- b) receive declarations by members of interests in respect of items on this agenda

4. Public Participation

In accordance with [Standing Orders](#) 3e – 3k, 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) welcome and receive reports from Cumberland Councillors

5. Planning Matters

5.1 To ratify responses to Planning Applications made prior to the PC Meeting:

23/0165 Rose Cottage, Crosby Moor, Crosby on Eden, Carlisle, CA6 4QX - Erection Of Two Storey Side & Rear Extension With Front Porch To Provide Entrance Hall With W.C., Extended Kitchen/Living Area, Utility Room And W.C. To Ground Floor With New Stairs To Gallery Landing, 3no. Bedrooms, And Dormer Windows Above; Erection Of Detached Garage/Workshop With Solar Panels To Roof

23/0198 The Hawthorns, Linstock, Carlisle, CA6 4PY - Variation Of Condition 2 (Approved Plans) Of Previously Approved Planning Permission 23/0022 (Erection Of Single Storey Rear Extension To Provide Garden Room) To Change French Doors With PVCu Frames To Bi-Folds With Aluminium Frames

5.2 To consider Planning Applications Received:

22/0297 Land to the east of Lansdowne Close/Lansdowne Court, Carlisle - Erection Of 101no. Dwellings With Associated Parking, Landscaping, Drainage And Surface Water Attenuation, Public Open Space And Access

23/0057 Ganavan, Park Broom, Carlisle, CA6 4QH - Raising Of Roof Height Over Section Of Loft Area To Create 1no. Bedroom & Bathroom; Erection Of Side Facing Dormer; Removal Of Existing 4no. Flue Chimney And Erection Of Replacement Single Flue Chimney

23/0162 Cavalaire, The Knells, Houghton, Carlisle, CA6 4JG - Demolition Of The Building Formerly Known As 'Rose Cottage' & Erection Of Replacement Dwelling

23/0180 Westbank Cottage, 22 The Green, Houghton, Carlisle, CA3 0NF - Change Of Use From Residential To Photography Studio On Ground Floor And Massage/Beauty Therapist On First Floor

23/0219 47 Antonine Way, Houghton, Carlisle, CA3 0LG - Erection Of Two Storey Side Extension To Provide Garage, Utility & Kitchen On Ground Floor With En-Suite Bedroom Above

23/0109 - Land at Fern Bank, Linstock, Carlisle, CA6 4PZ - Erection Of 2no. Dwellings (Outline)

23/0021 Rickerby Retreat, Rickerby, Carlisle, CA3 9AA - Erection Of Car Port With Roof Mounted Solar Array Installation

5.3 To note Permission Notices Received:

23/0022 The Hawthorns, Linstock, Carlisle, CA6 4PY - Erection Of Single Storey Rear Extension To Provide Garden Room

23/0062 59 Millcroft, Carlisle, CA3 0HT - Erection Of Single Storey Extension To Rear To Provide Additional Living Accommodation; Front Extension To Provide Porch On Ground Floor With New Roof Over To Create First Floor Area; Installation Of Solar Panels To Rear Elevation; Extension To Driveway

22/0034 TPO (Plots 6 & 8) Land at Lansdowne Close, Carlisle, CA3 9HN - Pollard 1no. Ash Tree to 5m, Crown Raising By 10% Canopy Volume To 1no. Oak & 1no. Ash Tree

5.4 To Consider Updates with Ongoing Planning Applications

19/0452 - L/A Croft House Brunstock

6. Village Matters

6.1 Houghton Village Green Drainage (1 – 8 The Green)

To consider an update with the above following a partial drainage survey

7. Clerk's Report

To receive a verbal report from the Clerk, detailing progress with matters from the last meeting

8. Highways Matters

8.1 Speed Indication Device

To consider an update with the installation of the device and operating arrangement

9. Finance Matters

9.1 Payments

To authorise the payment of invoices and to note the bank reconciliation as listed in the payment schedule – **to follow**

9.2 Receipts

To note the receipt of £148.05 bank interest from Unity Bank and £8.05 wayleave from ELNW.

9.3 Grant scheme (Coronation) 2023/24

To consider grant applications received from Houghton in Bloom and Houghton School PTA for the Coronation of King Charles III

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 28th April 2023

11. Date of Next Meeting

To resolve that the Annual Meeting of the Parish Council be held on Wednesday 10th May 2023 at 7pm in the Village Hall, Houghton. The meeting will be preceded by the Annual Parish Meeting, which will commence at 7.00pm.

STANWIX RURAL PARISH COUNCIL
Minutes of a Meeting Held on Wednesday 8th March 2023
at 7:30 in the Village Hall, Houghton

PRESENT

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

IN ATTENDANCE

City Cllrs E Mallinson and F Robson. One member of the public. The Clerk, S Kyle.

SR 269/03/23 APOLOGIES FOR ABSENCE

Apologies for absence were received from County Cllr J Mallinson and City Cllr P Nedved.

SR 270/03/23 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 11 JANUARY 2023

Resolved to authorise the Chairman to sign, as a true and accurate record, the minutes of the last meeting of the Council. It was noted that the February meeting had been cancelled due to being inquorate.

SR 271/03/23 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST

A previously granted dispensation for Cllr Robinson remains current, with regards to planning application 22/0297. Cllr Nicholson declared an interest under item 278.3, due to his spouse being treasurer of Houghton Village Hall.

SR 272/03/23 PUBLIC PARTICIPATION

272.1 Members of the Public

One member of the public was in attendance to address the following points:

1. Community Plan – the resident sought clarification as to when the results of the Community Plan could be expected.
2. Dog fouling – concerns expressed regarding the incidents of dog fouling and bags being left in trees etc. Also concerns regarding the availability and frequency of visits from the dog warden. The resident queried whether any prosecutions had ever been made.
3. Road sweepers – concerns raised over the inability of the road sweeper to efficiently gain access to the road due to parked cars.
4. Potholes – reported several deep potholes that require repair.
5. Whiteclosegate parking – concerns expressed at the number of vehicles partially parked on the pavement, despite recent resurfacing works to the pedestrian way.

The matters were addressed by the Chairman; it was confirmed works were ongoing with the community plan however the response rate remains low. He also noted that many residents parked partially on pavements to ensure emergency vehicle access. Residents could however be encouraged to park on their own driveways in Jackson Road.

City Cllr E Mallinson addressed matters related to dog fouling and potholes and will follow these up with the City Council on the residents behalf. All residents are recommended to report all potholes directly to the Highways website.

One member of the public left the meeting at 7.50pm.

Cllr Phillips requested that City Cllr E Mallinson also report the road surfacing on Newmarket Road (adjacent to the Sands Centre).

One member of the public left the meeting at 7.50.

272.2 Ward Members

City Cllr E Mallinson reported from County Cllr J Mallinson that consent for the SID remained ongoing. She also reported various updates with outstanding matters, including the Millcroft footpath application and the closure of Etterby St for resurfacing works.

As it was the last meeting for ward members due to the planned vesting of the Cumberland Council on 1st April, the Chairman expressed sincere gratitude to Cllrs E Mallinson, Robson and Nedved for their support, service and attendance and wished them well for their futures.

SR 273/03/23 PLANNING MATTERS

273.1 Resolved to ratify responses to planning applications submitted out with the meeting:

22/0747 Fairholme, Birky Lane, Walby, Carlisle - Change Of Use Of Former Poultry Unit To 3no. Units For Use Class B8 (Storage & Distribution)

23/0001/SNBN Land adjacent to Meadow Cottage, Tarraby, Carlisle, CA3 0JS - Erection of 4no. dwellings (Street Naming)

23/0001/S211 Meadow Cottage, Tarraby, Carlisle, CA3 0JS - Works To 1no. Sycamore Tree In Tarraby Conservation Area

23/0022 The Hawthorns, Linstock, Carlisle, CA6 4PY - Erection Of Single Storey Rear Extension To Provide Garden Room

22/0034 TPO (Plots 6 & 8) Land at Lansdowne Close, Carlisle, CA3 9HN - Pollard 1no. Ash Tree to 5m, Crown Raising By 10% Canopy Volume To 1no. Oak & 1no. Ash Tree

23/0062 59 Millcroft, Carlisle, CA3 0HT - Erection Of Single Storey Extension To Rear To Provide Additional Living Accommodation; Front Extension To Provide Porch On Ground Floor With New Roof Over To Create First Floor Area; Installation Of Solar Panels To Rear Elevation; Extension To Driveway

23/0114 Crosby Moor Garage, Crosby Moor, Crosby on Eden, Carlisle, CA6 4QX - Variation Of Condition 1 (Approved Documents) Of Previously Approved Application 22/0036 To Amend Design Of Filling Station Building Relating To Original Permission 94/0348 (Redevelopment Of Existing Filling Station & Workshop)

273.2 Resolved to consider new applications:

23/0109 Land at Fern Bank, Linstock, Carlisle, CA6 4PZ- Erection Of 2no. Dwellings (Outline)

Consideration was given to the above application; a draft response will be composed and circulated to all members prior to submission.

273.3 Resolved to note permission notices received:

22/0887 Houghton House Farm, Houghton, Carlisle, CA6 4DX - Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 22/0222 (Refurbishment Of Existing Farmhouse, Bothy & Cart Shed To Non-Residential; Demolition Of Woodstore, Barn & Shed; Erection Of 1no. Dwelling, New Garaging, Landscaping & Rerouted Public Footpath) To Amend Position Of Garage & Access To Site

22/0747 Fairholme, Birky Lane, Walby, Carlisle, CA6 4QL - Change Of Use Of Former Poultry Unit To 3no. Units For Use Class B8 (Storage & Distribution)

22/0933 Derry Gore, Brunstock, Carlisle, CA6 4QG - Demolition Of Existing Bungalow & Erection Of Replacement Dormer Bungalow

273.4 Resolved to note updates with ongoing planning applications:

19/0452 - L/A Croft House Brunstock

Problems with anti-social behaviour on-site were reported. It is understood legal matters relating to compensation for the planning error remain ongoing.

22/0297 Land to the east of Lansdowne Close/Lansdowne Court, Carlisle - Erection Of 101no. Dwellings with Associated Parking, Landscaping, Drainage and Surface Water Attenuation, Public Open Space And Access

It was understood that a submitted amended application had not yet been validated.

22/0688 St Johns Church, Crosby on Eden, Carlisle - Erection of single storey extension to provide WC.

An inaccuracy in the Development Control Committee minutes from Carlisle City Council relating to the date the PC submission had been received had been unsatisfactorily addressed but it was agreed that it was not sensible to further pursue the issue.

22/0034 TPO (Plots 6 & 8) Land at Lansdowne Close, Carlisle, CA3 9HN - Pollard 1no. Ash Tree to 5m, Crown Raising By 10% Canopy Volume To 1no. Oak & 1no. Ash Tree (*Fence adjacent*)

Concerns were raised regarding the erection of a fence at the above site which has the potential to interfere with growth and appears to be within the root protection zone. City Cllr E Mallinson is to take the issue forward with the planning department. Cllr Robinson noted he was registered to speak as a private individual at the forthcoming Development Control Committee on 24th March.

SR 274/03/23 VILLAGE MATTERS

274.1 Houghton Village Green Drainage (1 – 8 The Green)

The Chairman and Clerk had visited the archive offices and extracted a number of minutes for reference; these will be sent to the involved resident as per a previous request. A meeting with the drainage camera surveyor had been delayed but will be rescheduled for as soon as possible.

274.2 Summer Play Scheme

Resolved to host three days at Houghton and three days at Crosby during the school summer holidays; arrangements to be in line with previous years.

274.3 Tarraby Common Land

Reports of damage to the above had been received. The matter had however been dealt with swiftly and efficiently by the developers following correspondence from the Parish Council.

274.4 Houghton Verges

Concerns were raised regarding the state of grass verges in between Tribune Drive and the school. Cllrs agreed the damage, leading to mud on the pavements, was caused by residents not parking on their drives.

Resolved to write to residents in the houses adjacent to request they park more considerately. Also to raise a further report with Highways to ask them to consider remedial action.

SR 275/03/23 Administrative Matters

275.01 Review of Policies

Resolved to note the review of the Standing Orders, Financial Regulations and GDPR policies, with no amendments proposed for any of the documents. Code of Conduct documentation will need reviewed following the Cumberland Council vesting.

275.02 Risk Assessment

Resolved to adopt the updated risk assessment, which had been circulated to all members prior to the meeting, following scrutiny by the Finance and Risk working group.

SR 276/03/23 CLERK'S REPORT

Houghton Village Signage

Progress continues with plans to install new signage on the Village Green. As a local authority and the landowner, planning consent is not required within specified parameters. A response is still awaited from Cumbria County Council with regards to a quotation request.

Rickerby Park Coffee Van

Attempts to register concerns over littering etc from the above are on hold.

Play Area Inspection Reports

Inspection reports have been received from the quarterly inspection, noting concerns with the installation of the new equipment. Sovereign Play Equipment are arranging for their team to visit to rectify any problems.

Goalposts

Goalposts for all three areas (Houghton, Linstock, Crosby) are to be installed as soon as possible.

Linstock Trees

Work to the above took place during February.

Election Procedures

Forms for all members who wish to stand for re-election were available for collection at the end of the meeting. Instructions to the procedure to follow had been previously emailed.

SR 277/03/23 HIGHWAYS MATTERS

277.1 A689 Safety

Two emails had been received from residents concerning safety on the A689, one concerning traffic following a recent fatality and one concerning deer which were frequenting the area.

Resolved to write to the highway's authority responsible for the A689 and to the CRASH group for consideration of increased signage.

277.2 Speed Indication Device

Resolved to authorise expenditure on the purchase of a solar powered speed indication device for use throughout the parish.

SR 278/03/23 FINANCE MATTERS

278.1 Payments

Resolved that the following payments be approved:

Payee	Details	TOTAL
Sarah Kyle	February salary & reimbursements	1,380.40
HMRC	February PAYE	227.95
NEST	February pension	105.30
Play Inspection Company	Quarterly Inspection	222.00
ICO	Data Protection	35.00
CALC	Training courses	60.00
Linstock WI Hall	Interim part-grant	1,500.00
<u>March Invoices</u>		
CALC	Training course	30.00
Susan's Farm	Grant	315.10
Sarah Kyle	March salary	1,434.70
HMRC	March PAYE	227.95

NEST	March pension	105.30
Equiphase	Website hosting	66.00
Orchard Tree Surgery	Tree maintenance	528.00
Crosby on Eden Parish Hall	Grant	1,250.00
Crosby on Eden Parish Hall	Rental	27.00
Adobe	Subscription	TBC
Crosby Magazine	Grant	150.00
At home PC	Office 360 Subscription	TBC
		£ 7,664.70

278.2 Bank Reconciliation

Balances at bank as of 28th February 2023:

Cash Account	£31,022.10
Unity Bank (current a/c)	£1,256.46
Unity Bank (savings a/c)	£26,661.12
Income to 28/02/23	£54,869.08
Expenditure to 28/02/23	£57,194.63

It was noted that the planned transfer of £30,000 from the cash account to the savings account had not yet taken place; a CHAPS form (at a cost of £25) was authorised to be signed to complete this process.

278.3 Receipts

Resolved to note the following receipts:

- £500 from Cumbria County Council towards the purchase of a speed indication device
- 4,200 from Carlisle City Council towards the new equipment at Linstock play area.
- £500 from Cumbria County Council towards the new equipment at Linstock play area
- £138.32 bank interest from Unity Bank

278.3 Grant Scheme Outstanding Claims 2022/23

Resolved to allow the carry-forward for an outstanding part-claim to Linstock WI hall, if necessary, for kitchen refurbishment works. Further resolved to allow the carry-forward of a grant to Houghton Village Hall for re-roofing.

278.4 Grant Scheme 2023/24

Resolved to open the grant scheme for 2023/24. Documentation, including updated and revised criteria, were circulated to all members prior to the meeting, following scrutiny by the Finance and Risk working group.

278.5 Asset Register

Resolved to accept the updated asset register for 2022/23 which had been circulated to all members prior to the meeting, following scrutiny by the Finance and Risk working group.

278.6 Review of Internal Audit Arrangements

Resolved to adopt the updated internal audit arrangement documentation, a copy of which had been circulated to all members prior to the meeting, following scrutiny by the Finance and Risk working group.

278.7 Fidelity Insurance Guarantee

Resolved to agree the adequacy of the insurance cover for the above.

SR 279/03/23 COUNCILLOR MATTERS

Cllr Coles report severe vandalism on Eden Gate. He also noted that the land adjacent to Eden Gate had been recently cleared.

Cllr Leitch informed members that there had been no update to the Community Asset application that had been submitted.

Cllr Robinson requested information be shared regarding the new officers in post for the Cumberland Council; City Cllr E Mallinson is to share this information.

SR 280/03/23 DATE OF NEXT MEETING

Resolved that the next meeting of the Parish Council will be held on Wednesday 12th April at 7.30pm in Crosby-on-Eden Parish Hall. The Annual Parish Meeting will now take place on 10th May.

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