



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY
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11th October 2023

A meeting of Stanwix Rural Parish Council is to be held on Wednesday 18th October 2023 at 7.30pm in Houghton Village Hall. Please note the change of date and venue from previously published.

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 13th September 2023

To resolve to authorise the Chairman to sign to approve the accuracy of the 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) receive reports from Cumberland Councillors

5. Planning Matters

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

23/0654 Houghton House Farm, Houghton, Carlisle, CA6 4DX. Demolition Of Bothy (Retrospective);
Erection Of Facsimile Of Demolished Bothy

23/0664 Old Clydesdale Stud, Tarraby, Carlisle, CA3 0JS. Erection Of Agricultural Building

23/0058/S211 Rickerby Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA. Removal Of 3no.
Beech Trees

5.2 To consider planning applications:

23/0701 Fairholme Farm, Birky Lane, Walby, Carlisle, CA6 4QL. Change Of Use Of Former Poultry Units To 4no. Units For Use Class B8 (Storage & Distribution)

23/0706 21 Whiteclosegate, Carlisle, CA3 0JA. Erection Of Single Storey Rear Extension To Provide Enlarged Living/Dining/Kitchen Together With First Floor Side Extension To Provide Bathroom

5.3 To Note Decision Notices Received:

23/0530 145 Tribune Drive, Houghton, Carlisle, CA3 0LF. Erection Of Single Storey Rear Kitchen Extension

23/0506 48 Pennington Drive, Carlisle, CA3 0PF. Relocation Of Existing Boundary Fence To Incorporate Additional Land Into Domestic Curtilage

23/0599 Whiteclosegate Service Station, Brampton Old Road, Carlisle, CA3 0JN Installation Of 2no. Permanent Timber Clad Containers Conjoined To Create Larger Shop Selling Area, Store Room And Staff Room; Installation Of 2no. Customer Toilets At Rear

22/0929 Land to the North of Moor Cottage, Crosby Moor, Crosby-on-Eden, Carlisle CA6 4QX - Change Of Use From Agricultural Land To Dog Exercising Field & Associated Fencing; Construction Of 5m x 10m Hardcore Hard Standing To Provide Off Road Parking

5.4 To Consider Additional Planning Matters

23/0347 Land at Brunstock Lane, Houghton, Carlisle - Residential Development Consisting Of 163no. Dwellings & Associated Infrastructure

To receive a verbal update

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

To receive a verbal update

22/0672 The Park, Rickerby, Carlisle, CA3 9AA - Discharge Of Conditions 3 (Surface Water Drainage Scheme); 4 (Foul Drainage); 6 (Construction Vehicle Parking); 7 (Materials) & 10 (Window Detail) Of Previously Approved Permission 21/0762

To consider concerns raised

6. Administrative Matters

6.1 Houghton Village Hall

To receive an update from the Management Committee

6.2 Recording and Data Retention Policies

To consider an update to the Council policies as above

6.3 Clerk's Annual Appraisal

To note the successful completion of the above

7. Village Matters

7.1 Brunstock Pond

To receive a verbal update regarding the above

8. Clerk's Report

To receive a verbal report regarding updates from the last meeting

9. Highways Matters

9.1 Speed Indication Device

To receive a quarterly update – **report attached**

9.2 Speedwatch

To receive a verbal update regarding participation in the scheme

9.3 Road Closures

To consider the lack of notification regarding recent road closures

10. Finance Matters

10.1 Payments

To consider the authorisation of payments as detailed in the **attached schedule**

10.2 Bank Reconciliation

To note the bank reconciliation to 30 September 2023 as detailed in the **attached schedule**

10.3 Receipts

To note the receipt of £497.49 in bank interest to 30 September 2023

10.4 Audit

To note the completion of the external annual audit

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.

12. Date of Next Meeting

To resolve that the next meeting of the Parish Council be held on Wednesday 8th November 2023 at 7.30pm in Linstock WI Hall. Please note the change of venue from previously published.

Future agenda items should be submitted to the Clerk by 30th October 2023.

STANWIX RURAL PARISH COUNCIL
Minutes of a meeting held on Wednesday 13th September 2023
at 7:30 in the Parish Hall, Crosby on Eden.

PRESENT

The Chairman Cllr C Nicholson, Cllr's A Coles, E Leitch, D Milburn, P Nedved, A Robinson and C Savory.

IN ATTENDANCE

The Clerk, S Kyle.

SR 334/09/23 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr N Watson. Apologies were also noted from Cumberland Cllrs J Mallinson and H Davison.

SR 335/09/23 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 19 July 2023

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

SR 336/09/23 CO-OPTION OF COUNCILLOR

Resolved to co-opt David Milburn to the Parish Council with immediate effect. Cllr Millburn signed the Declaration of Acceptance of Office.

SR 337/09/23 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST

No requests for dispensations were received. Cllr Nicholson declared an interest in item 344.4 relating specifically to the Houghton Village Hall grant application, his spouse being treasurer.

SR 338/09/23 PUBLIC PARTICIPATION

338.1 Members of the Public

No members of the public were present.

338.2 Cumberland Cllrs

No Cumberland Cllrs were present.

SR 339/09/23 PLANNING MATTERS

339. 1 Resolved to ratify responses made prior to the meeting:

23/0530 145 Tribune Drive, Houghton, Carlisle, CA3 0LF - Erection of Single Storey Rear Kitchen Extension

23/0506 48 Pennington Drive, Carlisle, CA3 0PF. Relocation of Existing Boundary Fence to Incorporate Additional Land into Domestic Curtilage

23/0521 The Orchard, Houghton House, Houghton, Carlisle, CA6 4DX. Erection Of Single Storey Side Extension to Provide Additional Living Accommodation; Raising of Roof to Provide Second Floor Accommodation and Addition Of 1no. Dormer Window to Provide 2no. Bedrooms (1no. En-Suite)

23/0514/5 (LBC) Eden Grove, Crosby on Eden, Carlisle, CA6 4QJ. Conversion & Extension

to Stable Block to Provide 3no. Holiday Cottages with Associated Parking; Construction of Sewage Pumping Station & Treatment Plant

23/0496 Land to west of Tower Farm, Rickerby, Carlisle CA3 9AA. Erection Of 1no. Dwelling and Demolition of Barn

23/0501 Rose Cottage, Crosby Moor, Crosby on Eden, Carlisle, CA6 4QX Demolition of Existing Dwelling; Erection Of 1no. Replacement Dwelling with Detached Garage

22/0929 Land to the North of Moor Cottage, Crosby Moor, Crosby-on-Eden, Carlisle CA6 4QX Proposal: Change of Use from Agricultural Land to Dog Exercising Field & Associated Fencing; Construction Of 5m x 10m Hardcore Hard Standing to Provide Off Road Parking

23/0347 Land at Brunstock Lane, Houghton, Carlisle - Residential Development Consisting Of 163no. Dwellings & Associated Infrastructure

339.2 To Consider Additional Planning Matters

23/0599 Whiteclosegate Service Station, Brampton Old Road, Carlisle, CA3 0JN - Installation Of 2no. Permanent Timber Clad Containers Conjoined to Create Larger Shop Selling Area, Storeroom and Staff Room; Installation Of 2no. Customer Toilets at Rear
Resolved to recommend determination in accordance with local and national planning policy and guidance.

339.3 Resolved to note decision notices received:

23/0363 Edenlin, Brampton Old Road, Carlisle, CA6 4QE - Roofing Over Existing Middenstead and Cattle Feeding Area; Concreting Part of Existing Farmyard

23/0424 The Villa, Brunstock, Carlisle, CA6 4QG. Installation Of Foul Water Package Treatment Plant

23/0335 3 Eden Mews, Green Lane, Crosby on Eden, Carlisle, CA6 4RB Relocation of Wood Burning Stove Flue from West to North

23/0462, Land adjacent to Meadow Cottage, Tarraby, Carlisle, CA3 0JS. Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 22/0680 (Erection Of 2no. Dwellings) To Allow Amended Garage Details, Including Solar Panels to Roof, And Stairs to Form a Study in Roof Space

23/0521 The Orchard, Houghton House, Houghton, Carlisle, CA6 4DX -Erection of Single Storey Side Extension to Provide Additional Living Accommodation; Raising of Roof to Provide Second Floor Accommodation and Addition Of 1no. Dormer Window to Provide 2no. Bedrooms (1no. En-Suite)

339.4. Resolved to note withdrawn applications.

23/0558 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) For the Partial Removal and Rebuilding of Sections of Existing Store Attached to Farmhouse

339.5 To consider other planning applications.

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

A verbal update was provided by Cllr Robinson, noting that updates were still required with both drainage and trees. Concerns were also raised regarding information contained in received Freedom of Information requests that outlined further meetings with the developer. No notes had been made at this meeting which prompted further concerns regarding the administration of the application.

It was agreed that 23/0347 Land at Brunstock Lane, Houghton, Carlisle, be placed on the agenda as a standing item in case of relevant verbal updates.

SR 340/09/23. Administrative matters.

340.1 Risk Assessment

Resolved to adopt the updated risk assessment, as circulated alongside the agenda.

340.2 DLUHC Consultations

340.2.1 Local Plan Consultation and Ratification of Complaint

Concerns were expressed regarding the timescale for notification of the commencement of the above consultation, noting that 4.5 weeks had passed before the Chairman was notified. A letter had therefore been sent to NALC, CALC and local MP's. At the time of the meeting, only Dr Neil Hudson MP had replied offering his support.

Resolved to ratify the complaint. Also resolved that Cllrs should submit comments to the Chair as soon as possible to enable a response to be composed.

340.2.3 Nationally Significant Infrastructure Project Consultation

It was noted that again, delays had been evident in the notification of the above. NALC were not to respond to the consultation due to capacity issues. It was agreed that this also would be brought to the attention of Dr Hudson, but no response would be submitted.

340.3 Linstock Play Area

It was reported that the large multi-play piece of equipment at Linstock had been raised to moderate risk.

Resolved to investigate replacement costs and begin the process of seeking grant funding for longer term complete replacement.

340.4 Recording Equipment

An update was provided regarding the purchase of the above. A field recorder and external microphone have been suggested. Purchase will be made as soon as possible and is expected prior to the next meeting.

Resolved to consider updates to recording and data retention policies in accordance with the above.

SR 341/09/23 VILLAGE MATTERS

341.1 Houghton Village Hall Car Park

It was noted that weeding had taken place in the car park with the remnants being left on a driveway towards a neighbouring property. It was unclear who had undertaken the works as they had not been authorised by the Hall Management Committee. Concerns were raised that the works were unnecessary when alternative areas of the parish need attended to. The matter has been referred to Cllr Mallinson for investigation into the contractor's identity.

Tarraby Common Land

A report had been received regarding damage incurred to the Common Land by a refuse/recycling wagon.

Resolved to write a letter of complaint to Cumberland Council.

SR 342/09/23 CLERK'S REPORT

A verbal report was provided by the Clerk, noting:

Crosby On Eden Noticeboard

The board had been repaired and repositioned.

Crosby Moor Noticeboard

The board had now been located and will be collected in due course.

Civility and Respect

It was noted that the scheme has been signed up to.

SR 343/09/23 HIGHWAYS MATTERS

330.1 Speed Indication Device

A verbal update was provided by Cllr Savory noting that the sign is now monitoring traffic travelling north to south on Houghton Road. The maximum recorded speed has been 60mph although the device appears to be having the effect of reducing traffic speeds for some. The average daily traffic count is 1635 which is significantly higher than figures recorded in the opposite direction (1237) and more than 30 percent higher than in December 2015. The device will prove useful in guiding the best times for Speedwatch operations, although it is yet unknown as to when the gun may next be available. A written report will be provided alongside the October agenda.

SR 344/09/23 FINANCE MATTERS

344.1 Payments

Resolved to authorise the payment of invoices below:

Sarah Kyle	August Salary & Reimbursements	£1,218.60
HMRC	August PAYE	£137.31
NEST	August Pension	£91.45

A Kyle	August Salary	£251.48
Houghton village hall	Rental May	£16.00
Cluaran Landscapes	Grass cutting	£2,196.00
Sarah Kyle	September Salary & Reimbursements	£1,227.96
HMRC	September PAYE	£116.44
NEST	September Pension	£88.23
A Kyle	September Salary	£210.60
Play inspection	Inspection	£234.00
Houghton Village Hall	Hall rental	£244.00
Linstock WI Hall	Rental	£20.00
Savills	Linstock Green Rent	£20.00
GLL	Summer Play Scheme	£480.00

344.2 Bank Reconciliation

Resolved to note the bank reconciliation at 31 August 2023:

Cash Account	£0.00
Unity Bank (current a/c)	£771.18
Unity Bank (savings a/c)	£75,000
Income to 31/08/23	£55,031.33
Expenditure to 31/08/23	£26,809.48

The bank account at the Cumberland had been closed; the cheque will be deposited with Unity Bank in due course.

344.3 Receipts

Resolved to note the receipt of £7349.00 as a VAT repayment from HMRC.

344.4 Grant awards 2023/24

The recommendations of the Finance/Risk working group were considered.

Resolved to award the following grants:

- Houghton Village Hall, new kitchen equipment, £647.82
- Susan's Farm, community bonfire, £400.00
- Houghton Guides, Christmas event, £1000.00
- Houghton Toddlers, Halloween event, £175.00
- Houghton Scouts, new mess tent, £436.50

The grant criteria to be reviewed prior to the 2024/25 scheme opening.

344.5 Greens maintenance Contract

Resolved to open the tender process for the grass cutting season 2024 on an initial 12 month contract, renewable for a further two years. The tender pack to be sent around members and an advert to be placed in the Cumberland News.

SR 345/09/23 COUNCILLOR MATTERS

Cllr Nicholson reported an emergency road closure on the C1013 Newby East due to a gas leak.

Cllr Nedved reminded Cllrs that the next Community Panel would take place on 28 September in Longtown. He also reported the opening of a 'men's shed' community group in Houghton; the first in the locality.

Cllr Robinson requested an update on the drainage situation in Houghton. The Chairman reported he had sent an email to the resident who was excavating the Green to request an update on the matter. Concerns were raised that the camera survey may be difficult to perform in the winter if the matter is not resolved soon.

Cllr Coles noted that the pond at Brunstock had made good progress. He further raised concerns regarding an extractor fan and waste bins at the Lounge on the Green. The requirement for consent for these will be investigated as appropriate. Cllr Coles also requested an update on the signage for Houghton Village Green; this is to be chased by the Clerk.

SR 346/09/23 DATE OF NEXT MEETING

Resolved that the next meeting of the Parish Council will be held on Wednesday 18th October at 7.30pm in the Linstock WI Hall (venue TBC dependent upon availability). This is a week later than originally advertised. Agenda items to be submitted to the Clerk before 9th October.

There being no further business the Chairman closed the meeting at 8.32pm.

PTSC 906: SPEED SIGN ON HOUGHTON ROAD: HALF-YEARLY REPORT

The tables below summarise information from the speed indicator sign for vehicles travelling south to north (April to June) and north to south (July to September) on Houghton Road in 2023.

MONTH	Total Vehicles	AADT	Monthly Weekday Figures		Monthly Weekend Figures		All (mph)
			Nos. vehicles	Av. speed mph	Nos. vehicles	Av. Speed mph	85%ile speed
April *	28007	1235	20414	27.2	7593	27.6	32.5
May	38221	1232	30218	27.3	8003	27.7	32.4
June	37482	1246	29281	27.3	8201	27.8	32.4

*Started 08/04/2023

HOUGHTON ROAD: NORTH TO SOUTH TRAFFIC DATA							
MONTH	Total Vehicles	AADT	Monthly Weekday Figures		Monthly Weekend Figures		All (mph)
			Nos. vehicles	Av. speed mph	Nos. vehicles	Av. Speed mph	85%ile speed
July	51111	1649	38539	28.6	12572	29.1	34.0
August	50233	1620	39459	28.8	10774	29.4	34.2
September	51246	1708	38377	28.4	12869	29.0	33.8

The following sheets list the traffic analysis data and bar charts showing vehicle speed distribution for the same periods.

PTSC 906: SPEED SIGN ON HOUGHTON ROAD: HALF-YEARLY REPORT

Traffic Analysis (April- June)

For Project: Houghton Road S to N
 Project Notes:
 Location/Name: Incoming
 Report Generated: 01/07/2023 16:16:07
 Speed Intervals: 5 MPH
 Time Intervals: Instant
 Traffic Report From: 01/04/2023 11:00:00 through 01/07/2023 08:59:59
 85th Percentile Speed: 32.4 MPH
 85th Percentile Vehicles: 88239
 Max Speed: 55 MPH on 15/04/2023 07:20:00
 Total Vehicles: 103811
 AADT: 1141

Volumes - weekly counts

Time	5 Day	7 Day
Average Daily	1229	1130
AM Peak 08:00	99	82
PM Peak 17:00	113	98

Speed

Speed Limit: 35
 85th Percentile Speed: 32.4
 50th Percentile Speed: 27.4
 10 MPH Pace Interval: 20.0 MPH to 30.0 MPH
 Average Speed: 27.54

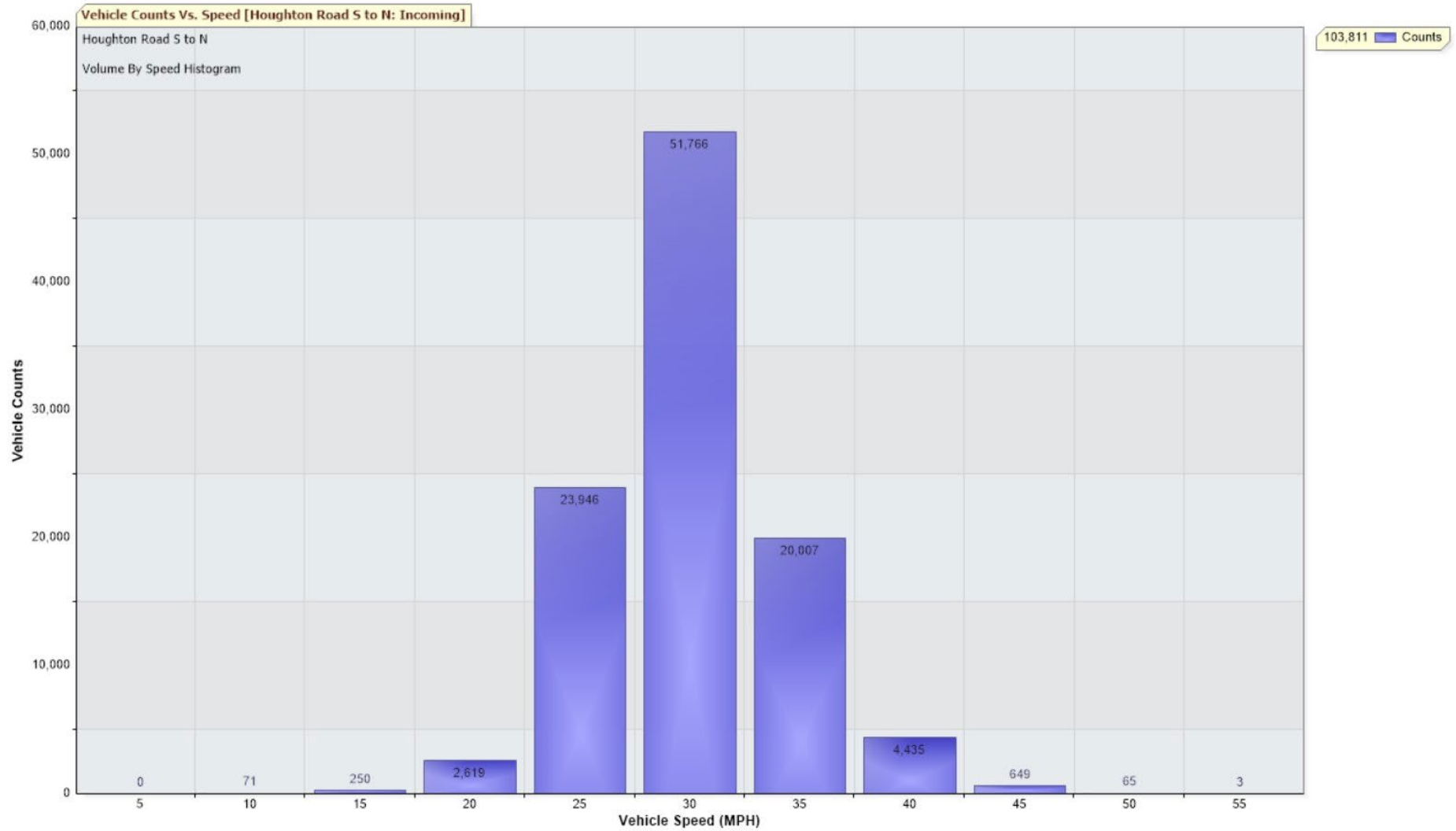
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	712	687	747	808	812	735	651
% over limit	5.0	4.4	4.5	4.8	4.8	5.5	6.1
Avg Speeder	38.2	38.2	38.3	38.3	38.3	38.4	38.1
Avg Speed	12.3	11.6	11.3	11.5	11.4	13.5	14.4

PTSC 906: SPEED SIGN ON HOUGHTON ROAD: HALF-YEARLY REPORT

Houghton Road S to N

Incoming

Volume By Speed Histogram



PTSC 906: SPEED SIGN ON HOUGHTON ROAD: HALF-YEARLY REPORT

Traffic Analysis (July – September)

For Project: Houghton Road N to S
 Project Notes:
 Location/Name: Incoming
 Report Generated: 01/10/2023 15:18:09
 Speed Intervals: 5 MPH
 Time Intervals: Instant
 Traffic Report From: 01/07/2023 08:00:00 through 30/09/2023 23:59:59
 85th Percentile Speed: 34 MPH
 85th Percentile Vehicles: 129596
 Max Speed: 60 MPH on 03/08/2023 21:00:00
 Total Vehicles: 152466
 AADT: 1663

Volumes - weekly counts

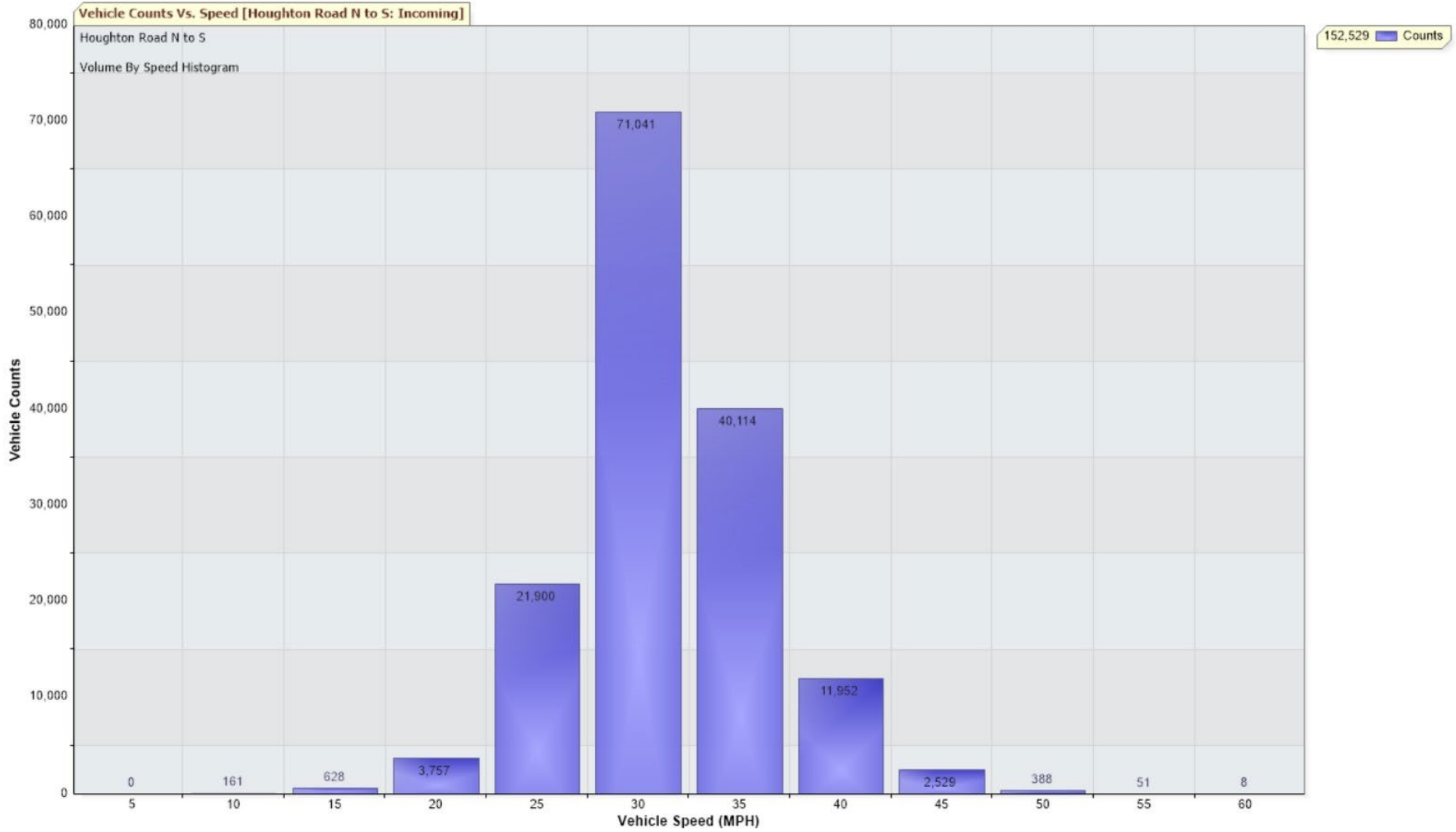
Time	5 Day	7 Day
Average Daily	1788	1658
AM Peak 08:00	162	132
PM Peak 17:00	152	133

Speed

Speed Limit: 35
 85th Percentile Speed: 34
 50th Percentile Speed: 28.5
 10 MPH Pace Interval: 25.0 MPH to 35.0 MPH
 Average Speed: 28.86

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	1921	2071	2152	2193	2447	2336	1797
% over limit	8.9	9.0	9.1	9.2	10.2	11.2	11.7
Avg Speeder	38.5	38.6	38.7	38.7	38.7	38.7	38.9
Avg Speed	11.0	10.5	10.5	10.6	10.8	12.2	13.6

PTSC 906: SPEED SIGN ON HOUGHTON ROAD: HALF-YEARLY REPORT



<u>Schedule of Payments to be Authorised 18 October 2023</u>			
Payee	Details	Method	Gross Amount
Sarah Kyle	October Salary & Reimbursements	BACS	£1,189.16
HMRC	October PAYE	BACS	£116.24
NEST	October Pension	DD	£88.23
A Kyle	October Salary	BACS	£210.60
HVH	Rental	BACS	£68.00
Moore East Midlands	Audit	BACS	£378.00
Houghton Scouts.	Grant	BACS	£436.50
Unity Bank	Quarterly Charge	DD	£18.00
			£2,416.50
<u>Bank Reconciliation</u>			
Cash Book	Balance at 01.04.2023		£48,554.48
	Receipts to 30.09.23		£55,528.82
			£104,083.30
	Expenditure to 30.09.23		£29,468.71
	Cash book balance 30.09.23		£74,614.59
Represented by:	Current A/C (Unity)		£1,111.95
	Savings A/C (Unity)		£72,497.49
	Balance at bank 30.09.23		£73,609.44
	plus cheques still to be deposited		£1,005.15
	Balance 30.09.23		£74,614.59