



Chairman: Cllr C Nicholson

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

5th January 2022

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

Wednesday 12th January 2022 in the Parish Hall, Crosby-on-Eden at 7.30pm

This is a public meeting and all are welcome.

Please let me know if you are unable to attend. Do not attend if you show any COVID-19 symptoms. In line with our updated risk assessment, please endeavour to undertake a lateral flow test prior to attending. Please also be aware that it is legally required that a face covering be worn by all attendees throughout the meeting.

Yours faithfully

A handwritten signature in black ink, appearing to be 'SK', 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 December 2021

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 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. Planning Matters

5.1 To ratify responses made prior to the meeting, as listed in the **attached Appendix A**

5.2 To note decision notices received, as listed in the **attached Appendix B**

5.3 To Consider New Planning Applications

21/1143 Land adjacent to Meadow Cottage, Tarraby, Carlisle, CA3 0JS - Erection Of 4no. Dwellings and Associated Works

5.4 Planning Application 19/0452 - L/A Croft House Brunstock

To receive reports and consider ongoing issues arriving from the above planning application

5.5 Town and Country Planning (Appeals) (Written Representations Procedure) Regulations 2000

21/0700 5 Chestnut Grove, Linstock, Carlisle, CA6 4RS – Erection of Single Storey Front Porch To Provide Entrance Lobby & WC

To consider any action required

6. Administrative Matters

6.1 Community Governance Review, Stanwix Urban

To receive a verbal report

6.2 Village Green 3rd Party Works Policy

To consider the implementation of a policy for the 3rd party usage of the Village Green during essential householder works

7. Village Matters

7.1 Linstock Play Area

To note the removal of 2 pieces of equipment and consider their refurbishment/replacement

7.2 Brunstock Pond

To consider an update to works and drainage plans

8. Clerk's Report

To receive the **attached** summary report from the Clerk, detailing progress with matters from the last meeting

9. Finance Matters

9.1 Payments

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

10. Councillor Matters

An opportunity for Councillors to raise issues on behalf of residents in their ward.

Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council.

Future agenda items should be submitted to the Clerk by 1st February 2022

11. Date of Next Meeting

To resolve that the next meeting of the Parish Council be held on Wednesday 9th February 2022 at 7.30pm in Crosby Parish Hall. The meeting will 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 Meeting Held on Wednesday 8 December 2021 at 7:30pm in the
Village Hall, Houghton

PRESENT

The Chairman Cllr C Nicholson, Cllr's A Lightfoot, D Milburn, H Phillips, A Robinson, and C Savory.

IN ATTENDANCE

City Cllr's P Nedved, E Mallinson and F Robson. Three members of the public and the Clerk, S Kyle.

SR 141/12/21 APOLOGIES FOR ABSENCE

Apologies for absence were received from County Cllr J Mallinson.

SR 142/12/21 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 12 NOVEMBER 2021

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

SR 143/12/21 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST

Dispensations regarding precept setting were granted to all Cllrs.

Cllr Nicholson declared an interest in planning application 21/0768, the applicant being known to him. Cllr Phillips declared an interest in matters relating to Houghton Wildlife Group, being involved in their establishment. Declarations of interest were also made by Cllr Robinson regarding agenda item 146.4, living adjacent to the proposed development site, and in 148.2, living in the Stanwix Urban ward.

SR 144/12/21 CO-OPTION OF NEW COUNCILLOR

Resolved to co-opt Mr A Robinson to the Parish Council with immediate effect. Cllr Robinson completed his Declaration of Acceptance of Office.

SR 145/12/21 PUBLIC PARTICIPATION

Three members of the public were in attendance to update Cllr's regarding planning application 19/0452 at Brunstock. It was reported that a complaint has been referred to the planning ombudsman and that Dr N Hudson MP (Penrith & the Border) has taken an interest in the matter. It was also reported that roads in the hamlet had been filled with sludge from the development site. City Cllr E Mallinson reported that she had received a briefing note, from the Head of department at the City Council, noting that a road sweeper was to be onsite daily and that the Enforcement Officer was also making daily visits to the site. Further Highways problems are probably best reported directly to the Hotline, including already reported blocked drains.

City Cllr E Mallinson noted that a consultation was currently available regarding the relocation of the university campus and a further consultation regarding cycling and walking. She further noted repeated concerns regarding dog fouling and urged that a name of owner is required to progress any actions.

City Cllr P Nedved noted that it a new owner for the Near Boot had been found, with a licensing application due to be received. He also noted progress with signage on Houghton Road North.

SR 146/12/21 PLANNING MATTERS

146.1 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:

21/1043 Ivy Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Conversion of Existing Garage & Store with Single Storey Extensions to Provide Granny Annexe with Disabled Access

21/1061 4 Knells Cottages, Houghton, Carlisle, CA6 4JH - Demolition of Existing Single Storey Rear Extension; Replacement Two Storey Rear Extension to Provide Kitchen, Utility and W.C. On Ground Floor With 1no. En-Suite Bedroom and Office Above

21/1066 Eden House, The Orchard, Crosby on Eden, Carlisle, CA6 4QN - Change of Use of Garage to Holiday Let

146.2 To Note Planning Permission Decisions Received

Resolved to note the following planning decision notices:

Permission Notices Received

21/0870 Westwinds, 15 The Green, Houghton, Carlisle, CA3 0NF - Erection of Entrance Porch to Front Elevation

21/0970 Park Lodge, High Knells, Houghton, Carlisle, CA6 4JW - Demolition of Existing Conservatory & Erection of Single Storey Sunroom to Rear Elevation

21/0807 25 The Green, Houghton, Carlisle, CA3 0NF - Raising of Roof to Provide First Floor Accommodation Comprising 1no. En-Suite Bedroom, 2no. Bedrooms and Bathroom, Together with Reconfiguration of Ground Floor Accommodation; Widening of Existing Vehicular Access

146.3 Planning Application 19/0452 – L/A Croft House, Brunstock

Members were informed that a response had been received from Ms J Meek regarding the Parish Council complaint.

Resolved that a follow-up letter to the response will be compiled and circulated around members before submission.

Three members of the public left the meeting at 8.04pm.

146.4 Pending application Lansdowne Crescent

Members were informed that a consultation to build 101 properties adjacent to Raisbeck Close had been held by Castles & Coasts with no invitation sent to the Parish Council despite

the potential application site being within the parish boundary. Issues regarding access were considered however it was noted that the application has not yet been lodged so full details were not yet available.

Resolved that a letter be sent to the developers reminding them of the need for the Parish Council to be included in any consultations and to obtain clarification of their proposals.

146.5 Planning Application 21/0768 24 Hendersons Croft, Crosby on Eden, Carlisle, CA6 4QU

Correspondence had been received regarding the above application and the expected refusal decision, based on future occupancy needs.

Resolved that the Council will write to the City Council to restate their original recommendations and seek clarity regarding their standpoint over future usage.

SR 147/12/21 VILLAGE MATTERS

147.1 Brunstock Pond

Members were informed that it had been discovered that no foundations had been laid under the pond island, therefore the works required were more than originally anticipated. It had been recommended by the contractor that a third party be engaged to remove the stones and excavate the pond area to the required depth, before a test drainage system is installed.

Resolved that quotations be obtained to remove the stone and excavate the pond and to also seek updated costs from the contractor for the desired works.

147.2 Houghton Village Green

Photographs had been sent to the Parish Council showing excessive parking on the Village Green along with some damage to the bollards near to the parking layby.

Resolved to seek quotations for the repair and potential increase to bollards as well as a quotation to plant a low hedge around the area, as an alternative more rural deterrent.

SR 148/12/21 ADMINISTRATIVE MATTERS

148.1 Community Plan - Action Plan

A copy of the quarterly update had been circulated alongside the agenda. Minor points relating to Brunstock pond are to be amended to reflect the current status.

Resolved that a new community led plan working group be formed to consider a 2022 onwards plan, consisting of Cllrs Nicholson, Phillips, and Savory.

148.2 Community Governance Review, Stanwix Urban

It was noted that a working group had been formed to review the proposal for the Stanwix Urban ward to be parished. City Cllr Nedved informed members that no meeting had yet taken place as collation of relevant information was still being undertaken. It was noted that any new parished area would adjoin the existing parished areas of Stanwix Rural and Kingmoor. Concerns were raised regarding suggestions that the new area could include parts of Stanwix Rural Parish. It was recommended that the inclusion of a Parish Councillor and potentially a Clerk, might benefit the working groups knowledge, to ensure that the correct decision is made for the benefit of Stanwix Urban and Kingmoor residents. Cllr Robinson

noted concerns regarding the delayed process although it was explained that essential works only were maintained during the COVID pandemic.

Resolved to seek clarity from the City Council regarding any delay in the review process.

SR 149/12/21 CLERK'S REPORT

Tyre Storage

A report has been submitted to the Environmental Health department at Carlisle City Council.

B6264 HGV Usage

A query has been raised to confirm if funding for replacement signage has been included in the current financial year's budget.

Eden Gate

A letter has been sent to Cumbria Constabulary urging increased presence to combat the anti-social behaviour that has been reported to the PC.

Tribune Drive Amenity Land Lease

Carlisle City Council has been informed that the PC did not wish to continue with negotiations for the above. It was confirmed that no additional correspondence had been entered into regarding this matter. Confirmation that the agreement signed by the Green Spaces Officer is legal and binding is to be obtained via Cllr Phillips and Cllr Nedved.

Jackson Road Parking

An update will be provided at a future meeting.

Noticeboards

The Clerk reported that noticeboards were undergoing refurbishments and until complete, only the board at Tribune Drive, Houghton, would be updated.

SR 150/12/21 FINANCE MATTERS

150.1 Payments

Resolved that the following payments be approved:

Payee	Description	Amount
Sarah Kyle	December salary	£1281.23
HMRC	December PAYE	£206.44
NEST	December pension	£96.90
Play Inspection Co.	Quarterly Inspections	£210.00
Sarah Kyle	Defibrillator pads	£129.60
Houghton Village Hall	Rental	£61.00
SLCC	FILCA training course	£144.00
	TOTAL	£2,129.17

150.2 Bank Reconciliation

Noted: Balances at bank as of 30th November 2021:

Cash Account	£31,014.05
Unity Bank (current a/c)	£3,819.50
Unity Bank (savings a/c)	£40,977.02
Income to 30/11/21	£50,603.43
Expenditure to 30/11/21	£33,865.93

150.3 Grant Scheme 2nd Round

A schedule of applications received had been circulated to members prior to the meeting.

Resolved to award grants as follows:

- Houghton In Bloom, plants, and compost, £300 (PHA 1875, s164)
- Susan's Farm, signage, £257.55 (LGA 1972, s.144)

150.4 Budget and Precept 2022/23

A report had been circulated alongside the agenda containing forecasted remaining income and expenditure levels for 2021/22; the proposed budget for 2022/23 and the estimated levels of financial reserves to be held on the 1st April 2023. Members considered that, due to the economic impacts of COVID and the healthy finances of the Parish Council, there was no need to increase the precept this year.

Resolved: To accept the proposed budget for 2022/23; the precept to remain at £46,500. It is to be confirmed that the new build properties within the Parish are included in the precept collection.

SR 151/12/21 COUNCILLOR MATTERS

It was reported that a carol singing event will take place on Thursday 23rd December at 6pm in or outside Houghton Village Hall, COVID arrangements dependent.

SR 152/12/21 DATE OF NEXT MEETING

Resolved that the next meeting of the Parish Council will be held on Wednesday 12th January 2022 at 7.30pm in the Parish Hall, Crosby-on-Eden. The meeting will take place subject to business to transact, COVID regulations, hall accessibility and member availability at that time.

There being no further business the Chairman closed the meeting and thanked the Clerk, all Cllrs, and City and County Ward members for their ongoing support and work.

Appendix A
Planning Responses Made Prior to the Meeting

21/1112 6 Houghton Road North, Houghton, Carlisle, CA3 0NL - Erection Of Two Story Side Extension To Provide Garage & Utility On Ground Floor With En-Suite Bedroom Above Together With Single Storey Front Extension To Provide Covered Porch

21/1116 Outbuilding at The Lodge, 34 Whiteclosegate, Carlisle, CA3 0JD - Conversion Of Outbuilding To Form 1no. Dwelling

21/1066 Eden House, The Orchard, Crosby on Eden, Carlisle, CA6 4QN - Change Of Use Of Garage To Holiday Let

APPENDIX B

Permission Notices Received

21/0951 Land to the rear of South View, The Green, Houghton, Carlisle, CA3 0LN Erection Of Agricultural Building (Revision To Application 14/0678/Part Retrospective)

21/0988 Lea Cottage, Linstock, Carlisle, CA6 4PZ - Demolition Of Existing Single Storey Lean-To Extension And Erection Of Two Storey Side & Single Storey Rear Extension To Provide Kitchen, Dining Room, Utility And WC On Ground Floor With 2no.Bedrooms Above (Revised Application)

21/0835 Walby Hall, Birky Lane, Walby, Carlisle, CA6 4QL - Agricultural Building To Roof Over Existing Silage/Maize Clamp

Withdrawn Applications

21/1011 Eden Grove, Crosby on Eden, Carlisle, CA6 4QJ - Change Of Use Of Dwelling To Holiday Let

CLERK'S REPORT 12 JANUARY 2022

Tyre Storage

No update to report.

B6264 HGV Usage

Correspondence has been exchanged with regards to the timber lorry usage; James England, Regional Timber Transport Project Officer for the Cumbria and North-East Timber Transport Group has been informed and asked to speak to relevant business.

Eden Gate

No response to the letter sent to the Police has been received, to date.

Tribune Drive Amenity Land Lease

No update to report.

Jackson Road Parking

No update to report.

Pending application Lansdowne Crescent

To date, a planning application has yet to be received. The matter will be put onto an agenda once any application is received. A letter has been sent to the developer requesting information and that the Parish Council be consulted in future.

Planning Application 21/0768 24 Hendersons Croft, Crosby on Eden, Carlisle, CA6 4QU

A letter was sent to the Planning Officer and it has been confirmed that the response has been assessed in line with current policy.

Houghton Village Green

A price for a low hedge and replacement boulders is being sought.

Community Plan - Action Plan

A meeting will be held in due course to begin the planning necessary to form a new CLP.

SCHEDULE OF PAYMENTS TO BE AUTHORISED 12 JANUARY 2022

Payee	Details	Amount	Method
Sarah Kyle	January Salary	TBC	BACS
HMRC	January PAYE	TBC	BACS
NEST	January Pension	£ 96.90	DD
Houghton in Bloom	Grant	£ 300.00	BACS
ICO	Data Protection	£ 35.00	DD
Houghton Village Hall	Rental	£ 24.00	BACS
Unity Bank	Quarterly charge	£ 18.00	DD
Play Inspection Company	Quarterly Inspection	£ 220.00	BACS
		<u>£ 693.90</u>	

Bank Reconciliation

Cash Book:

Balance at 01.04.21	£59,073.07
Receipts to 31.12.21	<u>£50,605.96</u>
	<u>£109,679.03</u>

Less expenditure at 31.12.21 £ 35,659.10

Balance at 31.12.21 **£ 74,019.93**

Represented by:

Cash Account (CBS)	£31,014.05
Current A/C (Unity)	£2,026.33
Savings A/C (Unity)	£40,979.55
	<u>£ 74,019.93</u>