



# STANWIX RURAL PARISH COUNCIL

Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY  
[www.stanwixrural.co.uk](http://www.stanwixrural.co.uk) [clerk@stanwixrural.co.uk](mailto:clerk@stanwixrural.co.uk) Tel: 07548 981 009

4<sup>th</sup> May 2022

The Annual Meeting of Stanwix Rural Parish Council, is to be held on:

**Wednesday 11<sup>th</sup> May 2022 in the Village Hall, Houghton** (directly following the closure of the Annual Parish Meeting, which will commence at 7.20pm)

This is a public meeting and all members of the press and public are welcome. Please do not attend if you show any COVID-19 symptoms.

Yours faithfully

Sarah Kyle

**Clerk & Responsible Financial Officer**

## Agenda

### **1. Election of Chairman for the Council Year 2022/23**

The successful nominee will sign the Declaration of Acceptance of Office

### **2. Appointment of Vice-Chairman**

### **3. Apologies for Absence**

To receive written apologies and approve reasons for absence

### **4. Minutes of the meeting of the Parish Council held on 28<sup>th</sup> April 2022**

To resolve to authorise the Chairman to sign to approve the accuracy of the minutes – **to follow**

### **5. 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

### **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. Planning Matters**

**7.1 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 consider an update from the public meeting

## **7.2 Planning Application 19/0452 - L/A Croft House Brunstock**

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

## **8. Administrative Matters**

### **8.1 Village Hall Reports**

To receive an update from Houghton Village Hall and Crosby Parish Hall

### **8.2 Stanwix Urban Community Governance Review**

To consider the adequacy of the consultation for the above

### **8.3 Programme of Meetings**

To consider the [attached](#) calendar of meeting dates for the Council year 2022/23

### **8.4 Review of Policies and Procedures**

To consider the review undertaken by the clerk of the Council's Standing Orders; complaints procedure; procedures and practices in respect of freedom of information, General Data Protection Regulations; and policy for dealing with the press/media, with no amendments suggested

### **8.5 Financial Regulations**

To consider the approval of updated financial regulations – [previously circulated via email](#)

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

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

## **9. Village Matters**

### **9.1 Brunstock Pond**

To consider an update

### **9.2 Queen's Green Canopy**

To retrospectively authorise expenditure on 6 oak trees

### **9.3 Flooding, Houghton**

To receive a verbal report following a meeting held with Highways

### **9.4 Houghton Village Green Damage**

To receive an update regarding the damage incurred to the Village Green and consider expenditure on boulders to prevent repeat occurrences

### **9.5 Parish Goal Posts**

To note an update regarding the Linstock goal post purchase; also to consider the purchase of new, smaller goal posts for Houghton and to consider the most appropriate means of disposal of the existing asset. To also determine the status of the Crosby goal posts/nets.

### **9.6 Speed Indicator Device**

To consider an update regarding a potential purchase of the above

### **9.7 Houghton in Bloom Tree**

To consider a request from Houghton in Bloom to plant a commemorative Jubilee tree

### **9.8 Linstock Play Area**

To consider expenditure on replacement equipment

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

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

## **11. Finance Matters**

### **11.1 Payments**

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

### **11.2 Internet Banking**

To reconfirm approval for the Clerk to authorise internet banking payments; also to confirm approval for the direct debit for ICO and pension payments to continue

## **12. 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 31<sup>st</sup> May 2022*

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

To resolve that the next meeting of the Parish Council be held on Wednesday 8<sup>th</sup> June 2022 at 7.30pm in the Parish Hall, Crosby.

***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.***

## **Meeting Dates 2022/23**

All venues to be confirmed on the agenda.

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Wednesday	11th May 2022	Houghton Village Hall
Wednesday	8 June 2022	Crosby Parish Hall
Wednesday	13 <sup>th</sup> July 2022	Linstock WI Hall
<i>Wednesday</i>	<i>August</i>	<i>No meeting</i>
Wednesday	14 <sup>th</sup> September 2022	Houghton Village Hall
Wednesday	12 <sup>th</sup> October 2022	Crosby Parish Hall
Wednesday	9 <sup>th</sup> November 2022	Linstock WI Hall
Wednesday	14th December 2022	Houghton Village Hall
Wednesday	11th January 2023	Crosby Parish Hall
Wednesday	8th February 2023	Linstock WI Hall
Wednesday	8th March 2023	Houghton Village Hall
Wednesday	12th April 2023	Crosby Parish Hall
Wednesday	<i>10th May 2022</i> <i>Date to be confirmed</i>	Linstock WI Hall

## STANWIX RURAL PARISH COUNCIL

### Appointment of representatives to outside bodies May 2022

Currently serving representatives are:-

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

### Appointment of representatives to Working Groups

Currently serving members are:-

<u>Working Group</u>	<u>Current Representative</u>
Finance/Risk Group	Cllr's C Nicholson, H Phillips, A Coles, C Savory & A Lightfoot
Planning & Housing Group	Cllr's C Nicholson, Coles & Watson
Personnel Group	To be called on an ad-hoc basis according to need
Salary Review Group	To be called on an ad-hoc basis if relevant
Cllr Interview Panel	To be called on an ad-hoc basis
Complaints/Appeals Group	Relevant selection based upon nature of complaint/appeal
Environment & Recreation	Cllrs Phillips & Savory & <b>VACANCY</b>
Highways & Transportation	Cllr Coles & a <b>VACANCY</b>
Community Plan Action Group	Relevant selection called upon ad-hoc
Houghton Fair Planning Group	n/a
Brunstock Common	Cllrs Nicholson, Coles and Watson
Flood Group	<b>Vacancy</b>

## CLERK'S REPORT 11 MAY 2022

### **Tyre Storage**

No update to report.

### **Eden Gate**

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

### **Jackson Road Parking**

No update to report.

### **Emergency Planning Meeting**

A working group meeting is still to be arranged.

### **Community Plan**

The Community Plan group have published an online questionnaire, which as so far attracted 8 responses without any advertising. Posters and online advertising will commence in the near future.

### **Houghton Wildlife Group**

Work continues within the group, with an update to be provided to the Council in due course.

### **Speedwatch**

There were few observation sessions in 2020 and none in 2021 due to Covid-19 restrictions, unavailability of the speed gun and limitations on processing records. The current volunteer team consists of two people which limits the number of sessions as does the inclement weather. The team have carried out 5 one-hour observation sessions in February and March 2022 and have logged 33 speeding vehicles. The results will be processed and warning letters despatched. Further observation sessions will take place once the speed gun has been recalibrated.

### **Rickerby Community Asset**

Work to register the above will be discussed with the lead resident and an update will be provided at a future meeting.

**SCHEDULE OF PAYMENTS TO BE AUTHORISED 11 MAY 2022**

<b>Payee</b>	<b>Details</b>	<b>TOTAL</b>	<b>Method</b>
Sarah Kyle	May salary & reimbursements	£ 1,319.19	BACS
CALC	Subs	£ 479.53	BACS
HMRC	May PAYE	£ 226.42	BACS
NEST	May pension	£ 98.58	DD
Cluaran Landscapes	Groundwords	£ 1,074.00	BACS
Insurance TBC	Insurance Council year 2022/23	TBC	BACS
SLCC	Subs	£ 234.00	BACS
		<b><u>£ 3,431.72</u></b>	

**Bank Reconciliation**

Cash Book:

Balance at 01.04.22	£61,265.23
Receipts to 30.04.22	£46,500.00
	<u>£107,765.23</u>

Less expenditure at 30.04.22      £ 1,887.40

Balance at 30.04.22      **£ 105,877.83**

Represented by:

Cash Account (CBS)	£31,022.10
Current A/C (Unity)	£5,669.52
Savings A/C (Unity)	£69,518.79

less outstanding payments      £ 332.58

**£ 105,877.83**