



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

6th April 2022

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

Wednesday 13th April 2022 in the Village Hall, Houghton at 7.30pm

This is a public meeting and all are welcome.

Please do not attend if you show any COVID-19 symptoms.

Yours faithfully

A handwritten signature in black ink, appearing to be 'SK', written over a 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 9th March 2022

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. Co-option of New Councillor

To consider the co-option of Elizabeth Leitch to the Parish Council

5. 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

6. Planning Matters

6.1 To Ratify Responses Submitted Prior to the Meeting:

22/0150 Gosling Sike Farm, Houghton Road, Houghton, Carlisle, CA3 0LD - Erection of Detached Wooden Building to House A Seed Bank

21/0931 Telecommunications Mast, Brunstock Lane, Brunstock, Carlisle CA6 4QG - Upgrading Of An Existing 15 Metre Greenfield Monopole; Associated Ancillary Equipment Housed Within A 1.2m Timber Post & Rail Fenced Existing Base Station Compound

21/0768 24 Hendersons Croft, Crosby on Eden, Carlisle, CA6 4QU - Erection Of First Floor Balcony To Rear Elevation (Retrospective)

22/0034 Land adjacent 5 Primrose Bank, Crosby On Eden, Carlisle, CA6 4QT - Change Of Use From Agricultural Land To Garden Area (Retrospective)

22/0193 Brackenthwaite, Whiteclosegate, Carlisle, CA3 0HY - Erection Of Detached Garage (Part Retrospective)

6.2 Consider New Planning Applications:

22/0222 Houghton House Farm, Houghton, Carlisle, CA6 4DX - 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

22/0259 41 Jackson Road, Houghton, Carlisle, CA3 0NP - Erection Of First Floor Side Extension To Provide Bedroom

6.3 To note permission notices received:

22/0022 Ivy Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Variation Of Condition 2 (Approved Documents) Of Previously Approved Application 21/1043 (Conversion Of Existing Garage & Store With Single Storey Extensions To Provide Granny Annexe With Disabled Access) To Relocate The Entrance Porch & Dining Area Window

6.4 To note withdrawn application notices received:

17/0921 Hadrian's Camp, Houghton Road, Carlisle - Erection Of Dwellings (Outline) (Revised Application)

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

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

7. Administrative Matters

7.1 Village Hall Reports

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

7.2 Stanwix Urban Community Governance Review

To consider the adequacy of the consultation for the above

8. Village Matters

8.1 Brunstock Pond

To consider an update with drainage works on the common land

8.2 Queen's Green Canopy

To retrospectively authorise expenditure on 6 oak trees and further consider planting arrangements

8.3 Flooding, Houghton

To receive a verbal report following a meeting held with Highways

8.4 Houghton Village Green Damage

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

8.5 Houghton Goal Posts

To consider the purchase of new, smaller goal posts and to consider the most appropriate means of disposal of the existing asset

9. Clerk's Report

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

10. Finance Matters

10.1 Payments

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

10.2 Receipts

To note the receipt of:

- £18 Scaleby Parish Council, contribution towards phone costs
- £18 Hethersgill Parish Council, contribution towards phone costs
- £850 Carlisle City Council, contribution towards the 2021 summer play scheme

10.3 Grant Scheme 2022/23

To consider grant applications received, as detailed in the **attached** schedule

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.

Future agenda items should be submitted to the Clerk by 29th April 2022

12. Date of Next Meeting

To resolve that the Annual Meeting of the Parish Council be held on Wednesday 11th May 2022 in the Village Hall, Houghton. The meeting will be preceded by the Annual Parish Meeting which will commence at 7.20pm, with the Parish Council meeting beginning immediately after.

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 9 March 2022 at 7:30pm in the
Village Hall, Houghton

PRESENT

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

IN ATTENDANCE

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

SR 175/03/22 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs A Coles and A Robinson.

SR 176/03/22 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 9 FEBRUARY 2022

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

SR 177/03/22 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST

Cllr Nicholson declared an interest in planning application 22/0142, living on the same road as the applicant. Cllr Lightfoot declared an interest in planning application 22/0020, also living on the same road.

SR 178/03/22 PUBLIC PARTICIPATION

One member of the public was in attendance regarding potential future co-option to the Council as well as agenda item 181.2, outlining the history of the Rickerby trough and the use by Rickerby residents of the land proposed as an area of Community Interest.

City Cllr E Mallinson reported the implementation of temporary road traffic orders into Rickerby Park, to attempt to deal with the unauthorised overnight stays of travellers.

City Cllr Nedved noted that a grants budget and County Council funding may be available for any planned Jubilee commemorative events. He also noted the re-opening of the Near Boot public house and the forthcoming Great British Spring Clean, noting the availability of litter picking equipment and support from the City Council.

Cllr Phillips noted thanks to the City Council for their clearance of the Rickerby cycle way; it was noted by ward members that works had primarily been undertaken by the Community Payback teams.

SR 179/03/22 PLANNING MATTERS

179.1 To Consider New Planning Applications:

22/0130 The Old Schoolhouse, Rickerby, Carlisle, CA3 9AA - Installation of Above Ground Oil Storage Tank Sited on Associated Concrete Plinth (Retrospective)

Resolved that the Parish Council object to the application unless conditioning be applied to construct bunding to the relevant required standard, sufficient to retain the full contents of the tank, considering the effects of any possible flooding of the site as well as the

planting of native evergreen hedging of an age and height sufficient to immediately screen the tank, its bunding, and any associated infrastructure from visibility within the Conservation Area.

22/0142 26 Whiteclosegate, Carlisle, CA3 0JD - Erection of Single Storey Front, Side & Rear Extensions to Provide Porch, Utility Room, 1no. En Suite Bedroom & Orangery; Internal Layout Alterations and Associated External Works (Revised Application)

Resolved that the application should be determined in accordance with local and national planning policy and guidance.

22/0150 Gosling Sike Farm, Houghton Road, Houghton, Carlisle, CA3 0LD - Erection of Detached Wooden Building to House A Seed Bank

Resolved that a proposed response be compiled and circulated, for ratification at the April meeting, taking into consideration concerns regarding the over-intensification of the site.

Action: CN

179.2 To Note Planning Permission Received:

Resolved to note the following planning decision notices:

21/1164 32 Lansdowne Close, Carlisle, CA3 9HN - Erection Of 2.5-Metre-High Fence Along Rear Boundary

21/1170 Land to the rear of Little Drawdykes, 4 Whiteclosegate, Carlisle, CA3 0JD - Erection Of 2no. Dwellings (Outline)

21/0847 Land adjacent to Shortdale Cottage, Tarraby Lane, Tarraby, Carlisle, CA3 0JT - Erection Of 2no. Dwellings (Reserved Matters Application Pursuant to Outline Approval 18/0796)

21/0762 The Park, Rickerby, Carlisle, CA3 9AA - Change of Use of Barns from Residential Use in Association with The Park to Provide 2no. Dwellings

22/0020 Ghyldell, 16 Orchard Lane, Houghton, Carlisle, CA3 0LY - Erection of Single Storey Front Extension to Provide Sunroom

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

It was noted that legal matters continue to progress, with current queries over the location of windows being investigated. It was reported that a large soakaway is being constructed; its installation to be verified against plans and authorities alerted, if necessary.

Action: CN

SR 180/03/22 ADMINISTRATIVE MATTERS

180.1 Village Green 3rd Party Works Policy

Resolved to approve the final version of the above, which had been circulated alongside the agenda.

180.2 Community Governance Review, Stanwix Urban

Resolved to approve a response to the above consultation, which had been circulated alongside the agenda. The response highlights the Council's support for the newly proposed village council and offers practical and informational support, should it be agreed; however, the response clearly states the Council's concern regarding the documents failure to make clear that residents in the Millcroft and Tarraby View areas are already within the boundary of Stanwix Rural Council and its planned strenuous opposition to any attempt to transfer any existing areas of Stanwix Rural to a new parish.

It was also **resolved** to note the publication of two press statements regarding the above.

180.3 Provision of IT Services

Resolved to authorise renewal of current IT services for Adobe Acrobat and Office 360 (costing 150.92 and £59.00 respectively).

180.4 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.

180.5 Clerk's Contact Details

It was noted that the Clerk's telephone contact details had changed, with the new number being publicly available and circulated to relevant contacts.

180.6 Risk Assessment

Resolved to approve the above, which had been circulated alongside the agenda. Consideration will be given to replacement goal posts and nets for Linstock, Houghton and Crosby, at the April meeting.

SR 181/03/22 VILLAGE MATTERS

181.1 Brunstock Pond

A schematic diagram was circulated to members at the meeting, showing located drains which were found during excavation works to the soak away. Members were requested to consider whether further investigation of the drains be carried out, at an anticipated cost of £250 plus VAT.

Resolved to authorise expenditure on a camera survey of the found drainage; also **resolved** to obtain a quote for a solar powered sump and overflow system.

Action: SK/CN

181.2 Rickerby Community Asset

Further to item 178/03, members considered supporting the application for the registration of a site of Community Interest, as well as application for inclusion for the trough, on the List of Heritage Assets.

Resolved that both applications be progressed through the Parish Council.

Action: SK

181.3 Summer Play Scheme

Resolved that six summer play days will be provided, at a cost of £400 per day, plus hall hire, less attendant fees.

Action: SK

181.4 Houghton Bus Services

The withdrawal of the 64A bus and the significant reduction in the 74/75 bus service was noted, with members considering the lack of regular users. It was confirmed that no members of the public had complained about the reduction of services.

181.5 Queen's Green Canopy

Consideration was given to the purchase of suitable trees for the previously agreed locations of Houghton, Brunstock, Tarraby, Park Broom, Crosby and Linstock. A proposal from Houghton Wildlife Group regarding tree planting and the potential for a community Christmas tree, is to be brought forward at the April meeting.

Resolved to obtain quotations for suitable trees and to consider authorisation, in conjunction with Houghton Wildlife Group, at the April meeting.

Action: SK/HP

SR 182/03/22 CLERK'S REPORT

Tyre Storage

No update to report.

Linstock Play Area

A continued delay is being experienced in sourcing a third quotation. In the meantime, grant application forms have been received for a City Council pot of money for play area works, which will be completed and applied for during March therefore no further decision making will take place until the grant process is completed.

Action: SK

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.

Action: SK

Community Plan

The Community Plan group have been working to finalise a questionnaire for online publication. The quarterly update will be paused whilst this process takes place, with relevant schemes for updating being placed on the agenda.

Action: SK

Damage to Houghton Village Green

Further damage to the Village Green in the area around where the skip was placed was noted, with at least one pedestrian slipping on the damage. The adjacent householder has been written to, to rectify the damage. Furthermore, the grounds maintenance contractor has been authorised to remove the goal posts on the Village Green in Houghton to repair the damaged goal mouths.

SR 183/03/22 FINANCE MATTERS

183.1 Payments

Resolved that the following payments be approved:

Payee	Description	Amount
Sarah Kyle	February Salary	£1391.72
HMRC	February PAYE	£206.44
Sarah Kyle	March Salary	£1465.15
HMRC	March PAYE	£339.35
NEST	March Pension	£117.06
Linstock WI Hall	Grant (CPCA)	£1305.00
Linstock WI Hall	Grant (PC)	£2790.14
Cluaran	Groundworks	£600.00
Cluaran	Groundworks	£816.00
Equiphase	Website	£66.00
Cumbria Payroll	Outstanding payroll	£18.00
Susan's Farm	Grant	562.55
Crosby Parish Hall	Grant (CPCA)	£1305.00
S Splinter	Pond Works	£603.28
EN Farrer	Gravel for Pond	£256.13
	TOTAL	£11,841.82

183.2 Bank Reconciliation

Noted: Balances at bank as of 28th February 2022:

Cash Account	£31,014.05
Unity Bank (current a/c)	£4,138.90
Unity Bank (savings a/c)	£35,979.55
Income to 28/02/22	£51,910.96
Expenditure to 28/02/22	£39,861.53

183.3 Receipts

Resolved to note the £1305 from Carlisle City Council for onwards payment to Linstock WI Hall, £1305 for onwards payment to Crosby Parish Hall and £8.05 from Electricity Northwest for wayleaves.

183.4 Asset Register

Resolved to approve the asset register for 2021/22, which had been circulated alongside the agenda. The storage of the noticeboard at the Clerk's residence was noted, with a suggestion made that it should be re-erected in the Wolsty/Pennington area or Tarraby View.

Consideration will be given to the proposal at the next meeting, taking into consideration any relevant permissions that may be required.

183.5 Fidelity Insurance Guarantee

Resolved to note that the Fidelity Insurance was adequate for the Council's needs, ahead of the receipt of the precept in April.

183.6 Review of Internal Audit Arrangements

Resolved that the internal audit plan, including the internal auditor terms of reference, be approved for 2021/22 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 184/03/22 COUNCILLOR MATTERS

Cllr Savory noted that he and Cllr Watson had conducted four Speedwatch sessions on Houghton Road, noting that only the two Cllr's were now available for the scheme which identified 25 speeding vehicles. He also noted the provision of automated equipment in a Parish Council in the south of the County; details of the scheme to be brought to the April meeting.

Action: CS

Cllr Phillips requested clarification on the consent for planning application 21/0807.

Action: CN

SR 185/03/22 DATE OF NEXT MEETING

Resolved that the next meeting of the Parish Council will be held on Wednesday 13th April 2022 in the Village Hall, Houghton. Contrary to the agenda, the Annual Parish Meeting will now be held on Wednesday 11th May at 7.20pm.

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

CLERK'S REPORT 13 APRIL 2022

Tyre Storage

No update to report.

Linstock Play Area

A third provider has now been met and a quote is anticipated soon. The matter will be brought back to the next meeting, once the outcome of the Carlisle City Council grant application is known.

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 6 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 13 APRIL 2022

Financial Year 2021/22 to be retrospectively authorised

Payee	Details	TOTAL
S Splinter	Pond Works	£ 603.28
EN Farrer	Gravel	£ 256.13
Weasdale Nurseries	Trees	£ 501.56
At Home PC	Office 365	£ 59.00
Unity Bank	Quarterly charges	£ 18.00
S Kyle	Goal post reimbursements	£ 730.80
S Kyle	Google Subscription (storage)	£ 15.99
S Kyle	Printer repair reimbursement	£ 91.00
S Kyle	Adobe reimbursement	£ 181.10
Play Inspection Company	Quarterly inspection	£ 210.00
Houghton Village Hall	Rental	£ 24.00

Financial Year 2022/23

S Kyle	April Salary & Reimbursements	£ 1,282.40
HMRC	April PAYE & NI	£ 226.42
NEST	April Pension	£ 98.58
Cumbria Payroll	Annual service	£ 216.00
		<u>£ 1,823.40</u>

Bank Reconciliation

Cash Book:

Balance at 01.04.21	£59,073.07
Receipts to 31.03.22	<u>£53,693.80</u>
	<u>£112,766.87</u>

Less expenditure at 31.03.22 £ 51,501.64

Balance at 31.03.22 £ 61,265.23

Represented by:

Cash Account (CBS)	£31,022.10
Current A/C (Unity)	£108.34
Savings A/C (Unity)	£29,518.79

less outstanding payments £ 234.00
plus outstanding receipts £850.00

£ 61,265.23

STANWIX RURAL PARISH COUNCIL GRANTS 2022/23

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	£250
	£10,250

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	Carry forward to 2022
Crosby Magazine Grant	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's Farm	Raised flower bed	Yes	Yes	Yes	Public Health Act 1875, Section 164. Power to obtain and maintain open space.	£374	£348	£ 348.00	
Susan's Farm	Bonfire	n/a	yes	no	LGA1972 s.145 Provision of entertainment and support of the arts	£445	£445	£ 445.00	
Houghton Village Hall	Jubilee celebrations	Yes	yes	Yes	LGA1972 s.145 Provision of entertainment and support of the arts	£640	£ 240.00	£ 240.00	
Crosby on Eden Parish Hall	Jubilee celebrations	Yes	yes	Yes	LGA1972 s.145 Provision of entertainment and support of the arts	£1,305	£1,250	£ 1,250.00	
Houghton in Bloom	Planting	Plants and insurance	yes	Yes	Public Health Act 1875, Section 164. Power to obtain and maintain open space.	£680	£600	£ 600.00	
TOTAL						£580.00	£3,033	£ 3,033.00	

Remaining £ 7,217.00 for 2nd round