



STANWIX RURAL PARISH COUNCIL

Chairman: Cllr C Nicholson

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

2nd February 2022

A meeting of Stanwix Rural Parish Council is to be held on: **Wednesday 9th February 2022 in the Parish Hall, Crosby-on-Eden at 7.30pm**

This is a public meeting and all are welcome.

Do not attend if you show any COVID-19 symptoms.

Yours faithfully

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 12th January 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. 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

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

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

21/0299 South View, The Green, Houghton, Carlisle, CA3 0LN - Change Of Use Of Former Equestrian Manège To Vehicle Storage Area (Retrospective)

To consider any action necessary to respond to the above appeal

6. Administrative Matters

6.1 Village Green 3rd Party Works Policy

To consider the [attached](#) draft policy for the above

6.2 Damage to Village Green

To consider the surface condition of Houghton Village Green

6.3 Queen's Jubilee

To consider how the Parish Council should commemorate the occasion

6.4 Community Plan

To receive a recommendation from the appointed group to commence the renewal of the above with an online survey

7. Village Matters

7.1 Brunstock Pond

To consider expenditure on drainage required for before further works are undertaken

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

9.2 Grant Scheme 2022/23

To consider the arrangements for the 2022/23 grant scheme as per the [attached documentation](#)

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 February 2022

11. Date of Next Meeting

To resolve that the next meeting of the Parish Council be held on Wednesday 9th March 2022 at 7.30pm. The venue is to be confirmed.

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 12 January 2022 at 7:30pm in the WI Hall, Linstock

PRESENT

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

IN ATTENDANCE

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

SR 153/01/22 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr C Savory and City Cllr P Nedved.

SR 154/01/22 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 8 DECEMBER 2021

Resolved to authorise the Chairman to sign, as a true and accurate record, the minutes of the last meeting of the Council, with the addition of noting that Cllr Robinson declared an interest in item SR 146.3/12/21.

SR 155/01/22 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST

Cllr Robinson declared a pecuniary interest in planning application 21/1164. Cllr Nicholson declared an interest in planning application 21/1170, being a resident of Whiteclosegate.

SR 156/01/22 PUBLIC PARTICIPATION

One member of the public was in attendance for observation only.

City Cllr E Mallinson noted that roadworks planned in Houghton were due to commence, following postponement over the Christmas period. Cllr E Mallinson also urged residents to provide names and details of dog fouling as no action can be taken unless identification can be made.

SR 157/01/22 PLANNING MATTERS

157.1 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:

157.2 To Note Planning Permission Decisions Received

Resolved to note the following planning decision notices:

157.3 To Consider New Planning Applications

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

It was noted that a supplementary amendment to the above had been received and the deadline for response subsequently moved until 25th January; a response will therefore be compiled upon viewing of the amendment particulars and circulated to members

before submission.

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

Resolved to recommend determination in accordance with local and national planning policy and guidance, with caveats to protect trees and wildlife, particularly bats and to restrict access to via Millcroft.

21/1164 32 Lansdowne Close, Carlisle, CA3 9HN - Erection Of 3-Metre-High Fence Along Rear Boundary

Cllr Robinson left the room for this item.

Resolved to recommend determination in accordance with local and national planning policy and guidance.

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

Members were updated regarding the above, noting that a stop notice had been placed on the development by Carlisle City Council, that appeared to be being disregarded by the developers.

157.5 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

Resolved that no further information be submitted.

SR 158/01/22 ADMINISTRATIVE MATTERS

158.1 Community Governance Review, Stanwix Urban

City Cllr E Mallinson reported that a meeting of the working group is to be held soon, with an invitation to Cllr Nicholson to join them to ensure the interests of the neighbouring parish councils are represented.

158.1 Village Green 3rd Party Works Policy

Consideration was given to the implementation of a chargeable policy and application process for householders who request consent to place a skip or associated types of temporary building materials onto Parish Council owned land.

Resolved to proceed with the formulation of a policy for consideration at a future meeting.

SR 159/01/22 VILLAGE MATTERS

159.1 Linstock Play Area

Members were informed that the quarterly play inspection, conducted prior to Christmas, had discovered two unsafe pieces of equipment in Linstock; both swings had been immediately removed from the area. Two prices for their replacement had been obtained, with a third due prior to the February meeting. Consideration was given to having the remaining items tested by a resistograph; this to be considered further at the February meeting.

159.2 Brunstock Pond

A test soakaway drain had been created to assess the drainage system; this had proven to be unsatisfactory, and an alternative plan would be required. Cllr Phillips noted that a Wildlife Trust Officer had visited the site and had recommendations for ensuring the pond was sustainable for wildlife, including making the pond deeper and wider.

Resolved to consider the future of the pond area further with both the appointed contractor and Wildlife Trust and to seek clarity over expected future costs for both the pond and for drainage works. Also resolved to request an on-site meeting be held to provide clarity over any future plans.

SR 160/01/22 CLERK'S REPORT

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. It was noted that the site description is open to confusion; this will be presumably resolved once an official application is made.

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.

SR 161/01/22 FINANCE MATTERS

161.1 Payments

Resolved that the following payments be approved:

Payee	Description	Amount
NEST	January pension	£96.90
Houghton in Bloom	Grant	£300.00
ICO	Data Protection	£35.00
Houghton Village Hall	Rental	£24.00
Unity Bank	Quarterly Charge	£18.00
Play Inspection Company	Quarterly Inspection	£220.00
	TOTAL	£693.90

161.2 Bank Reconciliation

Noted: Balances at bank as of 31st December 2021:

Cash Account	£31,014.05
Unity Bank (current a/c)	£2,026.33
Unity Bank (savings a/c)	£40,979.55
Income to 31/12/21	£50,605.96
Expenditure to 31/12/21	£35,659.10

SR 162/01/22 COUNCILLOR MATTERS

Cllr Phillips requested an update regarding the footpath application at Millcroft; it was noted that it was lodged however the waiting time for consideration is expected to be more than two years.

Cllr Nicholson noted a report of a dog having been attacked on the Houghton House public footpath and that a footpath sign was missing from the path; this is to be reported to the County Council.

SR 163/01/22 DATE OF NEXT MEETING

Resolved that the next meeting of the Parish Council will be held on Wednesday 9th February 2022 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 at 8.16pm.

Appendix A
Planning Responses Made Prior to the Meeting

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

22/0007 131 Tribune Drive, Houghton, Carlisle, CA3 0LF - Erection Of Rear Extension To Provide Additional Living Accommodation; Erection Of Detached Garage & Provision Of Associated Hardstanding

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

APPENDIX B

Permission Notices Received

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

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

21/0111 Eden Golf Club, Crosby on Eden, Carlisle, CA6 4RA - Change Of Use Of Part Of Golf Course To Allow For Stationing Of Up To 100 Caravans

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



STANWIX RURAL PARISH COUNCIL

SKIP PERMIT APPLICATION

Applicant Name:	
Address:	
Telephone:	
Email:	
Skip Hire Company Name:	
Skip Hire Company Telephone Number:	
<u>Skip Location Details</u>	
House Name/Number:	
Street	
District	
Postcode	
Description of where skip will be located:	
Planned Delivery Date of Skip	
Planned removal Date of Skip	

Each Permit 1 – 7 days £xx

Renewal of permit lease: £xx

Retrospective administration fee (to be paid in addition to permit fee): £xx

Fees to be preferably paid by bank transfer to:

Stanwix Rural Parish Council.

Sort Code: xxxxxx

Account Number: xxxxx

Or by cheque to:

Stanwix Rural Parish Council, Hill House, Walton, Brampton, CA8 2DY.

Terms and Conditions

1. Permits must be applied for at least two working days in advance.
2. No skip shall be placed in a way that blocks or restricts access to any premises by any private vehicle or emergency or service vehicle whatsoever.
3. Skip hire companies must have and maintain valid Public Liability Insurance with a minimum value of £5,000,000
4. Each skip shall not exceed 3.73 metres in length and 1.93 metres in width (12 yard skip). A larger skip may not be permitted; special consideration will need to be applied for.
5. No skip placed on Parish Council land shall contain any inflammable, explosive, toxic or dangerous material or any material which is likely to putrefy or which otherwise is, or is likely to become, a danger or a nuisance to users of the land.
6. No skip shall contain invasive species etc [to be inserted fully]
7. No skip shall be used in such a way that loading of the skip presents a hazard to other land users, or that any of its contents may fall onto the land, or there is an escape of dust from the contents of the skip when being loaded or standing on the land.
8. Each skip shall be removed for emptying as soon as practicable, and in any case not later than 1 working day after it has been filled.
9. No skip shall remain on the land after the permit expiry date and any operator wishing to extend the period must submit a new permit application to the Council for the additional period.
10. All materials placed in a skip shall be properly and legally disposed of and the land where the skip is deposited shall be left in a clean and tidy condition on removal of the skip.
11. Any damage to the grass under the skip must be repaired and the land made good. Where this is not undertaken in a timely manner by the permit holder, the Council reserves the right to repair the land and issue an invoice for the works.
12. It is the skip owner's responsibility to ensure compliance with all conditions at all times whilst the skip is on the land.
13. Nothing in this section is to be taken as authorising the creation of a nuisance or of a danger to users of the land or as imposing on the Council by whom a permission has been granted under this section any liability for any injury, damage or loss resulting from the presence on the land of the skip to which the permission relates.
14. Skips should not be used by a business, outside their premises, as storage for waste generated from their normal business activities as an alternative to proper arrangements for the storage and disposal of commercial waste. Skips should not be used as a central depository for waste collected from other remote locations.
15. The skip operator is liable for any damage resulting from the placing or leaving of a skip on the land.
16. Highways permits must be obtained from the Highway Authority if the skip is to be placed on a highway.
17. Regardless of whether permission has been granted for the placing of a skip on Council owned land, Stanwix Rural Parish Council can require the owner of the skip to remove or reposition it or cause it to be removed or repositioned. The person required to remove or reposition it shall comply with the request as soon as practicable.
18. Any expenses incurred by Stanwix Rural Parish Council in removing or repositioning the skip may be re-charged from the skip owner.

CLERK'S REPORT 9 FEBRUARY 2022

Tyre Storage

No update to report.

Linstock Play Area

A delay has been experienced in obtaining a third and final quote before consideration can be given to the purchase of replacement equipment. The matter will be brought to the next available meeting once a third price has been received.

Eden Gate

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

Jackson Road Parking

No update to report. A further complaint has been received regarding parking adjacent to Houghton Village Green. The PCSO was informed and residents are urged to report instances of illegal parking to the Police by ringing 101 or by using the online reporting form.

Pending application Lansdowne Crescent

A response has been received from the developer regarding the above, which has been circulated to members.

Gosling Syke Tributary

A report was received regarding damage to the river banks. This was discussed with Carlisle City Council who are dealing with the matter.

Flood Defence Scheme, Low Crosby

The Parish Council Flood Group representative has been in contact with the Environment Agency. Discussions continue with the landowner regarding compensation on the removal of flood banks at Warwick Holme. Planning continues on work to remove the flood banks. The EA are potentially talking about having works completed by September and a planning application may be put in regarding this in due course. A positive conclusion in the next few months is hoped for and progress will continue to be pressed for in the interim.

Emergency Planning Meeting

A working group meeting is to be arranged for a date later in February.

STANWIX RURAL PARISH COUNCIL

GUIDANCE NOTES 2022/23

APPLICATIONS BY COMMUNITY & VOLUNTARY ORGANISATIONS FOR PARISH COUNCIL GRANTS

1. The Council will only aid organisations involved in activities primarily designed to benefit residents of the parish.
2. Grants are intended as a contribution towards capital schemes; one-off projects; and events held for the benefit of the community overall.
3. Grants may be capped within budgetary limitations, at the Council's discretion.
4. Recurring or maintenance costs are not eligible for funding.
5. Each application will be assessed on its own merits and will be considered alongside other applications.
6. All sections of the form must be completed and contain a copy of the organisation's latest accounts and recent bank statement. The Council reserve the right to defer a decision to a later meeting where information has failed to be provided alongside the application form.
7. Written quotations for all elements of a project must be provided alongside the application form. The Council reserve the right to defer a decision to a later meeting any application where all elements of expenditure are not clearly evidenced.
8. Grant applications cannot be made retrospectively.
9. Grants cannot be carried forward to the following financial year without prior written permission of the Council.
10. Groups that have outstanding grant claims or part-grant claims may not be eligible to apply until the previous year's applications are completed (unless in exceptional circumstances where prior Council approval has been given).

11. If successful, the organisation is required to submit copies of receipted invoices for expenditure for which the grant was awarded. Payment shall only be made on submission of invoices and subsequent Council approval, unless in exceptional circumstances.
12. The Council reserves the right to proportionately reduce any grant payment where final project costs have not totalled the previously provided written estimates.
13. Part-claims for larger projects will only be accepted mid-year where it can be clearly shown that expenditure remains in line the written estimates or the payment will be reduced proportionately until supporting evidence can be provided (refer to item 12).
14. Applications received after the closing date will not be considered.
15. The Council's decision is final.
16. During the COVID-19 pandemic, special consideration may be given to both deadlines and the nature of the application.
17. Projects to commemorate the Queen's Jubilee during 2022 may also be given special consideration.



STANWIX RURAL PARISH COUNCIL

GRANT APPLICATION FORM 2022/23

Name of the organisation

Contact person for the organisation

Name Address Post Code Telephone number E-mail address	
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Brief description of the project

Breakdown of costs (please provide estimates for each element of the project)

Please give details of other funding secured or fundraising (pending) for the project.

Amount of grant requested from this fund

Describe the objectives of the organisation

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Although a copy of last years accounts is to be included in this application, please supply the following information:-

a) total income last year	£
b) total expenditure last year	£
c) the balance of funds in hand at the end of the financial year	£
d) membership numbers and subscription costs	£

Please include copies of two quotes estimates for projects over £500 and one quote/estimate for projects under £500. If the project has multiple elements, evidence should be provided for each part.

Please also include a copy of the organisation's last bank statement with an explanation of any large reserves.

Signature of Chairman/Treasurer/Secretary on behalf of the organisation

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Date:

Please return completed form before Monday 4th April 2022 to:-

Mrs S Kyle
Clerk/RFO
Stanwix Rural Parish Council
Hill House
Walton
Brampton
CA8 2DY

Tel: 01228 231124
e-mail: clerk@stanwixrural.co.uk
www.stanwixrural.co.uk



STANWIX RURAL PARISH COUNCIL

GRANTS TO LOCAL ORGANISATIONS

Any groups (community and voluntary organisations) wishing to apply for financial support, are invited to apply for funding. Grants are available only for schemes delivering benefit within the parish of Stanwix Rural.

All community groups are invited to apply, although grants are not intended for ongoing running costs but as a contribution towards capital, one-off schemes and payable only on receipted invoices.

If you would like more information on this scheme or a copy of the guidance notes and application form, please contact the Clerk, Sarah Kyle by emailing clerk@stanwixrural.co.uk or telephone 01228 231124.

Forms are available to download from our website
www.stanwixrural.co.uk

**THE CLOSING DATE FOR GRANT APPLICATIONS IS
MONDAY 4 APRIL 2022**

Applications will be considered at a Parish Council meeting to be held on 13 April 2022

Grants must be claimed prior to Wednesday 1st March 2022 so any projects applied for should be able to be completed within this timeframe.