



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY  
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5<sup>th</sup> June 2025

A meeting of Stanwix Rural Parish Council is to be held on **Wednesday 11<sup>th</sup> June in Crosby Parish Hall at 7.30pm**. This is a public meeting and all members of the press and public are welcome to attend.

**THIS MEETING WILL BE AUDIO RECORDED FOR TRANSCRIPTION PURPOSES – A COPY OF THE RECORDING WILL BE AVAILABLE UPON REQUEST BY EMAIL FROM THE CLERK**

Yours faithfully

A handwritten signature in black ink, appearing to be 'SK' or similar, 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 14<sup>th</sup> May 2025**

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 Consider New Applications:**

**25/0288 76 Tribune Drive, Houghton, Carlisle, CA3 0LE** - Demolition Of Existing Garage & Erection Of Two Storey Side Extension To Provide Garage, Utility & Snug On Ground Floor With 2no. Bedrooms & Bathroom Above Together With Single Storey Rear Extension To Provide Kitchen

##### **5.2 To Receive Permission Notices:**

**25/0181 61 Jackson Road, Houghton, Carlisle, CA3 0NR** - Demolition Of Existing Garage & Porch; Erection Of Two Storey Side & Rear Extension To Provide Extended Kitchen/Lounge, Playroom, Utility, Store & WC On Ground Floor With 2no. Bedrooms (1no. En-Suite) & Bathroom Above

**25/0169 Houghton House Farm, Houghton, Carlisle, CA6 4DX** - Demolition Of Part Collapsed Farmhouse

##### **5.3 To Receive Updates regarding Ongoing Planning Issues:**

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

**Proposed new development – Land east of Lansdowne Close/ Lansdowne Court, Carlisle**

To note a pre-application public consultation by Castles and Coasts Housing Association

**6. Administrative Matters**

**6.1 Review of Policies and Procedures**

To consider the formalisation of the public participation policy and adoption of the vexatious communication policy

**6.2 Electoral Review of Cumberland Council: Draft Recommendations**

To consider the Parish Council response

**7. Clerk's Report**

To receive a report detailing updates from the last meeting

**8. Finance Matters**

**8.1 Payments**

To consider authorisation of payments as detailed in the shared document SR0625

**8.2 Bank Reconciliation**

To note the bank reconciliation to 31<sup>st</sup> May 2025 as detailed in the above-mentioned SR0625

**9. Annual Governance and Accountability Return 2024/25**

**9.1 Internal Auditors Report**

To consider accepting the attached end of year internal auditors report for the previous financial year

**9.2 Annual Governance Statement**

To approve the attached Annual Governance Statement and authorise the Chairman to sign the Annual return

**9.3 Accounting Statements**

To approve the attached Accounting Statements for the previous financial year and authorise the Chairman to sign the annual return

**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.*

**11. Date of Next Meeting**

To resolve that the next meeting of the Parish Council be held on Wednesday 23<sup>rd</sup> July in Crosby Parish Hall at 7.30pm. Please note the later than normal date. Agenda items must be submitted to the Clerk by 14<sup>th</sup> July 2025

## **STANWIX RURAL PARISH COUNCIL**

### **Minutes of a Meeting held on Wednesday 14<sup>th</sup> May at 7.30pm in Crosby Parish Hall**

#### **PRESENT**

The Chairman Cllr C Nicholson, Cllrs B Bell, E Leitch, P Nedved, C Savory, D Small and N Watson.

#### **IN ATTENDANCE**

Two members of the public (arrived 7.13). Cumberland Cllr. J Mallinson (arrived 7.13). The Clerk, S Kyle

#### **SR 546/05/25 ELECTION OF CHAIRMAN**

**Resolved** unanimously to elect Cllr Nicholson as Chairman for the Council year 2025/26. Cllr Nicholson signed the Declaration of Acceptance of Office.

#### **SR 547/05/25 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr's A Bell and A Robinson. Apologies were also noted from Cumberland Cllr B Wernham.

#### **SR 548/04/25 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 9<sup>th</sup> APRIL 2025**

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

#### **SR 549/05/25 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST**

No dispensation requests were received, and no declarations of interest were made.

#### **SR 550/05/25 PLANNING MATTERS**

##### **539.1 To Consider New Applications Received:**

**25/0032/S211 Rickerby Lodge, Rickerby Mews, Rickerby, Carlisle, CA3 9AA** - Works To 1no. Leylandii, 3no. Beech, 1no. Yew & 1no. Lime Tree in Rickerby Conservation Area

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

##### **550.2 Resolved to Receive Permission Notices**

**25/0047 Rose Cottage, Crosby Moor, Crosby on Eden, Carlisle, CA6 4QX** - Variation of Condition 2 (Approved Documents) Of Previously Approved Application 23/0501 (Demolition of Existing Dwelling; Erection Of 1no. Replacement Dwelling with Detached Garage) To Increase The Height Of The Garage By 1m

##### **550.3 Resolved to Receive Updates regarding Ongoing Planning Issues:**

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

It was noted that the earliest the application will be considered is likely to be July.

#### **SR 551/05/25 PUBLIC PARTICIPATION**

##### **551.1 Cumberland Cllr's**

Cumberland Cllr Mallinson reported that it has been confirmed that the path from Junction 44 to Houghton is a designated cycle path.

##### **551.2 Members of the Public**

One member of the public was in attendance to discuss item 552.1. The following main points were noted:

- The April minutes noted that the same resident claimed they do not own the access when referring to the driveway that accesses their house. The resident confirmed that this was the conclusion of their solicitor.
- A lengthy historical presentation of the issue dating back to 1927, including correspondence from the Parish Council to residents of The Green in 2015.
- Clarification of the likely surface material of the road in 1928, i.e. compacted cinders.
- Reiteration of the stressful situation the residents face upon heavy rainfall.
- A request to have minuted that the residents believe that there is no evidence to state the drainage along the Green belongs to the residents.

The Chairman offered to provide further minutes relating to the above points and will forward to the resident in due course.

## **SR 552/05/25 VILLAGE MATTERS**

### **552.1 Drainage, Houghton**

The Chairman made a statement, noting the following points:

- Nearly a century ago now, the Parish Council granted a wayleave to permit the laying of a pipe. The sole purpose was to enable a ditch to be filled in to allow access to adjacent private dwellings. It was not installed to provide drainage services to any of the dwellings, and does not drain any land for which the Parish Council is responsible. The Council did not install the pipe for drainage purposes; it was installed solely to permit access.
- The pipe appears to convey the surface water away from the vicinity of South view and Greenfield Farm and over time some of the residents of 1 to 8 The Green have broken into it to discharge surface water from their properties.
- The Parish Council is aware of the pipe being blocked beneath a residential access as the matter has been considered in previous meetings.
- The potential costs are high to deal with the blockage. One estimate to deal with the section under the private drive would be approximately £4,200 and under the grassed area £3,350.
- Further estimates, for both areas were well over £1,000 .
- Both sets of estimates are not firm quotations and the final cost may vary considerably depending what the Contractor might find.
- The Parish Council would not be able to reconnect the drainage from the private households to the pipe, because that would be connecting the private service at public expense and it would be ultra vires.
- The Parish Council does not own the pipe. Therefore, even if it were to renew or repair, it cannot then tacitly authorise unofficial private connections.
- The detriment to the neighbouring small area of Village Green is seasonal and sporadic. It does not permanently damage the Green and the likely expense of dealing with it therefore cannot be justified.
- The issue has been going on now for a number of years, over which the knowledge and experience that can be brought to bear on it has amassed considerably and it culminates now in the recommendation of the Chairman that the Council should consider the matter closed and will not engage in any further discussion or expenditure on this issue unless legally required to do so.

Cllr's were asked to show hands if they agreed to the above statement and a unanimous vote occurred.

**Resolved:** The Parish Council considers this matter closed and will not engage in further discussion or expenditure on this issue unless legally required to do so.

### **552.2 Linstock Track Repairs**

**Resolved** to accept a quotation from J Dinwoodie for £1175 for the above.

## **553/04/25 ADMINISTRATIVE MATTERS**

### **553.1 Appointment of Vice Chairman**

**Resolved** to appoint Cllr C Savory as Vice-Chairman for the Council year 2025/26.

## **553.2 Cumberland Council Housing Strategy - Formal Stakeholder Consultation**

**Resolved** to ratify the Council response which had been circulated alongside the agenda.

## **553.3 Programme of Meetings**

**Resolved** to agree the calendar of meeting dates. It was confirmed that Cllr's should notify the Clerk in writing of any expected absences and that the dates were not formalised until the publication of the agenda.

## **553.4. Review of Policies and Procedures**

**Resolved** to agree the review undertaken by the clerk of the Council's Standing Orders; Financial Regulations, 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.

## **553.5 Carlisle Rural Traffic Regulation Order (TRO) Review – Request for Input**

Request for input had been received from Cumberland Council. The Parish Council had responded with three suggestions:

- A one-way system for Jackson Road
- A 20mph speed limit in select parts of Houghton
- A 7.5tonne weight limit except for access on Brampton Road

A response had been received stating that the one-way system was unfeasible however the other two items will be considered in due course. Concerns over the number of HGV's using Brampton Road were re-stated.

## **554/05/25 CLERK'S REPORT**

In addition to items on the agenda, the following items were noted:

### *Bus Shelter Noticeboard Relocation*

This matter remains outstanding and will be actioned in due course.

### *Linstock Play Equipment*

The due date for installation has been confirmed as late June.

### *Benches*

Three new benches have been delivered and will be installed around the parish in due course.

### *Noticeboard*

Further to inspection, the noticeboard (public) at Houghton was irreparable and a replacement has been delivered. This will be installed in due course.

### *Speed Indication Device Data*

This has now been added to the website for public viewing.

## **SR 555/05/25 HIGHWAYS MATTERS**

### **555.1 Verges, Houghton**

Renewed complaints had been received regarding the damaged verges on Houghton Road. It was confirmed that Cumberland Council will investigate in a future financial year and there is little else the Parish Council can do other than to keep notifying them of the damage.

## **SR 556/04/25 FINANCE MATTERS**

### **556.1 Payments**

**Resolved** to authorise payment of the accounts listed in document SR0525. The schedule was signed following the meeting by Cllrs Savory and Nedved.

#### **556.2 Bank Reconciliation**

**Resolved** to note the bank reconciliation as noted in document SR0425.

#### **556.3 Receipts**

**Resolved** to note the receipt of the precept of £51,150 from Cumberland Council.

#### **556.4 Internet Banking**

**Resolved** to reconfirm approval for the Clerk to authorise Internet banking payments and to confirm approval for the direct debit for ICO and pension payments to continue

#### **556.5 Bank Mandate/Signatories**

To resolve to update the bank mandate following the resignation of A. Coles with Cllr A Bell being added to the authorised bank signatories.

#### **SR 557/05/25 COUNCILLOR MATTERS**

No additional items were raised.

#### **SR 557/05/25 DATE OF NEXT MEETING**

**Resolved** that the next meeting of the Parish Council be held on Wednesday 11<sup>th</sup> June in Crosby Parish Hall. Agenda items must be submitted by 2 June 2025.

There being no further business, the meeting was closed by the Chairman at 7.54pm.



## **Vexatious and Unreasonable Complaints Policy**

Adopted	
Minute Number	
Review Date	

### **Purpose**

**The purpose of this policy is to outline how Stanwix Rural Parish Council will deal with unreasonable, persistent, or vexatious complaints or contact from members of the public.**

Stanwix Rural Parish Council is committed to dealing with complaints and contacts from residents in an open and transparent way that is fair and equal to everyone.

On the whole, dealing with complaints and contacts is a simple process. Occasions may arise, however, when the frequency, nature or tone of such contact with the Parish Council, may adversely affect its ability to do its job and provide a proper service to other residents. It will refer to these parties as 'unreasonably persistent or vexatious' and apply this policy.

### **What are unreasonably persistent or vexatious contacts / complaints?**

For the purposes of this policy, unreasonable or unreasonably persistent parties are those who make contacts / complaints that:

- clearly do not have any serious purpose or value
- are designed to cause disruption or annoyance
- have the effect of harassing the Council or can be easily seen as obsessive or unreasonable.

### **Actions and behaviours of unreasonably persistent or vexatious complaints**

A person, or anyone acting on their behalf, may be deemed to be an unreasonably persistent and/or vexatious complainant if one or more of the following applies:

- Have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious).
- Refuse to specify the grounds of a complaint despite offers of assistance
- Refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- Refuse to accept that issues are not within the remit of the complaints and procedure despite having been provided with information about the scope of the procedure.

- Refuse to accept that issues are not within the power of the Council to investigate, change or influence.
- Insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of the complaint).
- Make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced.
- Make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints.
- Make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes, telephone calls or e-mails).
- Harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language or publish their complaints in other forms of media.
- Raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process.
- Introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account and commented on.
- Change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed.
- Deny statements he or she made at an earlier stage in the complaint process.
- Are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved.
- Adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors.
- Refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given.
- Make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure.
- Persistently approach the Council through different routes or other persons about the same issues.
- Persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons.
- Refuse to accept documented evidence as factual.
- Complain about or challenge an issue based on an historic and/or an irreversible decision or incident.



- Combine some or all of these features.

If a party is not happy with the outcome of their complaint and wishes to challenge it, this is not necessarily grounds to label them as 'unreasonably persistent'.

### **How we will decide to implement this policy**

This policy will be used once all reasonable measures have been taken to resolve issues under the Parish Council's normal procedures. The Parish Council will make sure it has communicated appropriately with the party.

The party will receive a written warning confirming that if their actions/behaviour continues, it will result in the Parish Council treating them as 'unreasonably persistent or vexatious', and that future contact may be restricted.

This policy will not be applied except by decision of an appropriate Working Group, that decision to be ratified by the next full meeting of the Parish Council.

### **Aggressive complaints**

Occasions may arise when an unreasonably persistent or vexatious complainant might become offensive, abusive or threatening. Such behaviours will not be tolerated and may result in the involvement of the Police.

Any situation where violence or abusive language has been used or threatened towards Councillors, staff or their families, at any time, will result in the immediate cessation of personal contact with the complainant. All contact thereafter will be in writing only. All such incidents will be logged and reported to the Police.

### **Deciding to restrict contact**

According to the level and nature of the party's contacts with us, the following actions may be taken at any time:

- Requesting contact in a specific form (e.g. by letter only).
- Requesting contact be made with a named officer only.
- Setting the number of phone calls that will be accepted (e.g. one call a week).
- Refusing to deal with future correspondence on the same matter if a decision has already been reached.

The party will receive a copy of this policy with a covering letter explaining that the policy has been applied and how it will affect their contact with the Parish Council. The letter will outline the length of time the restrictions will be in place and how they can ask for the restricted status to be reviewed at the end of this period.

**Appealing a decision to restrict contact**

A complainant may, within 15 days of being notified, appeal a decision to place them on the 'unreasonably persistent or vexatious contact list'. Such appeals must be made in writing to the Clerk, giving the reasons for the appeal.

**Recording and reviewing restrictions**

If a decision is made to apply this policy, this information will be recorded and shared with the Parish Council (personal details will not normally be included).

In the event of further significant information becoming available from the party, such correspondence will be circulated to members and, if necessary, read at the relevant Parish Council meeting

Any new matters raised about new issues by any persons who have come under this policy will be treated on their merits. A decision to restrict contact may be reconsidered if the party can demonstrate a consistently appropriate and acceptable approach in their communication, and or behaviour, with and toward the Parish Council.

## STANWIX RURAL PARISH COUNCIL

### RULES FOR PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS

The following is derived from, but not restricted to, advice in the Parish Council's Standing Orders and Members Code of Conduct.

**Disruptive or threatening behaviour will not be tolerated. If a member of the public disrupts the meeting, the Council reserves the right to curtail their participation.**

**If a member of the public continues to disrupt the meeting after receiving a warning from the Chair, they will be asked to leave. If they refuse, the Police may be called to remove them.**

Members of the public are welcome to speak with councillors before or after meetings on an informal basis. Please refer to the note below on Informal Engagement.

**Meetings of the Parish Council are not public meetings.** Members of the public have a statutory right to attend meetings of the Council as observers.

**Members of the public have no legal right to speak** unless the Parish Council Chair authorises them to do so. However, as part of its community engagement, the Parish Council sets out a time for public participation at an agreed point in the meeting, during which members of the public may be invited to speak, make representations, answer questions and give evidence in respect of the business on the agenda.

**Members of the public must not take part in the Council's decision-making**, and the Council should not make any instant decisions at the request of the public on items not already on the agenda. As a matter of good practice, public participation is kept separate from Councillor debate.

Members of the public are welcome to stay for the remainder of the meeting after the public session but are not permitted to speak during the meeting unless permitted by resolution of the council.

Members of the public may be excluded by resolution of the Council for items which need to be discussed in confidence (e.g. staffing, tenders, or legal matters).

#### **RULES FOR PUBLIC PARTICIPATION:**

- **Public Participation shall not exceed 20 minutes in total** unless directed by the Chair of the meeting.
- **The time for each member of the public to speak is limited to 3 minutes.** The Clerk will monitor and record timings and will notify the speaker clearly when their time is up.
- **Public Participation is not designed for conversation or prolonged reciprocal discussion.** The 3-minute allowance is to present a viewpoint or issue to the Council; responses are not immediately necessary.

- **If more than one member of the public wishes to speak on the same topic, they should nominate one person to speak on their behalf.** This helps avoid duplication and ensures time is used effectively.
- Any handouts or written information brought to the meeting should be handed to the Clerk to avoid delaying or disrupting proceedings.
- **The Chair has the right to stop any question or statement deemed inappropriate and may stop the speaker from continuing.** If the speaker ignores the Chair's request, they will be asked to leave the meeting. If they refuse, the Police may be called to remove them.
- **Councillors and the Clerk will not respond to comments or questions raised by the public during the participation session.** If the topic is already on the agenda, it will be addressed during the meeting in accordance with Standing Orders.
- **Questions raised during public participation do not require a response, and there will be no debate or discussion by Councillors.** The Chair will determine whether a response is appropriate, and how it will be given (e.g. written or verbal response at a later date).
- Members of the public do not have a right to place items on the Council's agenda.
- **Members of the public may not dictate how items are recorded in the minutes.**
- A brief summary of topics raised will be recorded in the minutes of the meeting. There will be no detailed or verbatim record.
- **All persons present must act respectfully towards others in attendance. Behaviour that demeans, insults, threatens or intimidates others is not acceptable.** All statements, questions, responses, challenges, complaints, or criticisms must be made politely.
- **All statements, questions and responses must relate to the facts of the matter and not be personal in nature.** No personal references may be made to individuals present or absent.

### **Informal Engagement Before and After Meetings**

Members of the public are welcome to speak informally with parish councillors before or after a council meeting, provided that such conversations do not disrupt the preparation for or the conclusion of the meeting. Such conversations are intended to encourage positive engagement while upholding the integrity and proper functioning of the council's formal proceedings.

It should be noted that:

- **Councillors should not discuss items on the meeting agenda outside the formal meeting. This is in order to maintain transparency and prevent any perception of bias.**
- These discussions are informal and do not form part of the official council meeting or decision-making process.
- Councillors may refer members of the public to the Clerk if the matter raised requires formal action or inclusion on a future agenda.
- Members of the public should approach councillors respectfully and be mindful of their time and responsibilities.
- Any concerns or issues that require formal response or action should be submitted in writing to the Parish Clerk.

**Document SR0625****Schedule of Payments to be Authorised 11 June 2025**

<b>Payee</b>	<b>Details</b>	<b>Gross Amount</b>
Salaries/Pensions/PAYE/NI x 2 employees	June Salary	£ 2,111.16
Sarah Kyle	Reimbursements	£ 404.44
Rod Hind	Linstock drainage	£ 9,030.00
Geosphere Ltd	Mapping Software	£ 228.00
Unity Bank	Monthly charge (June)	£ 6.00
Cluaran Landscapes	Grounds Maintenance	£ 552.00
		<b>£ 12,331.60</b>

**Bank Reconciliation**

Cash Book	Balance at 01.04.2025	£50,227.22
	Receipts to 31.05.2025	£51,150.00
		<b>£101,377.22</b>
	Expenditure to 31.05.2025	£8,580.06
	Cash book balance 31.05.2025	<b>£92,797.16</b>
Represented by:	Current A/C (Unity)	£736.39
	Savings A/C (Unity)	£92,060.77
	<b>Balance at bank 31.05.2025</b>	<b>£92,797.16</b>

Cllr 1 Signature:

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Cllr 2 Signature:

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