



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY  
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25 April 2024

The Annual Meeting of Stanwix Rural Parish Council is to be held on Wednesday **1<sup>st</sup> May** in Crosby Parish Hall. The meeting will begin directly after the closure of the Annual Parish Meeting, which will begin at **7pm**.

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 'S. Kyle', written over a light blue horizontal line.

Sarah Kyle, **Clerk & Responsible Financial Officer**

### **Agenda**

#### **1. Election of Chairman**

The successful nominee will sign the Declaration of Acceptance of Office

#### **2. Apologies for Absence**

To receive written apologies and approve reasons for absence

#### **2. Minutes of the Meeting of the Parish Council held on 10<sup>th</sup> April 2024**

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

#### **3. Co-option of Parish Councillors**

To consider the co-option of Angela Bell and Barry Bell to the Parish Council

#### **4. 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

#### **5. 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

#### **6. Planning Matters**

##### **6.1 To consider new planning applications:**

**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

**24/0264/5 The Near Boot Inn, Whiteclosegate, Carlisle, CA3 0JA** - Display Of Externally/Internally Illuminated And Non-Illuminated Signage To Exterior Of Building; Redecoration Of Exterior Of Building (LBC)

**24/0230 Land South of The Knells, Houghton, Carlisle, CA6 4JG** - Erection Of 6no. Detached Dwellings On Former Gardens To Knells House

### **6.2 To Receive Permission Notices:**

**Woodland to the rear of Eden View, 5 Rickerby Court, Rickerby, Carlisle, CA3 9BF** - Works To 1no. English Oak Tree, 1no. Ash Tree & 1no. Sycamore Tree In Rickerby Conservation Area

**24/0062 11 Drumburgh Avenue, Carlisle, CA3 0PD** - Erection Of Two Storey Side Extension To Provide Garage And Living Area On Ground Floor With 1no. En-Suite Bedroom Above; Single Storey Rear Extension To Provide Additional Dining Area (Revised Application)

**24/0085 Eden Golf Club, Crosby on Eden, Carlisle, CA6 4RA** - Variation Of Condition 5 (Programme Of Archaeological Work) Of Previously Approved Permission 21/0111 (Change Of Use Of Part Of Golf Course To Allow For Stationing Of Up To 100 Caravans) To Take Into Account A Phased Approach To The Development

### **6.3 To Receive Updates**

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

**22/0672 The Park, Rickerby, Carlisle, CA3 9AA** - Discharge of Conditions 3 (Surface Water Drainage Scheme); 4 (Foul Drainage); 6 (Construction Vehicle Parking); 7 (Materials) & 10 (Window Detail) Of Previously Approved Permission 21/0762

## **7. Administrative Matters**

### **7.1 Appointment of Vice Chairman**

To appoint a Vice-Chairman for the Council year 2024/25

### **7.2. Community Led Plan**

To review the Community Meeting Event

### **7.3 Programme of Meetings**

To consider the proposed calendar of meeting dates

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

To consider 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

### **7.5 Linstock Play Equipment**

To further consider authorisation for replacement play equipment parts – [report to follow](#)

## **8. Clerk's Report**

To receive a verbal report detailing updates from the last meeting

## **9. Highways Matters**

### **9.1 Jackson Road Parking**

To receive the survey results – [report attached](#)

## **9.2. Speed Camera, Houghton Road**

To note the Highways response

## **9.3. Bus Stop, Houghton Road**

To consider the persistent flooding at the above

## **10. Finance Matters**

### **10.1 Payments**

To consider the authorisation of payments as detailed in the [schedule – to follow](#)

### **10.2. Receipts**

To note the receipt of £2000 from Cumberland Council (grant payment) and £46,500 precept from Cumberland Council

### **10.3. 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

## **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.*

## **12. Date of Next Meeting**

To resolve that the next meeting of the Parish Council be held on Wednesday 12<sup>st</sup> June (venue TBC) at 7.30pm. *Agenda items should be submitted to the Clerk by 3<sup>rd</sup> June 2024*

**STANWIX RURAL PARISH COUNCIL**  
**Minutes of a Meeting held on Wednesday 10<sup>th</sup> April 2024**  
**at 8pm in the WI Hall, Linstock**

**PRESENT**

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

**IN ATTENDANCE**

Four members of the public. The Clerk, S Kyle.

**SR 404/4/24 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr A Robinson. Apologies were also received from Cumberland Cllr J Mallinson.

**SR 405/4/24 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 20<sup>th</sup> MARCH 2024**

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

**SR 406/4/24 CO-OPTION OF PARISH COUNCILLOR**

**Resolved** to co-opt David Small to the Parish Council with immediate effect. Cllr Small signed his Declaration of Acceptance of Office.

**SR 407/4/24 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST**

Cllr Leitch's dispensation regarding 22/02672 remains ongoing. Cllr Nicholson declared a precautionary non-pecuniary interest in 24/0176 1 Whiteclosegate and a non-pecuniary interest in the Houghton Village Hall grant application. Cllr Watson declared a non-pecuniary interest in the Linstock WI Grant application and a pecuniary interest in planning application 24/0233.

**SR 408/4/24 PUBLIC PARTICIPATION**

Members of the Public's

One resident was in attendance with several points:

- Parking restrictions outside The Old Fire Station, Carlisle.
- Quality of road works undertaken in Jackson Road, Houghton.
- He had spoken to the Planning Officer with regards to 23/0347 and had been informed it may be going to the Development Control Committee in June.
- Concerns regarding parked cars outside St. John's Church.

These matters will be referred to Cumberland Cllrs for consideration. Regarding the parked cars at the Church, the resident was advised to forward details so the matter could be referred to the Police.

A second member of the public raised concerns regarding overgrowing on the footpath to Close House. He also reported that the footpath stile was broken and the signage was inadequate. This will also be referred to Cumberland Council.

## Cumberland Councillors

Cllr Wernham reported updates regarding the local panel meetings taking place in Cumberland Council, noting that the Chief Constable had attended following concerns raised regarding electric motorcycles. He also reported the threatened closure of Moot Lodge Nursing Home in Brampton had been discussed.

### **SR 409/4/24 PLANNING MATTERS**

#### **409.1 To Consider New Applications**

**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

This matter is ongoing and will be considered at the May meeting. It was noted that the documentation is not explicit with regards to proposed changes and that discrepancies have been found in the submitted documentation.

**24/0182 5 Smithy Croft, Houghton, Carlisle, CA3 ONS** - Erection Of Two Storey Side Extension To Provide Living Room, Utility Room, Snug, Shower Room And Garage On Ground Floor With 3no. Bedrooms (1no. En Suite) Above

**Resolved** to recommend determination in accordance with local and national planning policy and guidance, although noting concerns regarding potential dominance due to height and massing.

**24/0192 7 Green Lane, Houghton, Carlisle, CA3 ONT** - Erection Of Two Storey Side Extension To Provide Carport On Ground Floor With En-Suite Bedroom Above

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

**24/0176 1 Whiteclosegate, Carlisle, CA3 OJA** - Erection Of Rear Single Storey Extension To Provide Kitchen, Utility, Diner & Lounge Extension

**Resolved** to recommend determination in accordance with local and national planning policy and guidance with a condition that the flat roof of the single storey rear extension shall not be made available at any time for use as a balcony or veranda of any form, to avoid intrusive overlooking and safeguard the living conditions of neighbouring dwellings.

**24/0199 Fairholme Farm, Birky Lane, Walby, Carlisle, CA6 4QL - Change Of Use Of Former Poultry Units To 4no. Units For Use Class B8 (Storage & Distribution)**

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

*Cllr Watson left the room for this item*

**24/0233 Eden Meadows, Linstock, Carlisle, CA6 4PY** - Demolition Of 1no. Bungalow; Erection Of 1no. Replacement Two Storey Dwelling

**Resolved** that the Parish Council object to the proposal due to the proposed balcony. However, this objection may be overcome through removal of the projecting balcony to protect the residential amenity of neighbouring dwellings and the privacy of their occupants.

*7.47pm, Cumberland Cllr Wernham left the meeting.*

#### **409.2 To Receive Permission Notices:**

**24/0001 48 Lansdowne Close, Carlisle, CA3 9HN** - TPO Pollard 1no. Ash Tree To 5m Subject To TPO 288

It was noted that Cllr Robinson had attended the meeting to consider this on behalf of the PC. His report of the meeting had been circulated to members.

#### **409.3 To Receive Updates**

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

No further update, following public participation, was provided.

**22/0672 The Park, Rickerby, Carlisle, CA3 9AA** - Discharge of Conditions 3 (Surface Water Drainage Scheme); 4 (Foul Drainage); 6 (Construction Vehicle Parking); 7 (Materials) & 10 (Window Detail) Of Previously Approved Permission 21/0762

Cllr Leitch reported that the matter remained ongoing with further works taking place without consent. She also reported that correspondence with Cumberland Council was inadequate. Cllr Leitch will consider escalating the matter to MP Dr Neil Hudson if appropriate.

### **SR 410/4/24 Administrative Matters**

#### **410.1 Community Led Plan**

Plans to run an event to engage community members on 24<sup>th</sup> April were confirmed. All Cllrs are asked to attend for all or part of the evening, which will run from 7pm to 9pm, with additional time for set-up before and after. The working group are to meet to finalise plans on 19<sup>th</sup> April.

**Resolved** to agree a provisional working budget up to £500. Cllr Nicholson to compose a press release to publicise the evening.

#### **410.2. Play area Maintenance**

Members were informed that tenders had been issued for play area repairs; an update will be provided in May.

**Resolved** to authorise expenditure up to £500 required for additional urgent maintenance at Linstock play area on the tower piece of equipment. Safety tape is to be renewed to prevent its use.

### **SR 411/4/24 CLERK'S REPORT**

In addition to the matters listed on the agenda, the following matters were noted:

#### Speed Camera

It was reported that there has been no progress with the request for this installation on Houghton Road. Cllr Savory is to provide additional information regarding the speed data collected however concerns regarding the Highways system were considered in conjunction with this.

#### Speedwatch

Members were informed that, contrary to expectations, the radar gun had not been made available for use in Houghton. No further update about when it would be available again was available.

### Linstock Green Drainage

The Chairman had met with one drainage contractor on-site to consider the problems raised in two areas of the Green. They will return when possible to undertake a proper survey and suggest potential solutions. A further issue regarding blocked drains in Linstock had been brought to the attention of the Council and would be taken up with Highways as a priority. Additionally, concerns had been raised regarding the state of the track – quotations for repair with road plainings will be obtained.

## **SR 412/4/24 HIGHWAYS MATTERS**

### **412.1 Jackson Road Parking**

It was reported that surveys had been returned with a response rate of 63%. A full report will be circulated for the May meeting. Thanks were noted to Cllr Savory for his work compiling the report.

### **412.2 Speed Indication Device**

A report indicating the six-monthly data and annual figures had been circulated alongside the agenda and was noted. It was highlighted that up to 1 million vehicles are using the road annually.

## **SR 413/4/24 FINANCE MATTERS**

### **413.1 Payments**

**Resolved** to authorise the payment of invoices below:

<b>Payee</b>	<b>Details</b>	<b>Method</b>	<b>Gross Amount</b>
Sarah Kyle	April Salary	BACS	£1,280.10
HMRC	PAYE	BACS	£140.35
NEST	Pension April	DD	£93.69
A Kyle	April Salary	BACS	£232.40
SLCC	Subscription	BACS	£188.00
CALC	Subscription	BACS	571.47
Cumbria Payroll	Annual Invoice	BACS	£252.00
			<b>£2,758.01</b>

### **413.2 Bank Reconciliation**

Cash Book	Balance at 01.04.2023	£48,554.48
	Receipts to 31.02.24	£56,394.90
		<b>£104,949.38</b>
	Expenditure to 31.03.24	£50,131.96
	Cash book balance 31.03.24	<b>£54,817.42</b>
Represented by:	Current A/C (Unity)	£2,948.70

	Savings A/C (Unity)	£50,863.57
	<b>Balance at bank 31.03.24</b>	<b>£53,812.27</b>
	plus cheques still to be deposited	£1,005.15
	less payments still to be made	0
		<b>£54,817.42</b>

*Cllr Watson left the room for this item*

### **413.3 Grant Scheme**

**Resolved** to agree the recommendations of the Finance Working Group and award grant payments to the following applicants:

- Linstock WI Hall - £1500 towards new windows
- Houghton School PFTA - £500 towards a community fete.
- Houghton Village Hall - £800 as a third-party contribution towards a larger grant application for
- Houghton in Bloom - £500 towards planting costs
- Susan's Farm - £400 towards a community bonfire
- Brunstock Residents - £2300 towards resurfacing of Pond Lane (to be paid directly to Tolson's)

### **SR 414/4/24 COUNCILLOR MATTERS**

**Cllr Coles** reported flooding adjacent to the bus stop opposite Eden Gate. It was reported that this was leading to residents having to access and alight the bus in alternate locations. Suitable alternatives, such as applying to have the bus stop relocated, were discussed.

**Cllr Coles** also reported that he had alerted police to a potential suspicious vehicle in Eden Gate.

### **SR 415/4/24 DATE OF NEXT MEETING**

**Resolved** that the next meeting of the Parish Council will be held on Wednesday 1<sup>st</sup> May at 7.30pm in Crosby Parish Hall. Agenda items to be submitted to the Clerk before 22<sup>nd</sup> April 2024.

There being no further business the Chairman closed the meeting at 8.31pm.

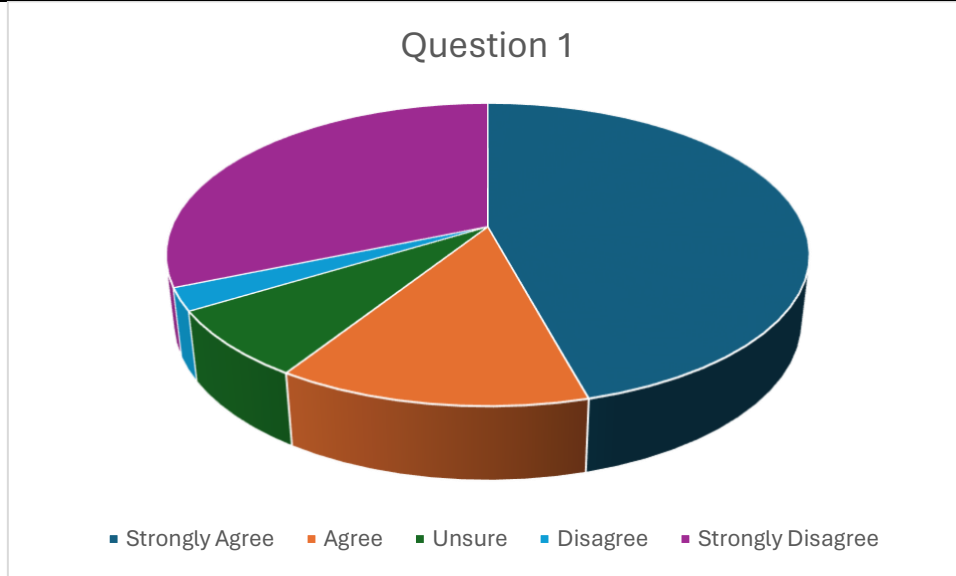


## TRAFFIC CONGESTION IN HOUGHTON – CONSULTATION RESULTS

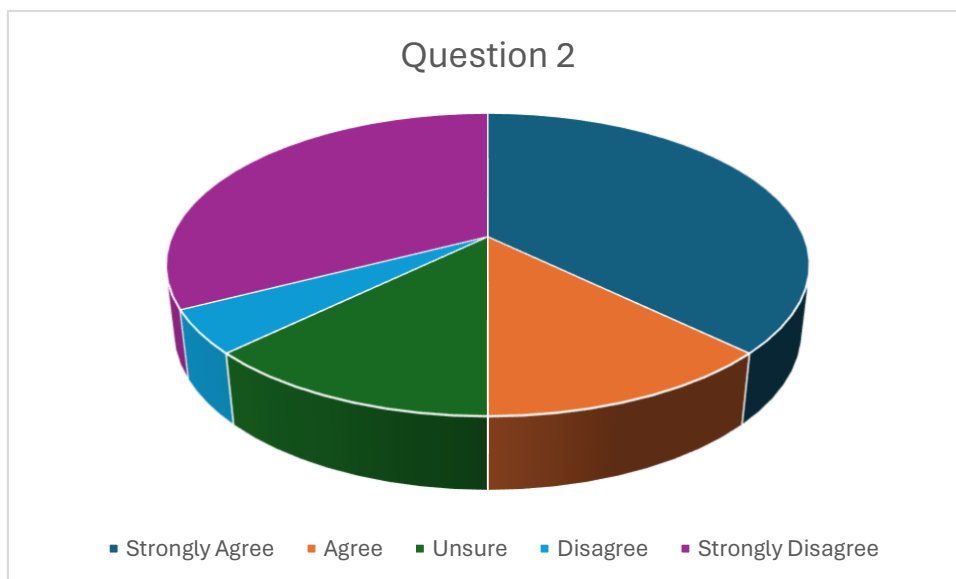
### Findings

144 consultation sheets were distributed, 91 were returned – a response rate of 63%.

Qu. 1 In favour of a one-way system in Jackson Road and Smithy Croft entering from the south (school) end and exiting from the north (church) end				
Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree
38 (46%)	11 (13%)	6 (7%)	2 (3%)	26 (31%)



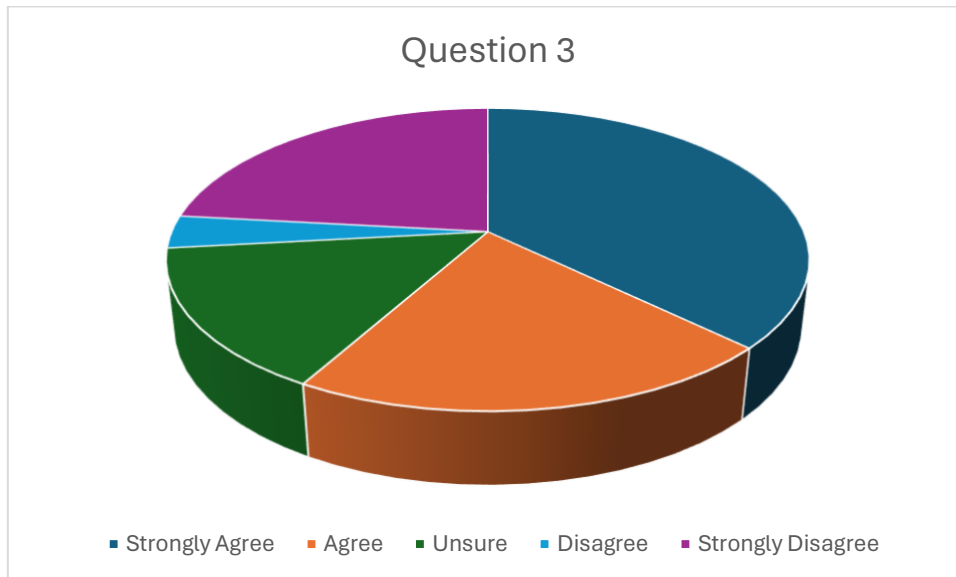
Qu. 2 A one-way system, as at 1 above, coupled with a restriction limiting parking to only one side of the road (which side to be determined on safety grounds)				
Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree
32 (37%)	11 (13%)	11 (13%)	4 (5%)	27 (32%)



## TRAFFIC CONGESTION IN HOUGHTON – CONSULTATION RESULTS

Qu. 3 Take approximately 3m/4m from the side of the school playing field to provide perhaps up to 25 angled parking bays between the school and Green Lane – some to be reserved for school staff

Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree
32 (37%)	18 (21%)	13 (15%)	3 (4%)	20 (23%)



NB Not all respondents entered preference in the tables above.

Qu. 4. Any preferred combination of the three suggestions above

26 respondents commented – 28 %. The salient features of the responses were as follows:

- Traffic volumes were not addressed in the consultation.
- All three options together.
- Change the direction of the one-way system.
- School staff to use Village Hall and Church\* car parks.
- Limit parking to one side of the road.

Qu. 5. None of the above but suggest the following

28 respondents commented – 31 %. The salient features of the responses were as follows:

- Develop a parking permit system.
- Install double yellow lines.
- Have residents' only parking.
- Police/enforce illegal/inconsiderate parking.
- Encourage pupils to walk to school (where reasonable).

## TRAFFIC CONGESTION IN HOUGHTON – CONSULTATION RESULTS

- School Streets Scheme, Walking Zones, Smarter Parking (Cambs. CC)
- Take out the green strip in Green Lane to provide parking.
- Use Village Hall/Church car parks for staff (extend Village Hall car park\*\*).
- Arrange parking alongside The Green (south side).
- Restrict parking in lay by opposite shop/Post Office.
- Allow parking only on one side of the road.
- 25 parking spaces too many – more congestion.
- Repair the potholes on Jackson Road.

### Qu. 6. Any other suggestions

58 respondents commented – 64 %. The salient features of the responses were as follows:

- Problem seen as one at school dropping off and collection time in term time (not 24/7) – disproportionate effect on residents.
- Investigate use of Church and Wildlife/Susan's Farm\*\*\* car parks for parents.
- No parking zone/parking restrictions.
- Junior Travel Ambassadors for road safety schemes/healthy lifestyle.
- Encourage car sharing.
- Reduce speed limit on Jackson Road (20 mph).
- Letter to parents discouraging car use and parking on Jackson Road.
- School staff seen as those responsible for parking problems.
- One-way system seen as a problem increasing traffic and speeding.
- Smithy Croft becoming a rat run. Why one-way?
- Residents with drives should use them to park.
- Restrictions on Jackson Road may lead to more parking on Beech Grove.
- Limit one-way system 0830-0930 & 1500-1600 on weekdays.
- Stop parking on the pavements.
- Opposed to taking away school space for parking.
- Make Jackson Road a LTN (block at school end).
- Engage a "crossing patrol supervisor".

### Notes

\* School (CofE) would need to negotiate with the church

\*\* Not possible as the green is regulated by legislation prohibiting such use

\*\*\* School would need to negotiate with CWT/Susan's Farm

## TRAFFIC CONGESTION IN HOUGHTON – CONSULTATION RESULTS

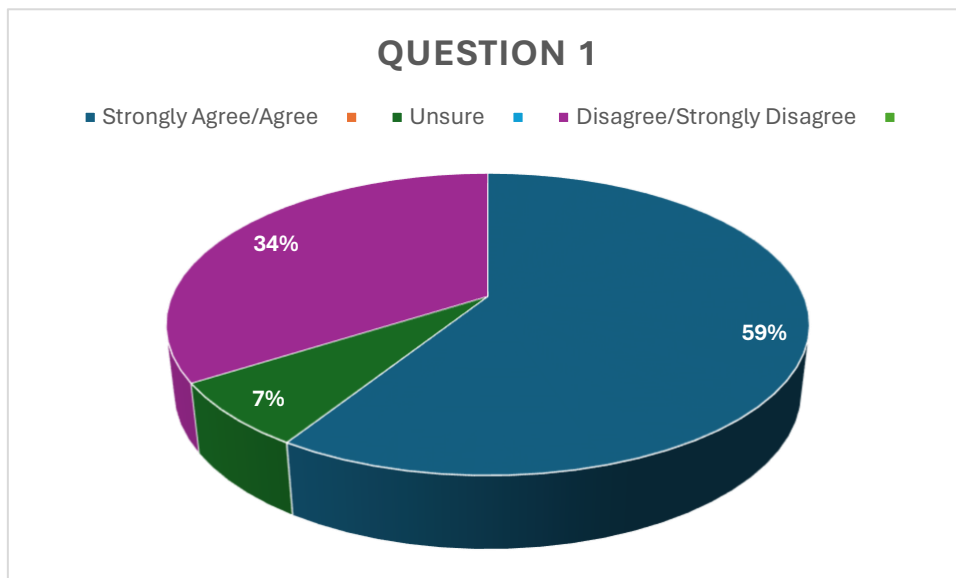
### Conclusions

The Parish Council is very grateful to those many residents who took the time to respond and share their views about the problem – thank you.

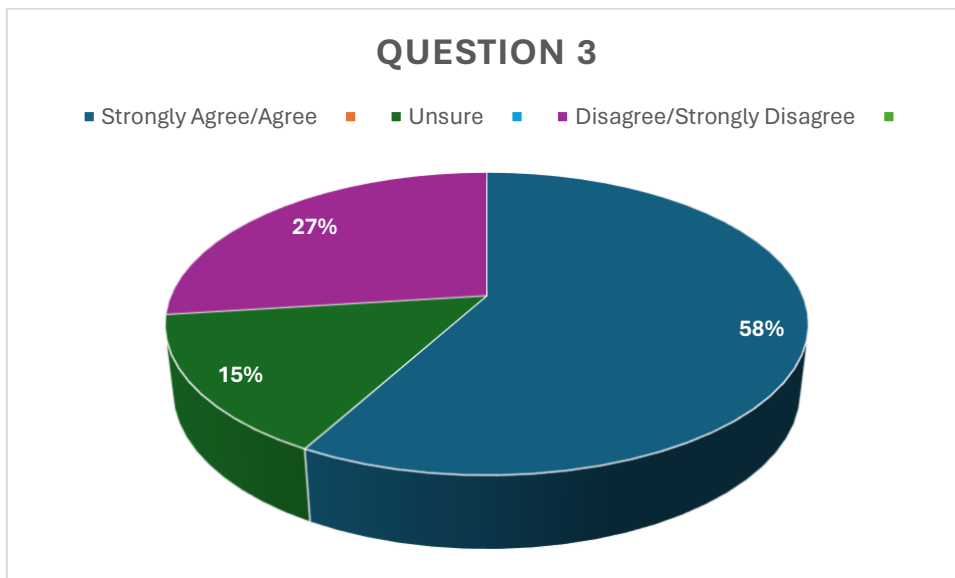
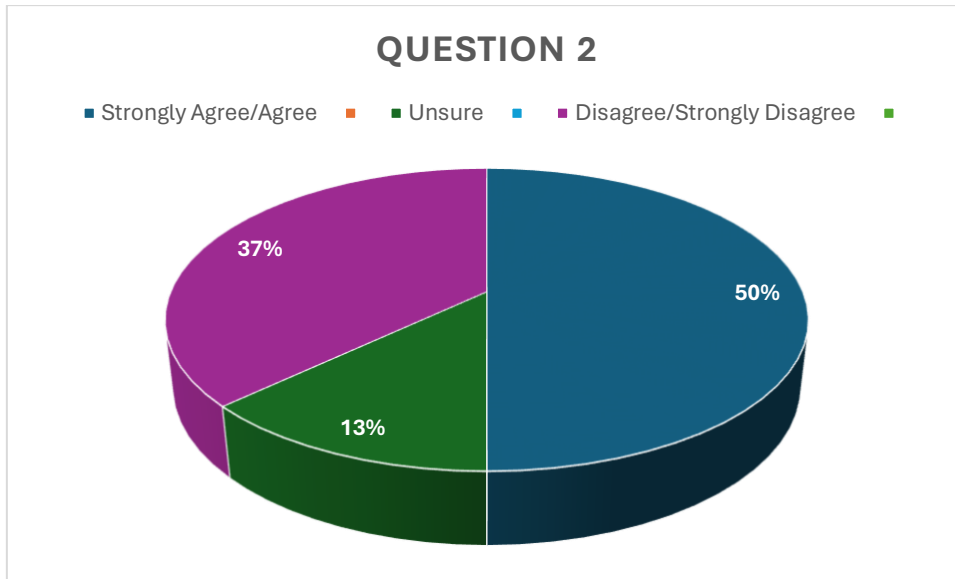
The consultation set out to gather opinions on how best to resolve the traffic issues on Jackson Road, Green Lane, Smithy Croft, and Beech Grove namely:

- The reduction of congestion and inconvenience to residents
- The availability of parking and subsequent narrowing of the roads.
- The avoidance of accidents on a narrow road.
- The access of public service (e.g. gully cleaning) and emergency vehicles.
- The effect of additional traffic near the beginning and end of the school day.

None of the options put forward had overwhelming support but clustering strongly agree/agree and disagree/strongly disagree together with unsure figures gave the following results.



## TRAFFIC CONGESTION IN HOUGHTON – CONSULTATION RESULTS



In a similar way we can look at the figures to see the differences in favour of the three proposals. These are shown in the table below.

Question	Strongly Agree/Agree	Disagree/Strongly Disagree	Difference in Favour
1	59%	34%	25%
2	50%	37%	13%
3	58%	27%	31%

Based on the table above, none of the options have overwhelming support although the preference would be for option 3 over option 1 with option 2 least favoured. That said strong representations were made about encroaching onto the school area (option3).

## TRAFFIC CONGESTION IN HOUGHTON – CONSULTATION RESULTS

It is clear from the detailed comments submitted that there is considerable interest and concern about the traffic congestion in Houghton, especially around the school and the south end of Jackson Road. Particular issues that were mentioned include parking on pavements, bends, corners, blocking residents' driveways and mobility scooter access. Generally, the issue for residents is parking by school staff and more particularly parents. While the latter issue is largely confined to school dropping off and collection times, residents also accept that there is an issue regarding, for example, emergency vehicle access which can be exacerbated by parked vehicles leading to a potentially dangerous narrowing of Jackson Road.

### **Next Steps/The Way Forward**

1. The Parish Council to discuss the consultation outcomes with Highways and lobby for the most suitable solution.
2. Encourage Highways to engage with interested parties to resolve the issues as a matter of priority.
3. Encourage other parties to consider what they might do to alleviate the parking issues.