

## STANWIX RURAL PARISH COUNCIL

Minutes of the Meeting of the Stanwix Rural Parish Council held on  
Wednesday 8th January 2014 in Crosby on Eden village hall at 7:30 p.m.

### SR 109/1/14 Apologies for absence

Cllr C Duncan, J Telford & R Gordon.

### SR 110/1/14 Present

The Chairman, Cllr C Nicholson, Cllrs P Duncan, M Fox, A Lightfoot, H Phillips & Y Robertson.

### SR 111/1/14 In Attendance

One member of the public.

### SR 112/1/14 Declarations of Interest or Requests for Dispensations

No declarations received.

### SR 113/1/14 Minutes of the meeting of the Parish Council held on 11th December 2013

The minutes of the meeting of the Parish Council held on the 11th December were approved and signed by the Chairman.

### SR 114/1/14 Public Participation

No members of the public wished to make any representations.

### SR 115/1/14 Finance Matters

#### 115.1 Resolved that the following payments be approved:-

NEST – Pension contributions Dec 2013 – D/D	80.99
A McCallum – Dec salary £967.96 & re-imburements of £93.65	1,061.41
Cumbria Payroll Services – payroll services for December	15.00
Staples – Stamps & stationery	32.76
Carlisle City Council - RoSPA Annual play inspection fees	141.60
HMRC - PAYE & NI contributions - Nov-Jan 2014	642.72
Houghton village hall - Hall hire September 2013	28.00
CALC - Clerks training forum 29th January 2014	5.00
S Aglionby - Grant for Houghton bonfire	<u>300.00</u>
Total	<u>2,307.48</u>

#### 115.2 To note the balances at the bank as at 31st December 2013

Treasurer Account	£	2,865.32
Money Manager Account	£	61,955.29
Expenditure to 31/12/13	£	64,820.61

115.3 To note the receipt of £154.00 grant from the Cumbria Playing Fields Association towards the Crosby play area, £10.76 interest payment & £940.00 income from the SPAA summer play scheme.

#### 115.4 Quarterly Monitoring Report

A report on income and expenditure for the period 1st April to 31st December 2013 was circulated alongside the agenda and approved.

Also, **Agreed** that Emergency Planning budget would be an item for consideration at the February meeting.



### **115.5 Carlisle City Council & CPCA Parish & Village Hall Grants**

Consideration was given to PC projects for submission.

**Resolved:** to submit a grant application for an additional swing for the Crosby play area.  
To also submit a County Council grant for monkey-bars for the Tribune Drive play area.

AM

### **115.6 Crosby Hall Hedge Cutting**

Consideration was given to payment of an invoice for hedge cutting at Crosby village hall.

**Agreed:** invoice to be put on hold, pending clarification on damage to highway barrier.

### **115.7 Purchase of Projector & Screen**

Consideration was given to the purchase of a projector and screen for the display of planning applications. A paper was circulated alongside the agenda on approximate costs and specifications of equipment. Concerns were expressed as to if this system would be workable; the requirement of a laptop - the council not currently having one; if paper plans would still be issued to the clerk, if the council accepted the grant; and would the equipment be available for use by other community groups.

**Agreed:** This item to be considered again at the February meeting.

AM

## **SR 116/1/14 Planning Matters**

### **116.1 Applications**

**13/0956 Gosling Sike Farm, Houghton Road, Houghton** - construction of visitor centre and office facilities with associated external works and car parking.

**Resolved:** to comment that:-

- Clarification is considered necessary on what vehicles i.e. farm or visitor, will be using the existing highway entrance;
- additional highway entrance to visitor centre - concerns raised as to visibility. Plans considered to not accurately reflect the curvature of the highway in the area on which the exit is to be positioned;
- overflow parking - what arrangements exist for over-flow parking, should the main parking area be full? No area is included on the application plan as to where this may be.

Member of the public left at 8:00 p.m.

**13/0896 Holme Park, Crosby on Eden** - proposed extension to poultry unit (amended details).

**Resolved:** to comment that:-

- the application is still considered incomplete due to insufficient information being contained in the application regarding proposed foul & surface water drainage systems for the poultry unit. Hence, informed decision making is considered difficult;
- the application is considered incremental planning, in that an additional application is expected in the near future for two agricultural dwellings.

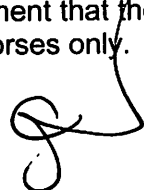
**13/0879 Land to the rear of South View, The Green, Houghton** - change of use from agricultural land to use for vehicle storage (retrospective).

**Resolved:** to comment that:-

- The Parish Council would wish to see a restriction on the number of vehicles stored on the site, no-more than 20 vehicles being considered appropriate;
- removal of the decaying commercial vehicles currently stored on the site is requested.

**13/0881 South View, The Green, Houghton** - rear extension to existing stable block (part retrospective)

**Resolved:** to comment that the PC would wish to see a restriction that the building is used for the stabling of horses only.



## Permissions

**12/0610 Land at Hadrian's Camp, Houghton Road, Houghton** - residential development (outline), granted, subject to legal agreement.

**13/0803 The Near Boot Inn, Whiteclosegate** - display of externally and internally illuminated and non-illuminated signage - approved.

**13/0886 Hadrian's Park, Brampton Old Road** - permission for 6No. permanent pitches (in lieu of temporary permission granted under 96/0474) in addition to 4No. pitches given permission under 93/0647 (retrospective application) - approved.

## **SR 117/1/14 Clerks Report**

### 76.8/10/13 Houghton Road - Highway Footpath Encroachment

Clerk reported on her investigations that the footpath had encroached between 1-2 feet in places but that hedge vegetation also need to be removed if it was to be pushed back. Cllrs commented that this issue was considered of health and safety concern, walkers being scratched by blackthorn when using the footpath.

Agreed: Cllr Phillips to progress with Highways Department asking that a list was made of all outstanding issues and he would visit the Brampton Depot to speak directly with staff.

AM/HP

### 76.8/10/13 Houghton Road Verges - Removal of paving stones

Agreed: Cllr Phillips to progress with Highways Department.

HP

### 77.1/10/13 Crosby on Eden - Gritting of Highway U1182

Agreed: Cllr Phillips to progress with Highways Department.

HP

### 77.4/10/13 Road Surface - Smithy Croft & Jackson Road

Agreed: Cllr Phillips to progress with Highways Department.

HP

### 91.2/11/13 Walks Working Party

No response had been received at the time of the meeting from Irthington Parish Council as to if they are willing to split the costs of moving the stile. Clerk advised on a grant available until the 31st March for footpath information boards.

Agreed: Clerk to contact Zoe Sutton, Carlisle City Council to determine if the grant can be extended beyond March 2014.

AM

### 104.1/12/13 Carlisle City Council - Draft City Centre Masterplan

Clerk was asked to determine if an extension for the consultation was available until after the January meeting. Planning Officer advised that this was not possible due to its integration into the Local Plan and deadlines set for this to be completed.

### 105.1 Linstock - Additional Grit Bin

Clerk advised that the bin should now be in-situ.

### 105.2/12/13 Linstock Village Green

Resident written to 13th December. No further correspondence received.

## **SR 118/1/14 Administration & Governance**

### **118.1 Consultations Received**

#### **a) Cumbria County Council - Budget Consultation 2014/15**

A draft response to the consultation had been circulated alongside the agenda.

Resolve: Clerk to submit circulated response.

AM



### 118.2 Area Highways Team Re-Introduction Session

Clerk and Cllr H Phillips advised on their attendance of a meeting at the Brampton Depot with staff on the 12th December 2014. Information conveyed at the meeting was discussed, this included budget amounts, areas of responsibility and other items. Items raised at the meeting and highlighted as a concern by SRPC and other Parish Councils was the lack of feedback mechanism for reported highways faults, the Highways Department believing that this was in place, attendees reporting not.

**Agreed:** Lack of feedback on reported highways issues to be progressed through the County Council Portfolio Holder and Carlisle Parish Council Association.

AM

### 118.3 Code of Conduct - Notification of Pecuniary & Other Registrable Interests

Cllrs were informed on the requirement to notify Carlisle City Council of any changes to employment status, ownership or renting of property, etc. The file was handed round containing the forms and Cllrs asked to check if their details were current and correct.

Cllr C Nicholson advised the Clerk that amendments to his form were required.

### 118.4 New Model Standing Orders

Clerk circulated a report and draft copy of the new model Standing Orders alongside the agenda. The report advised that a comparison had been made between the new and old models and on areas that had been amended, information inserted and deletions by the Clerk.

**Resolved:** To adopt the circulated Standing Orders.

ALL

### 118.5 <sup>5</sup>Complaints/Appeals Working Group

The agenda item stated that this item was to consider the appointment of a third member to the complaints/appeals working group. However, discussion was then undertaken concerning the formation of a committee to deal with matters concerning complaints and appeals and that this committee should also deal with grievance issues. Clerk advised that the formation of a committee was not possible due to the number of attendees at the meeting.

**Agreed:** Cllr M Fox to draft terms of reference for the proposed committee, these to be considered at the February meeting.

MF

## SR 119/1/14 Village Matters

### 119.1 The Garth, Crosby on Eden - Additional Street Light

Consideration was given to correspondence from Cumbria County Council advising that the cost of installing the additional street light would be approximately £1,900 + VAT, the increase in cost (from that originally quoted of £1,500 + VAT) being due to the increased distance from an available mains service connection. Also stated that it would be unlikely to be added to the County Councils inventory for supply, due to existing street lighting in the area being considered fit for highway purpose. Ongoing maintenance requirements would also have to be borne by the Parish Council.

**Agreed:** Clerk to write to Carlisle City Council to determine if they are willing to add the light onto their inventory as regards maintenance and power supply.

AM

Also **Agreed:** Clerk to apply to Cumbria County Council Members fund for grant towards costs.

AM

### 119.2 Houghton Village Green - Flooding

Consideration was given to action on a possible blocked drain, situated on the village green.

**Resolved:** While the parish council does not admit any responsibility for the drain, approval is given for preliminary investigations to be undertaken to assess whether the drain could have contributed to the flooding of the village green, e.g. drain to be rodded and camera investigation to be undertaken, if deemed necessary.

AM

### 119.3 Illegal Signage

Consideration was given to the removal of advertising boards and other signage considered illegal, in the parish.

**Agreed:** Cllr H Phillips to pursue this item through the Highways Authority.

HP

### 119.4 Houghton Village Fair

Cllr H Phillips advised that he had been approached by three Houghton residents following the article in the Houghton Echo and had been gaining estimated costs for planned activities. This item to be further discussed at the February meeting.

### 119.5 Old School House, Rickerby

Consideration was given to residents concerns about the condition of the building and grounds of the Old School House. Cllr C Nicholson advised that he had determined that concerned residents could progress this issue through the Enforcement Officer, Carlisle City Council, once ownership had been determined.

### SR 120/1/14 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

Cllrs requested further information as to current developments regarding the A689 & A69 de-trunking, a letter having been received from Rory Stewart, MP on the matter.

**Agreed:** Cllr C Nicholson to determine Cllr R Auld's, Chairman of CPCA's involvement in the issue and progress to report.

CN

### SR 121/1/14 Councillor Matters

**Cllr A Lightfoot** advised that he had been asked to determine if the PC would still be willing to share expenses on the production of the Houghton Echo? Advised that funding had been provided in the past through an application for a PC grant, these being considered in April each year.

**Cllr P Duncan** advised on rubbish being blown onto the Tribune Drive green space following recent high winds. Clerk to advise Carlisle City Council street cleaning team.

AM

**SR 122/1/14 Date of Next Meeting** The next meeting will be held on Wednesday 12th February at 7.30pm in Crosby on Eden village hall.

The meeting closed at 9:30 p.m.



A handwritten signature in black ink, followed by the name 'C. Nicholson' and the date '13/02/2014' written in a similar style.

## STANWIX RURAL PARISH COUNCIL

Minutes of the Meeting of the Stanwix Rural Parish Council held on  
Wednesday 12th February 2014 in Crosby on Eden village hall at 7:30 p.m.

### SR 122/2/14 Apologies for absence

None received.

### SR 123/2/14 Present

The Chairman, Cllr C Nicholson, Cllrs C Duncan, P Duncan, M Fox, R Gordon, A Lightfoot, H Phillips, Y Robertson & J Telford.

### SR 124/2/14 In Attendance

No members of the public. County Cllr J Mallinson (entered at 7:35 p.m.).

### SR 125/2/14 Declarations of Interest or Requests for Dispensations

No declarations received.

### SR 126/2/14 Minutes of the meeting of the Parish Council held on 8th January 2014

The minutes of the meeting of the Parish Council held on the 8th January were approved and signed by the Chairman subject to the following amendment:-  
SR118.5 - Complaints/Appeals Working Group - inserted f.

### SR 127/2/14 Public Participation

PS Susan Jamieson & Anita Owen, Cumbria Police gave an overview on current police community initiatives. These included:-

#### Restorative Justice Initiative

- The aim of the initiative is to change drivers attitude to speeding and show how their behavior directly impacts on others. Advised that it has been determined that the main cause of speeding is drivers lack of concentration, as opposed to being in a hurry.
- initiative works by a police van visiting a village and drivers caught speeding are offered the option of taking a ticket or sitting in the van with police staff and being questioned on why they were speeding. This is undertaken alongside a community volunteer who gives input on the effect that speeding has on their well-being i.e. their children being unable to play safely outside home, etc.
- reported that a reduction in speeding has been evident following the introduction of the scheme and changes in drivers behavior noted.
- volunteers to take part in the initiative are being sought from within the areas of Linstock, Crosby & Houghton. Interested residents can get further details directly from Sue Jamieson at [susan.jamieson@cumbria.police.uk](mailto:susan.jamieson@cumbria.police.uk) or [anita.owen@cumbria.police.uk](mailto:anita.owen@cumbria.police.uk) or from the Clerk.

#### Community Speed Watch

- Volunteers are also sought to participate in community speed watch groups. Volunteers to be involved in monitoring the speed and frequency of vehicles at locations within the parish that are thought problematic.
- volunteers would receive appropriate training from the police to undertake this task, receive radar guns and would work in teams of two or more.
- results from the survey assist the police to identify patterns of behavior; days/times of offences occurring to enable that police can be most successfully deployed to an area.

#### Speed Indication Devices (SID's)

- Advised that four SID's are still available for the use of PC's.

Cllr advised that a speed camera van had been witnessed in Crosby on Eden and requested the results on how many tickets had been issued. S Jamieson agreed to forward these figures for consideration by Cllrs.

SJ

PS S Jamieson & A Owen left the meeting at 7:55 p.m.

## SR 128/2/14 Finance Matters

**128.1 Resolved** that the following payments be approved:-

NEST – Pension contributions Jan 2014 – D/D	80.99
British Telecom - Phone & Broadband Charges	119.47
A McCallum – Jan salary £967.96 & re-imburements of £285.98	1,253.94
Cumbria Payroll Services – payroll services for January	15.00
Colville Grounds Maintenance - Grit Bin for Linstock	338.40
B Hill - Houghton in Bloom reimbursement - annual insurance	<u>86.00</u>
Total	<u>1,893.80</u>

**128.2 To note** the balances at the bank as at 31st January 2013

Treasurer Account	£	1,438.37
Money Manager Account	£	71,667.10
Expenditure to 31/1/14	£	99,936.31

**128.3 To note** the receipt of £8.05 way leave payment from Electricity North West & VAT refund of £10,703.76 from HMRC.

### 128.4 Houghton in Bloom Group

Consideration was given to the payment of public liability insurance at a cost of £86.00, on behalf of the Houghton in Bloom group.

**Resolved:** Agreed.

### 128.5 Purchase of Projector & Screen

Further consideration was given to the purchase of a projector and screen for the display of planning applications at PC meetings and other community use. Clerk advised that it had been determined that if the grant of £150 was accepted towards the purchase of equipment, then paper copies of plans would no-longer be received from Carlisle City Council. Future costs for printing to be borne by the PC.

**Resolved:** Grant application to be withdrawn, this project to no-longer be considered.

### 128.6 Office Chair

Clerk advised that a new office chair was required and asked the PC to provide this, having purchased previous chairs from own funds.

**Resolved:** Chair to be purchased up to a cost of £200 (inclusive of VAT).

AM

### 128.7 Financial Reserves & Fidelity Guarantee Insurance

A review of financial reserves estimated to be held on the 1st April 2014 was discussed. Clerk advised that the PC would hold reserves of approximately £56,000 as of 1st April and also an additional £11,000 earmarked as reserves held on behalf of village halls. Clerk advised that reserve levels are high compared to the level of annual expenditure contained in the general budget. Warned that this could result in the PC being subject to an un-qualified audit by the external auditor.

Fidelity guarantee insurance currently covers the PC up to £250,000, so no increase in cover levels are necessary.

**Agreed:** Finance Group to consider this item.

### 128.7 Emergency Plan Budget

Consideration was given to the replenishment of consumables for the emergency boxes situated at Houghton & Crosby village halls. The replenishment of articles being estimated to cost in the region of £220, this being £170 over the budget allocation.

**Resolved:** Cost of up to £250 agreed for the replacement of articles.

AM

## SR 129/2/14 Planning Matters

### 129.1 Applications

**13/0898 Holme Park, Crosby on Eden** - erection of agricultural dwellings (outline).

**Resolved:** to comment that the PC does not consider that evidence of agricultural need has been conclusively established and that a vacant dwelling is currently believed to exist on site.

**14/0007 34 Whiteclosegate, Carlisle** - conversion of building to form 1no. dwelling.

**Resolved:** to comment that the PC endorses the Highway Authority comments and recommends that the specified conditions are implemented.

**14/0065 Walby Cottage, Birkby Lane, Walby** - erection of replacement dwelling

**Resolved:** that 'no observations' be made.

### Permissions

**13/0921 Carlisle Driving Range, California Road** - change of use of grazing land to form 6 hole short practice golf course - approved.

**13/0956 Gosling Syke Farm, Houghton Road, Houghton** - construction of visitor centre and office facilities with associated external works and car parking - approved.

**13/0896 Holme Park, Crosby on Eden** - proposed extension to poultry unit - approved.

### 129.2 Houghton Rural Masterplan

Consideration was given to the masterplan document, this having been previously circulated. Cllrs were requested to approve the document for final submission.

**Resolved:** Chairman to submit final plan to Carlisle City Council, subject to the following amendments:-

- Pg. 3 - Houghton Hall Garden Centre provides local employment opportunities - deleting the word 'no';
- Pg. 5 - delete 'and could warrant re-working of the green'
- Pg. 6 - delete all of the socio-economic picture for Stanwix Rural Parish Council. This being based on the whole parish, not Houghton.

CN

## SR 130/2/14 Clerks Report

76.8/10/13 Houghton Road - Highway Footpath Encroachment

76.8/10/13 Houghton Road Verges - Removal of paving stones

77.1/10/13 Crosby on Eden - Gritting of Highway U1182

77.4/10/13 Road Surface - Smithy Croft & Jackson Road

119.3/1/14 Illegal Signage

See item under 12.1 - outstanding highway matters.

115.5/14 2/14 Carlisle City Council & Village Hall Grants

Monkey bars - Tribune Drive play area. Agreement obtained from Carlisle City Council for a piece of additional play equipment to be erected. Grant form submitted to County Council.

Crosby play area - swings. Grant application submitted to Carlisle Parish Council Association.



115.6/2/14 Crosby Hall Hedge Cutting Invoice

Invoice currently on hold.

**Agreed:** Clerk to write to contractor concerning the damage to the highway barrier. Response to be further considered by Council.

AM

115.7/2/14 Purchase of Projector & Screen

Determined that if the PC accepted the grant, then paper copies of applications would not be received by Clerk, the aim of the grant being to reduce costs of printing and postage costs by Carlisle City Council. Also advised that match-funding of an additional £150 may be available from Carlisle City Council, but this has not been confirmed as yet.

See Minute No. 128.5/2/14.

91.2/11/13 Walks Working Group

Outstanding grant for the purchase of footpath information boards/interpretation panels cannot be extended beyond March 2014, nor suggested alternative projects considered.

See Minute No. 132.5/2/14.

118.1/2/14 Cumbria County Council - Budget Consultation 2014/15

Agreed response submitted 10th January 2014.

118.2/2/14 Highway Team Re-introduction Session

See Minute no. 133.1/2/14.

118.2/2/14 Code of Conduct - Notification of P & O Forms

Carlisle City Council now displaying all forms on their web site.

118.5/2/14 Complaints/Appeals Working Group

This item postponed to March meeting.

119.1/2/14 The Garth, Crosby On Eden - Additional Street Light

Grant application submitted 23rd January 2014. See Minute No. 132.1/2/14.

120/1/14 A689 De-trunking - Progress Report

Cllr Nicholson advised that a meeting had been held between D Sheard, Carlisle City Council, Mr R Auld and Cllr J Mallinson. Cllr Mallinson advised that efforts were being made to engage with the two maintainers of the road but no response to these requests had been received as yet. Advised that in his opinion, very little could be done if the two maintainers were un-willing to engage with members.

Cllr Fox advised on a meeting that was to be held at Rockcliffe, to be organised by Cllr T Allison.

122/1/14 Tribune Drive - Rubbish

Rubbish/debris cleared by street cleaning team.

**SR 131/2/14 Administration & Governance**

**131.1 Consultations Received**

None received.

**131.2 Asset Register**

Cllrs were asked to approve the asset register, this having been circulated alongside the agenda.

**Resolved:** Approved.

Clerk advised that she was currently investigating how some assets included on the register could be transferred to Crosby and Houghton village halls.

WMAF

### 131.3 Asset Inspection 2014

Clerk advised that in accordance with the annual risk assessment an inspection of assets had been undertaken and a report to this had been circulated alongside the agenda for consideration by Cllrs.

**Agreed:** for this item to be progressed through the Finance Group.

## SR 132/2/14 Village Matters

### 132.1 The Garth, Crosby on Eden - Additional Street Light

Clerk advised that no response had been received, prior to the meeting from Carlisle City Council, regarding future liability for power supply and maintenance. However, correspondence had been received from Carlisle City Councils Area Engagement Officer advising that they were also investigating this matter on behalf of PC's

**Agreed:** Clerk to further pursue this item through the Area Engagement Officer.

AM

### 132.2 Houghton Village Green - Flooding

Clerk advised that investigations had been undertaken on the blocked drain. Advised that the drain was actually running freely, the flooding probably being caused by a combination of heavy clay soil and the pipe currently in-situ, being non-porous. Suggested rectification being the replacement of the pipe with a porous drain and a soak-away made in the area of flooding.

**Agreed:** Clerk to obtain further estimates for consideration.

AM

### 132.3 Houghton Village Fair

A report had been circulated alongside the agenda, advising of planned events, health & safety requirements and preliminary budget. Queried as to if this was considered a community or PC event? Agreed that this was a PC event.

**Agreed:** Flyer for the event to be circulated around the village. Clerk to determine if event insurance is available to be purchased if inclement weather was experienced.

AM/HP

### 132.4 SPAA - Summer Activity Programme

Clerk advised that dates were currently being organised (alongside other PC's) within the summer holiday period for the summer activity programme.

**Resolved:** Six dates to be booked at a cost of approximately £2,400.

AM

### 132.5 Interpretation Panels

The purchase of interpretation panels to highlight walks and areas of interest throughout the parish was considered. A report having been circulated alongside the agenda advising of approximate costs; grant funding available; examples of panels previously produced, etc.

**Resolved:** to purchase one casing and panel at a cost of up to £2,500.

AM

### 132.6 Play Area Inspections

Clerk advised that existing public liability insurance requirements advise that a visual safety inspection of equipment is completed every two weeks. Consideration was given to if this is to be undertaken by Cllrs or the Clerk. Also advised that new forms had been prepared for this purpose.

**Resolved:** Cllr Fox to undertake inspection at Crosby on Eden, Clerk to undertake at Linstock.

AM/MF

### 132.7 Low Crosby - Sheep Worrying

Cllr reported that an incidence of sheep worrying had been brought to his attention. Discussion on this matter deduced that this is considered a police matter and out-with the PC's remit. Considered that additional signage relating to footpath users and the control of dogs and adequate fencing may be of benefit on the land that the footpath is situated.

- who, exactly are the Rural Support Group?
- has any analysis of the issues been undertaken, it being felt that a starting point should not already have been determined?
- example given of Councils being grouped into localities were questioned as regards boundaries, naturally networking over shared issues and allegiances, etc.

**Agreed:** Cllrs to forward comments on the document to the Clerk, these to be drafted into a response to be further considered at the June meeting.

ALL

**b) B6264 Brampton Old Road Speed Limit Review**

Consideration was given to the extension of the 30mph speed limit and introduction of a 40 mph speed limit.

**Resolved:** Clerk to respond that, the Council supports the introduction of further speed limits in principle, but would urge that this is properly and legally policed.

AM

**c) Cumbria County Council – Placement of Bus Stop Pole Location**

Consideration was given to if a new bus stop pole/or flag would be of benefit to users.

**Resolved:** To advise that a bus flag could be attached to the Parish Council bus shelter, if required. Comment that the erection of a pole in the easterly side of the road may be of benefit, walkers often being unsure where the bus stop is.

AM

**d) Carlisle City Council – Removal of Recycling Sites**

Consideration was given to a response to the removal of recycling sites at Crosby on Eden Primary School, The Stagg Inn, Crosby on Eden & Houghton Primary School.

**Resolved:** to respond that:-

- At least one public site should be maintained in Crosby;
- broader consultation is required and more publicity given to this item;
- the savings that are hoped to be made by the closure of sites should be evident and available when this issue is considered by the general public.

AM

**12.2 Appointment of Representatives to Outside Bodies**

**Resolved:** to appoint members below to the following outside bodies:-

- Houghton Village Hall Committee – Cllr A Lightfoot
- Crosby Village Hall Committee – Cllr M Fox
- Airport Consultative Forum – Cllr Nicholson
- Brampton & Beyond Community Trust – Cllr M Fox (Trustee)
- Broadband – Cllr Duncan

**12.3 Programme of Meetings for 2013/14**

**Resolved:** Meetings to take place on the second Wednesday of every month. August meeting to be held only if urgent business occurs.

**12.4 Appointment of Working Groups**

**Resolved:** Following working groups appointed:-

- *Finance/Risk Group* – Chair, vice-chair, Cllr Gordon (nominated in absence), Cllr Phillips & Cllr Duncan; *From Sept '13 A Lightfoot now member.*
- *Planning* – Chair & ward Cllrs from relevant areas;
- *Personnel* – Chair, vice-chair, Cllr Phillips, Cllr Robertson & Cllr Telford.
- *Cllr Interview Panel* – Chair, Cllr Lightfoot & Cllr Robertson.
- *Complaints/Appeals* – Chair, vice-chair, Cllr Duncan & Cllr Robertson.

**12.5 Annual Risk Assessment**

A report on the annual risk assessment undertaken by the Clerk, had been circulated. Due to a full agenda it was decided to postpone the majority of the report to the June meeting. However, the insurance renewal and cover needed to be reviewed as renewal was due on the 1<sup>st</sup> June.

**Resolved:** Clerk to renew insurance policy with current provider at a cost of £1,028.06.

*GAJ*

## SR 133/2/14 Highway Matters

### 133.1 Highways Meeting

A meeting had been held with Highways Officers and outstanding issues raised and discussed. Commented that it was felt that it had been a productive meeting and agreements had been reached on future responsibilities and actions.

## SR 134/2/14 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

## SR 135/2/14 Councillor Matters

**Cllr C Duncan** advised that highway drains through the village appeared to be blocked/full of silt and asked when these had last been cleaned. Cllr J Mallinson agreed to determine the drain clearance schedule for Houghton. JM

**Cllr P Duncan** reported that pot-holes in the Houghton village hall car park were considered to be of health and safety concern to users. Cllr A Lightfoot agreed to progress this item with the village hall committee. AL

**Cllr H Phillips** reported that litter was again evident on the A689 lay-by. Clerk to pursue this issue with Carlisle City Council. AM

**Cllr M Fox** advised that a grant application submitted to the Environment Agency for a flood defence pump by Cumbria County Council, had been unsuccessful. Further meetings to be arranged in an effort to progress other funding options. MF

**Cllr R Gordon** advised that the Linstock Jubilee fundraising group were dissolving and that held funds could be transferred to the Parish Council. Clerk advised that this would be accepted as a donation.

### Part B Items

Items that are considered confidential and members of the public and press are permitted to be excluded under the Local Government Act 1972.

Clerk left the room at 9:55 p.m.

### SR 136/2/14 Clerks Salary Review & Job Evaluation

A paper had been circulated alongside the agenda, advising on the findings and recommendations of the working group.

#### **Resolved:**

- 1) that the working group's recommendations, as set out in the paper circulated with the agenda, be approved;
- 2) that the working group be authorised to agree a revised job description for the Clerk and to issue a new contract of employment;
- 3) that the working group be asked to make recommendations to the council's meeting in March 2014 on the operation of working group's and committees.

**SR 137/2/14 Date of Next Meeting** The next meeting will be held on Wednesday 12th March at 7.30pm in Crosby on Eden village hall.

The meeting closed at 10:00 p.m.

## STANWIX RURAL PARISH COUNCIL

Minutes of the Meeting of the Stanwix Rural Parish Council held on  
Wednesday 12th March 2014 in Crosby on Eden village hall at 7:30 p.m.

### SR 138/3/14 Apologies for absence

Cllr R Gordon, C Nicholson & Y Robertson.

Due to the absence of Cllr C Nicholson, it was agreed that vice-chairman Cllr M Fox would take the chair.

### SR 139/3/14 Present

Cllrs C Duncan, P Duncan, M Fox, A Lightfoot, H Phillips & J Telford.

### SR 140/3/14 In Attendance

No members of the public.

City Cllr J Bainbridge.

### SR 141/3/14 Declarations of Interest or Requests for Dispensations

No declarations received.

### SR 142/3/14 Minutes of the meeting of the Parish Council held on 12th February 2014

The minutes of the meeting of the Parish Council held on the 12th February were approved and signed by the Chairman subject to the following amendment, for reasons of future clarity:-

SR136/2/14 - to amend to read that *1) the working group's recommendations are approved. Clerks salary to be increased from 1st April 2013 to LC2 (SCP 28) and backdated accordingly. Subject to satisfactory performance, to be increased to LC2 (SCP 29) from 1st April 2014. Increments received in September (rather than April) through term of employment to be paid retrospectively.*

Cllr H Phillips also requested that outstanding finance items are placed as the first items on the agenda for the next finance group meeting;

Cllr C Duncan requested that a map of the parish is forwarded to him.

AM

### SR 143/3/14 Public Participation

No members of the public were in attendance.

### SR 144/3/14 Finance Matters

144.1 Resolved that the following payments be approved:-

NEST – Pension contributions Feb 2014 – D/D	80.99
A McCallum – Feb salary £1713.19 & re-imburements of £76.08	1,789.27
Cumbria Payroll Services – payroll services for February	15.00
Parish Websites Ltd - website hosting & support	100.00
Printerpal - printing charge Nov to Feb 2014	167.78
Staples - Stamps	6.00
Smiths Gore - rent for Linstock village green	10.00
Crosby Parish hall - room rental Nov 2012 to March 2014	418.00
Crosby Parish hall - grant for Crosby Craft Collective	256.00
Houghton Guides - grant for outdoor pursuits badge	500.00
Airbounce - deposit for hire of bouncy castle & slide - Houghton Fair	80.00
Keswick Adventure Centre - deposit for hire of climbing wall - Houghton Fair	100.00
SAP Pro Audio Ltd - deposit for PA system - Houghton Fair	100.00
Crosby on Eden PCC Magazine - grant	<u>250.00</u>
Total	<u>3,873.04</u>

**144.2 To note** the balances at the bank as at 28th February 2014

Treasurer Account	£	1,250.04
Money Manager Account	£	70,167.10
Expenditure to 28/2/14	£	101,710.64

**144.3 To note** that no income had been received.

**144.4 Review of Internal Audit Arrangements 2014/15**

Consideration was given to internal audit arrangements, a list of the checks undertaken by the internal auditor having been circulated alongside the agenda for approval.

**Resolved:** Internal audit checklist approved and Mrs J Airey appointed as the internal auditor for the year 2014/15.

Due to the absence of authorised signatories, cheques approved at the meeting were unable to be signed.

**Agreed:** additional signatories to be added to the account, Cllrs to be agreed at the April meeting.

AM

**144.5 Donation Requests**

Consideration was given to the request for a donation to Toma Fund.

**Agreed:** Clerk to write to Toma and determine if the charity has previously helped any residents of the parish.

Cllr C Duncan advised that he wished to purchase some plaques for display within Houghton. Advised that consideration of this could be given at the April meeting

AM

**144.6 Clerk's CiLCA Qualification**

Enrolment of the Clerk on the CiLCA qualification was considered. Clerk advised an increase in fees were due on the 1st April 2014, from £150 to £250.

**Resolved:** Clerk to enrol at a cost of £150.

AM

**144.7 Crosby Hall Hedge Cutting Invoice**

Consideration was given to the payment of an invoice for £90.00.

**Resolved:** payment approved.

**SR 145/3/14 Planning Matters**

**145.1 Applications**

None received.

**Permissions**

None received.

**Notice of Withdrawn Applications**

**13/0835 Land adjacent to Wensleydale, Tarraby Lane, Tarraby - erection of 1no. dwelling with detached garage.**

**145.2 Carlisle Local Plan 2015-30 - Stage Two Consultation**

Consideration was given to the submission of a response to the consultation by the 4th April 2014.

**Resolved:** working group of Cllr C Nicholson, M Fox and H Phillips formed. Comments to be drafted and submitted by the 4th April and subject to ratification at the April meeting.

CN/HP/  
MF

## SR 146/3/14 Clerks Report

### 127/2/14 Police Restorative Justice Presentation

Clerk reported that to date, no potential volunteers have approached the Clerk.

PS S Jamieson advised that no tickets were issued to drivers following a speed camera van being situated in Crosby on Eden.

**Agreed:** Police restorative Justice Initiative to be further publicised via the Crosby newsletter and posters to be placed on notice boards. Cllr C Duncan also volunteered, Clerk to forward his name to PS S Jamieson.

AM

### 128.7/2/14 Emergency Boxes

Supplies in the process of being purchased.

### 130/2/14 Crosby Hall Hedge Cutting Invoice

See earlier agenda item.

### 131.2/2/14 Transfer of Assets to Village Halls

Clerk advised that information on this issue was awaited and would report when this is received.

Also advised that she had determined that the PC is the custodial trustee of Houghton village hall.

**Agreed:** Clerk to determine how the ring-fencing of funding for village halls within the parish was originally agreed.

AM

### 134.2/2/14 Highway Drain Clearance- Houghton

Clerk advised that this had been reported to Highways by Cllr J Mallinson. Advised by Cllrs that this did not seem to have been completed, prior to the meeting.

**Agreed:** Clerk to pursue.

AM

### 134.2/2/14 Litter - Lay-by on A689

Cllr J Bainbridge reported to City Council.

## SR 147/3/14 Administration & Governance

### **147.1 Consultations Received**

None received.

### **147.2 Committees & Working Groups**

A paper had been circulated alongside the agenda, advising on the establishment of groups and committees, recommendations on groups to be formed and how these would work in practice.

**Resolved:** Committees and working groups to be agreed at Annual General Meeting in May. Cllrs asked to consider which groups/committees they would wish to be involved in and to forward their names to Clerk.

ALL/  
AM

## SR 148/3/14 Village Matters

### **148.1 The Garth, Crosby on Eden - Additional Street Light**

Clerk advised that no response had been received, prior to the meeting from Carlisle City Council, regarding future liability for power supply and maintenance.

**Agreed:** Cllr J Bainbridge to pursue a response, on behalf of the Council.

HP/AM

### **148.2 Houghton Village Green - Flooding**

Consideration was given to quotes received to improve drainage on an area of the village green.

**Resolved:** Costs of £550 approved.

AM

### 148.3 Houghton Village Fair

A report had been circulated alongside the agenda, advising on planned events and estimated income and expenditure. Consideration was given to prices to be charged for activities such as the car boot sale, stalls, dance & BBQ, etc.

**Agreed:** Working group to make recommendations on pricing to April meeting.

Clerk reported on insurance requirements for the event, policies being available to cover areas such as public liability and abandonment due to adverse weather conditions at a cost of approximately £140. Clerk and Cllr Phillips to further determine levels of cover required.

### 148.4 Linstock Play Area

Consideration was given to surface improvements to the area around the carousel. Safety surface suggested as being wet-pour but other surfaces to be investigated for suitability.

**Agreed:** Clerk to determine suitable surfacing and gain estimates.

AM

### 148.5 Commemoration of World War 1 - 100th Anniversary

Consideration was given to how the Council could commemorate the event.

**Agreed:** Suggestions to be forwarded to Clerk and this item to be further considered in April.

ALL

### 148.6 National Grid - Replacement of Gas Pipeline

Cllr M Fox advised of a meeting with National Grid representatives. Reported that:-

- Replacement of the gas pipe situated under the River Eden is required due to disintegration. Work will involve boring under the river to insert the new 36 inch pipe. The old pipe will be disconnected and remain insitu, as this causes less disruption to the river bed and aquatic species;
- work to will be on-going in the area of Linstock and Park Broom;
- activity to be carried out between May and October, with boring and pipe replacement to be undertaken in late July/August;
- a temporary construction access is to be situated from the A689, a planning application to be submitted in the near future;
- National Grid had offered to undertake some science workshops with Crosby School;
- National Grid representatives are to attend the April meeting to advise further on the works to be undertaken and on the planning application submitted.

### 148.7 Houghton - Post Office lay-by and lane beside village hall

Cllr reported that problems being experienced with encroachment onto the village green by users of the Post Office lay-by seem to have been resolved.

Consideration was given to the condition of the lane running alongside the village hall and the village hall car-park, pot-holes being visible. Cllr reported that the village hall committee are unwilling to finance the repairs. Commented that this was considered an area of concern for the Houghton Fair, due to the display of vintage vehicles being planned for this area and possible damage to vehicles.

**Resolved;** repairs to be made to the pot-holes at the entrance to the village hall and car park. These undertaken by the Parish Council without prejudice, until liability is determined.

AM

### 148.8 Interpretation Panels

Formation of a working group to progress the interpretation panel project was considered.

**Resolved:** Working group formed to consist of Cllrs M Fox, H Phillips and P Duncan.

MF/HP/  
PD

## SR 149/3/14 Highway Matters

### 149.1 Highways Meeting

Clerk reported on progress being made on outstanding issues. These included that:-

- Houghton footpath encroachment - work had begun;
- Crosby drains - jetter to clear the channel w/c 17th March in the vicinity of the Stag



Inn;

- Crosby highway drains - repairs to drains being organised;
- Crosby parking - double yellow lines now at school.

Cllr reported that despite double yellow lines being instigated, people were still witnessed as parking on the area.

**Resolved:** Clerk to write to Cumbria County Council and Police to request enforcement.

A copy of this letter to also be sent to Crosby on Eden School, requesting the school to encourage parents to park in unrestricted areas on grounds of safety.

AM

#### SR 150/3/14 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

#### SR 151/3/14 Councillor Matters

Cllr H Phillips advised that a resident had requested that a grit bin is placed at the corner of Oak Bank/Co-op square. This item to be considered at the April meeting.

Also advised that deliveries of stone are expected to commence on the 17th March to The Croft, Houghton and Tarraby. These are to be used for the construction of paths and not the commencement of building works. Clerk agreed to publicise this via a notice on the Tribune Drive board.

AM

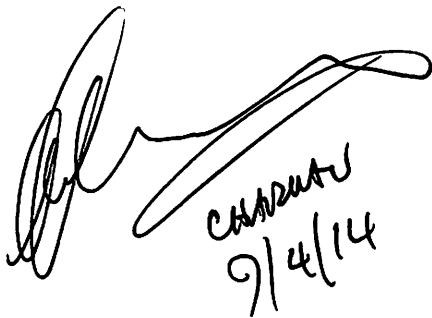
AM

Cllr P Duncan advised that he was to attend a 'broadband breakfast' on behalf of the Council and would report back on further super-fast broadband developments. Also advised that he would be starting to walk the footpaths in the near future and anyone who would like to join him on this, was welcome.

AM

**SR 152/3/14 Date of Next Meeting** The next meeting will be held on Wednesday 9th April at 7.30pm in St John's hall, Houghton.

The meeting closed at 9:35 p.m.



Cllr P Duncan  
9/4/14

## STANWIX RURAL PARISH COUNCIL

Minutes of the Meeting of the Stanwix Rural Parish Council held on  
Wednesday 9th April 2014 in St John's Church Hall, Houghton at 7:30 p.m.

### SR 153/4/14 Apologies for absence

Cllr R Gordon.

### SR 154/4/14 Present

The Chairman, Cllr C Nicholson, Cllrs C Duncan, P Duncan, M Fox, A Lightfoot, H Phillips,  
Y Robertson & J Telford.

### SR 155/4/14 In Attendance

No members of the public.

City Cllr M Bowman & J Bainbridge (entered at 7:35 pm).

### SR 156/4/14 Declarations of Interest or Requests for Dispensations

Dispensation requests were received and approved from Cllr J Telford, H Phillips, A Lightfoot, C Duncan, P Duncan, C Nicholson & M Fox for agenda item 6.11 - Parish Council grants.

Cllr C Duncan declared a personal interest in planning application No. 13/0787 - Land at Orchard Gardens, Houghton.

### SR 157/4/14 Minutes of the meeting of the Parish Council held on 12th March 2014

The minutes of the meeting of the Parish Council held on the 12th March were approved and signed by the Chairman.

### SR 158/4/14 Public Participation

Judith Vokes & Mark Whittaker, National Grid advised the Council planned works to replace the gas pipeline. This included:-

- A planning application has now been submitted to construct a temporary construction access to the site. This area will be re-instated to its previous condition on completion of the works;
- works need to be undertaken in May-October to replace the pipeline - when gas supply demand is low, the pipeline usually supplying over 5 million users;
- drilling will be undertaken from the north to the south side of the river;
- works will not affect the Hadrian's Wall footpath as the area directly bordering the riverbank will be unaffected by the works;
- an archaeological watching brief is being undertaken;
- a temporary 40 mph speed restriction is to be implemented on the A689 adjacent to the site;
- a letter drop to local residents is to be undertaken in the next couple of weeks. This will include details of a dedicated phone number, for residents to raise concerns.

It was then agreed to consider planning application:-

**14/0239 Land adjacent to A689 between West House and East Lodge, Crosby on Eden** - widening of public access to provide temporary construction access onto A689.

**Resolved:** that 'no observations' be made.

Judith Vokes and Mark Whittaker left the meeting at 7:48pm.

City Cllr J Bainbridge advised of County Cllr J Mallinsons apologies.

City Cllr M Bowman advised that she was a member of a task and finish group for recycling & refuse service provision and had been dealing with a complaint from a resident of Tribune Drive. This concerning the clearing of refuse left behind after recycling and refuse collections had been made. Informed Cllrs that all refuse staff had been spoken to and that any spillages are to be cleared up by contractors. If this is not the case then Cllrs urged to report this to the City Council.

Advised that the contracts are to be reviewed over the next twelve months and performance is being monitored.

City Cllr M Bowman also advised that due to the closure of the Hadrian's Wall Trust, a seasonal toilet facility provided at Bleatarn would be withdrawn. This is considered a potential health issue for landowners on the Hadrian's Wall trail and discussions are ongoing to make alternative arrangements. Cllr M Fox questioned what the County and City Council were planning to do about the folding of the Trust? Cllrs J Bainbridge and M Bowman advised that they were unaware of any plans at the moment but would forward any information received in future on to the Parish Council and as a partner in the trust, Carlisle City Council had contributed approximately £20k per annum.

MB/JB

## SR 159/4/14 Finance Matters

### 159.1 Resolved that the following payments be approved:-

NEST – Pension contributions March 2014 – D/D	346.78
A McCallum – March salary £992.29 & re-imburements of £372.47	1,364.76
Cumbria Payroll Services – payroll services for March	15.00
Staples - chair, paper, stamps & ink	188.39
S Splinter - Houghton village green drainage	540.00
St John's Church, Houghton - meeting room rental April to June 2014	36.00
H & H Printers - Houghton fair flyers	134.00
Cockermouth Town Council - playground inspection course - 12th May	30.00
SAP Pro Audio Ltd - balance for PA system - Houghton Fair	284.00
CALC annual subscription 2014/15	344.00
HMRC - PAYE & NI February to April 2014	1363.14
HAGS - playground safety & maintenance inspection	240.00
Colville Grounds Maintenance - grass cutting & re-seeding of Linstock green	<u>681.60</u>
Total	<u>5,567.67</u>

### 159.2 To note the balances at the bank as at 31st March 2014

Treasurer Account	£	2,215.21
Money Manager Account	£	66,207.99
Expenditure to 31/3/14	£	105,939.47

159.3 To note income received of £13.51 from Rockcliffe Parish Council and £17.89 from Kirkbampton Parish Council for printing re-charge costs; £9.49 interest payment from HSBC; £1,000 grant towards play equipment for Tribune Drive from Cumbria County Council.

### 159.4 Grants Received

Clerk advised that a grant for £1,000 towards the purchase of a set of monkey bars for the Tribune Drive play area had been received and estimates for equipment were considered.

**Resolved:** Monkey bars to be purchased at a cost of £1,500.

AM

### 159.5 Donation Request - Toma Fund

Consideration was given to the request for a donation by Toma Fund, Clerk having determined that the charity had not, to date, directly benefited any residents of the parish.

**Resolved:** no donation to be given.

AM

### 159.6 Cheque Signatories

Consideration was given to the approval of an additional signatory.

**Resolved:** Cllr H Phillips agreed as a signatory.

AM/HP

### 159.7 Crosby, Irthington & Scaleby Magazine

Consideration was given to an annual charge of £150 for a Parish Council report to be included within the magazine.

**Resolved:** approved, budget to be amended to reflect the annual charge.

Also **Agreed:** Cllr Fox to bring copies of the magazine to the May meeting.

AM/  
MF

**159.8 Grit Bin Purchase - Oak Bank Square (Old Post Office Square), Houghton**  
Consideration was given to a request by a resident to purchase an additional grit bin for Oakbank Square at a cost of £300.

**Resolved:** approved.

Also **Agreed:** Clerk to determine if Cumbria County Council now fills these free of charge on behalf of Parish Councils and all Parish Councils bins to be added to the County Councils inventory.

AM

**159.9 Tidy Garden Award - Purchase of Plaques**

Cllr C Duncan advised on his idea to run a 'tidy garden' competition within Houghton, having ran a similar initiative in Appleby. Gardens judged as being exceptional for their category awarded plaques and an awards ceremony to be held at Houghton Hall Garden Centre. Asked if the Council would be willing to contribute towards the purchase of four plaques at a cost of £40.00.

**Resolved:** purchase of plaques totalling £40 approved.

AM

**159.10 Playground Inspection Course - 12th May 2014**

Clerk advised on a training session being ran by Cockermouth Town Council on basic playground inspection requirements at a cost of £30.00.

**Resolved:** Clerk & Cllr Fox (if available) to attend at a cost of £30 per person plus travel expenses.

AM/MF

**159.11 Account 2013/14**

A copy of the accounts for the financial year 2013/14 had been circulated for approval alongside the agenda. Clerk gave a verbal report advising that the Council currently held un-committed financial reserves in the region of £52,000 and this may result in an un-qualified audit from the external auditor.

**Resolved:** to approve the accounts for 2013/14.

Prior to consideration of item 6.11- Parish Council grants it was agreed to consider agenda item:-

**159.12 Houghton Echo**

Cllr Nicholson announced that M Clarke and C Coulter would not be producing another issue and that himself and Cllr H Phillips were investigating what is involved in the production of the magazine.

**Agreed:** Cllr C Nicholson to contact previous editors and arrange a meeting to determine what is involved.

CN

City Cllrs J Bainbridge & M Bowman left the meeting at 8:40 pm.

**159.13 Parish Council Grants 2013/14**

Applications for grants from community organisations were considered.

**Resolved:** to award the following grants:-

- Houghton Echo - printing charges - £700, to be ring fenced until known if further issues are to be compiled (Section 142);
- Houghton in Bloom - bulbs & bedding plants - £450 (Section 164);
- 1st Houghton Rainbows - purchase of flag and summer camp - £214 - (Section 145);
- Linstock WI - sand and laquer hall floor - £2,376, to be ring fenced pending second estimate being obtained (Section 133);
- Crosby Craft Collective - workshop on Japanese calligraphy - £200 (Section 145);
- Crosby village hall - garden party to celebrate 90 years of the village hall - £500;
- Houghton Parochial Church Council - annual grass cutting of churchyard - £500 grant awarded on a once only basis and being to undertake ground clearance of the churchyard (Open Spaces Act, s. 15);
- Houghton Community Bonfire - bonfire event - £300 (Section 145).

Also **Agreed:** grant criteria to be reviewed at next finance group meeting.

AM

## SR 160/4/14 Planning Matters

### 160.1 Applications

**13/0898 Holme Park, Crosby on Eden** - erection of agricultural dwelling (outline)  
**Agreed:** that a response could not be submitted as the application was considered Erroneous. This was due to the application appearing to contain conflicting information as to if it was for one or two dwellings. Clerk to determine from the Planning Officer exact details of the application.

AM

**14/0239 Land adjacent to A689 between West House and East Lodge, Crosby on Eden** - widening of public access to provide temporary construction access onto A689 - see earlier item under public participation.

### Permissions

**13/0496 Land to the east of the village green, Brunstock** - erection of 3no. dwellings - granted subject to legal agreement.

**13/0787 Land at Orchard Gardens, Houghton** - residential development of approximately 6no. bungalows (outline) - granted subject to legal agreement.

**Agreed:** Clerk to determine the terms and conditions of the Section 106 agreement of this application.

AM

Also **Agreed:** Cllr Nicholson to progress Section 106 agreements through the Carlisle Parish Council Association and request clarification of exactly what they are.

CN

### 160.2 **Carlisle Local Plan 2015-30 - Stage Two Consultation**

A draft response had been circulated to Cllrs, the draft having been submitted to Carlisle City Council.

**Resolved:** ratified.

## SR 161/4/14 Clerks Report

### 127/2/14 Police Restorative Justice Presentation

Cllr C Duncan now volunteered, scheme to be undertaken in approximately 1 month. Posters about the scheme have been placed on boards and information included on web site. To date, no other volunteers have contacted the Clerk.

### 128.7/2/14 Emergency Boxes

Supplies now purchased and emergency boxes replenished. Supplies paid for via Clerk's credit card and to be reimbursed under expenses claim for April.

### 131.2/2/14 Transfer of Assets to Village Halls

Clerk to report. Advice from CALC received indicates that how the assets are currently handled as per correct procedure i.e. inclusion on asset register.

### 144.5/4/14 Request for Donation - Toma Fund

See agenda item 6.4. Correspondence with charity has advised that nearest beneficiary of the fund has been at Knowfield Avenue, Carlisle. This is not within SRPC's boundary.

### 144.6/3/14 Clerk's CiLCA Qualification

Clerk now enrolled. Paid via personal cheque for £150, to be reimbursed under expenses claim for April 2014.

### 134.2/2/14 Highway Drain Clearance

Clerk not advised that this had been undertaken to date.

147.2/4/14 Committees & Working Groups

Some names forwarded to Clerk.

148.2/3/14 Houghton Village Green Flooding

Repairs completed.

148.4/3/14 Linstock Play Area

See item 10.4. Spring annual maintenance and repair inspection has also been undertaken on Linstock & Crosby play areas.

149.1/3/14 Highways Meeting

Crosby school parking - letter still to be sent.

**SR 162/4/14 Administration & Governance**

**162.1 Consultations Received**

None received.

**162.2 Annual Joint meeting between County Council and CPCA**

Clerk reported that she felt that the meeting had been very poor; the agenda lacking and only grant application's being included as an item for consideration. A presentation by Highways Officers received was almost identical to that given at the joint meeting in October and one which the Clerk had also heard on two other separate occasions. No feedback or reports were made available on any other items being progressed by the CPCA.

**SR 163/4/14 Village Matters**

**163.1 The Garth, Crosby on Eden - Additional Street Light**

Clerk advised that a response had been received from Carlisle City Council advising that they would be willing to add the light to their inventory but would require the Parish Council to fund future maintenance and electricity supply costs. These costs estimated as being in the region of £105.

**Agreed:** Clerk to further determine if the estimated cost is for electricity supply only or maintenance and supply.

AM

**163.2 Houghton Village Fair**

A report had been circulated alongside the agenda, advising on planned events and estimated income and expenditure. Cllr Phillips advised that additional costs had been incurred through the printing of leaflets and an additional charge may be necessary of £358 to St John's Ambulance to attend the event. However, Cllr H Phillips advised that the Euphoric Circus costs were to be lower than anticipated and this may balance the budget. Clerk advised that she was planning to send a letter to local businesses requesting sponsorship of events and/or the donation of raffle prizes.

**Resolved:** costs of £20 postage for sponsorship letters approved.

AM

**163.3 Linstock Play Area**

Consideration was given to estimated costs of providing wet-pour safety surfacing around the carousel. Clerk reported that estimates received were in the region of £2-3,000. Suggested that perhaps the carousel could be moved to a more suitable position or an item of alternative equipment purchased to replace the carousel.

**Agreed:** Cllr J Telford and Clerk to consider this item further.

JT/AM

**163.4 Commemoration of World War 1 - 100th Anniversary**

Due to time constraints, this item to be considered at the May meeting.

WMAF

### 163.5 Walks Working Party

Minutes of the walks working party meeting held on the 31st March were circulated alongside the agenda. Recent actions reported as being:-

- Walks leaflets - leaflets No. 1 to 3 are now in draft form and hoped to be approved by the end of April. Estimates for printing of the leaflets are being obtained;
- movement of redundant metal stile to Walby - landowner has indicated that he is not willing to have the stile placed on his land and this item is now on hold.

### 163.6 Superfast Broadband

An update report was circulated alongside the agenda. This outlined that:-

- 28,400 premises are now able to access superfast broadband under the British Telecom/Connecting Cumbria scheme. However, only one in ten properties are taking advantage of the opportunity to upgrade to superfast broadband at the moment;
- Big Cumbria - is a consultancy firm employed by Connecting Cumbria to provide free help and advice to small and medium sized businesses in Cumbria;
- Cumberland Building Society will be offering a Pay2Mobile phone app to its customers to allow payments to be made via mobile phones;
- Carlisle City Centre WiFi - City Council/Digital Carlisle to install a wireless infrastructure in Carlisle City Centre. This to also be rolled out to Brampton and Longtown in future. This will enable visitors and residents to log on to free wireless internet for 30 minutes.

### 163.6 Houghton Hall Car Park

An estimate for £745 + VAT was considered for the repair to the entrance of the village hall car park. Clerk advised that another quote had also been requested but as yet, had not been received.

**Resolved:** to accept the quote of £745 + VAT. Costs to be split 50/50 between the Parish Council project budget and funds held on behalf of Houghton village hall. This decision to be relayed to the village hall management committee.

AM

### 163.7 Hadrian's Wall Trust

Consideration was given to the closure of the Trust and the impact that this may have. Cllr M Fox advised that he wished to progress this item on behalf of the Council through Cumbria County Council, Carlisle City Council and the Carlisle Parish Council Association.

**Agreed:** Cllr M Fox to progress this issue on behalf of the Parish Council.

MF

### 163.8 Flooding - Crosby on Eden

Cllr M Fox advised on on-going discussions concerning the provision of a pump for Crosby on Eden, following the notification that a grant application for £30,000 funding had been unsuccessful. Options include the resubmitting a grant application to DEFRA of a permanent pump at a cost of £30,000 (requiring local funding of £13,000) or a mobile pump at a cost of £500, which would need to be stored and operated by volunteers. This item to be further progressed when discussions with the community are undertaken

### 163.9 Courtesy in the Community Campaign

An article was circulated alongside the agenda, which is intended to be incorporated in the next issue of the Houghton Echo. It was requested that the article was approved for publication.

**Resolved:** approved.

AM

### SR 164/4/14 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

**SR 165/4/14 Councillor Matters**

**Cllr C Nicholson** advised on a letter of thanks that had been received from a resident, regarding the restoration of the footpath on Houghton Road.

**Cllr M Fox** advised that following the insertion of double yellow lines at Crosby School and The Row, parking issues seemed to be improving.

**SR 166/4/14 Date of Next Meeting** The next meeting will be held on Wednesday 14th May at 7.30pm in St John's hall, Houghton. This shall be the Annual General Meeting.

The meeting closed at 10:02 p.m.

WMA  
14/5/14



## STANWIX RURAL PARISH COUNCIL

Minutes of the Annual Meeting of Stanwix Rural Parish Council held on  
Wednesday 14th May 2014 in St John's Church Hall, Houghton at 7:30 p.m.

### SR 1/5/14 Election of Chairman for the year 2014/15

Cllr C Nicholson advised of his resignation as Chair and did not want to be nominated for another term of office.

**Resolved:** Election of Chair and vice-chair to be deferred to the June meeting so that those Cllrs who were absent, could be considered for the position.

Also **Resolved:** Cllr M Fox to Chair the meeting.

### SR 2/5/14 Election of Vice-Chairman

See above.

### SR 3/5/14 Apologies for absence

Cllr Y Robertson.

### SR 4/5/14 Present

The Chairman, Cllr M Fox, Cllrs C Duncan, P Duncan, <sup>WMAF</sup> M Fox, R Gordon (entered at 9:10 pm), A Lightfoot, C Nicholson, H Phillips & J Telford (entered at 7:40pm).

### SR 5/5/14 In Attendance

No members of the public.

City Cllr M Bowman (entered at 8:30 pm) & J Bainbridge.

### SR 6/5/14 Declarations of Interest or Requests for Dispensations

Cllr M Fox declared a personal interest in planning application No. 14/0185 Highfield Moor, Crosby on Eden - the applicant being known to him;

Cllr Nicholson declared a personal interest in planning application No. 14/0221 Linstock Castle - the applicant being known to him.

### SR 7/5/14 Minutes of the meeting of the Parish Council held on 9th April 2014

The minutes of the meeting of the Parish Council held on the 9th April were approved and signed by the Chairman.

### SR 8/5/14 Public Participation

No members of the public attended.

### SR 9/5/14 Finance Matters

#### 9.1 Resolved that the following payments be approved:-

British Telecom - Telephone bill	21.44
A McCallum - April salary £1003.73 & re-imbursements of £86.90	1,090.63
Cumbria Payroll Services - payroll services for April	15.00
Staples - files, stamps & stationery	42.25
Colville Grounds Maintenance - grass cutting for April	717.60
DTec computers - computer maintenance	38.40
Printerpal - printing charge Feb-May	77.64
Zurich Municipal - Insurance 2014	1138.21
Total	<u>3141.17</u>

#### 9.2 To note the balances at the bank as at 30th April 2014

Treasurer Account	£	2,328.88
Money Manager Account	£	101,247.99
Expenditure to 30/4/14	£	5,242.33

**9.3 To note** income received of £40,540 precept payment from Carlisle City Council.

**9.4 Audit Commission Annual Return 2014**

Consideration was given to the completion of the accounting statement and the statement of assurance for the financial year 2013/14.

**Resolved:** Return approved. Clerk and Chairman signed the annual return for 2013/14.

**9.5 Houghton Fair**

Consideration was given to the purchase of event insurance at a cost of £159.16.

**Resolved:** Approved.

AM/HP

**9.6 Finance/Risk Group Meeting**

A date for the group to meet was considered.

**Agreed:** Date agreed as Tuesday 3rd June at 11:00 am in Crosby village hall.

**SR 10/5/14 Planning Matters**

**10.1 Applications**

**13/0898 Holme Park, Crosby on Eden** - erection of agricultural dwelling (outline)

**Resolved:** to submit comments supporting the Highway Authority condition regarding visibility standards is enforced - as per previous application 05/0134.

**14/0185 Highfield Moor, Crosby on Eden** - conversion of disused barn to 1no. dwelling.

**Resolved:** to comment that access to the public footpath on the eastern boundary of the site, needs to be maintained during construction.

**14/0221 Linstock Castle, Linstock** - refurbishment and extension of swimming pool building to extend pool and provide cinema, gym/aerobics room, changing facilities and plant/storeroom.

**Resolved:** that "no observations" be made.

**14/0272 The Old Cobblestones, Brunstock Mews** - insertion of window to side elevation; erection of sun room to side elevation (LBC)

**Resolved:** that "no observations" be made.

**14/0369 The Barley House, Brunstock Mews, Brunstock** - insertion of satellite dish, air source heat pump and flue; conversion of upper floor of garage to provide first floor living accommodation; installation of 3no. conservation skylights (LBC).

**Resolved:** that "no observations" be made.

**Permissions**

**13/0881 South View, The Green, Houghton** - rear extension to existing stable block (part retrospective).

**14/0065 Walby Cottage, Birky Lane, Walby** - erection of replacement dwelling.

**10.2 Carlisle Local Plan 2015-30 - Land off Windsor Way**

Consideration was given to reported developments regarding site number CARL 10 - Land at Windsor Way, included in the Local Plan. Cllr advised that leaflets had been distributed to residents in the area, advising that Persimmon Homes is to develop the site. Cllr J Bainbridge advised that no outline application has been received by Carlisle City Council to date. Cllrs considered if concerns regarding the possible development of the site should be raised with the Planning Authority at this stage.

**Resolved:** Cllr C Nicholson to draft a letter (to be agreed by members prior to submission) to be sent to Chris Hardman, Carlisle City Council, outlining the Parish Councils concerns for the site. A copy of this letter to be sent to Persimmon Homes.

CN/AM

### 10.3 Site Visit Protocol

Consideration was given to the adoption of a code of practice regarding site visits.

**Agreed:** Planning group to progress this item and report to future meeting.

### SR 11/5/14 Clerks Report

#### SR 159.4/4/14 Tribune Drive - Monkey Bars

Clerk in the process of obtaining final quotes, a site meeting to take place with a manufacturer on Friday 16th May.

**Agreed:** Final design specification to be agreed with Green Spaces, Carlisle City Council.

#### SR 159.6/4/14 Cheque Signing - H Phillips

Paperwork completed.

#### SR 159.8/4/14 Grit Bin Purchase - Oak Bank Square, Houghton

Determined from Cumbria County Council that grit bins will be re-filled by County Highways if the site meets the criteria and a third party has paid for the bin. Clerk determined that the bin at Oak Bank would not have filled the criteria and has therefore ordered one from Colville Grounds Maintenance.

#### SR 159.10/4/14 Playground Inspection Course - 12th May 2014

Clerk reported that attendance of the course had been very worthwhile, lots of issues concerning equipment maintenance and legal & liability issues being covered.

#### SR 159.12/4/14 Houghton Echo

Cllr Nicholson advised that himself and Cllr Phillips were currently producing the next edition of the Houghton Echo. Cllr Phillips reported that all advertisers were maintaining their advertising space and that feedback from contributors and advertisers received had been encouraging.

#### SR 163.2/4/14 Houghton Village Fair - requests for sponsorship

To date, two offers of sponsorship of events have been received. City Cllr J Bainbridge advised that as he was unable to attend the event, he would offer to sponsor an event or provide prizes - which was accepted.

### SR 12/5/14 Administration & Governance

#### 12.1 Consultations Received

None received.

#### 12.2 Appointment of Representatives to Outside Bodies

**Resolved:** to appoint members below to the following outside bodies:-

- Houghton Village Hall Committee - Cllr A Lightfoot;
- Crosby Village Hall Committee - Cllr M Fox;
- Airport Consultative Forum - Cllr C Nicholson;
- Brampton & Beyond Community Trust - Cllr M Fox (Trustee);
- Broadband - Cllr P Duncan.

Cllr raised that it would be beneficial to receive verbal update's from the representatives of the village halls, informing of recent developments and decisions taken.

**Resolved:** Agenda item to be incorporated - to receive quarterly reports from village hall representatives.

#### 12.3 Programme of Meetings 2014/15

**Resolved:** Meetings to take place on the second Wednesday of every month. August meeting to be held only if urgent business occurs.

AM

AM

## 12.4 Appointment of Working Groups

**Resolved:** Following working groups appointed;-

- *Finance/Risk Group* - Cllr Fox, Nicholson, Phillips, Lightfoot & Gordon (nominated in absence);
- *Planning* - Cllrs Phillips, Nicholson, Duncan and ward Cllrs from relevant areas;
- *Personnel* - to be considered at June meeting;
- *Salary Review* - Cllrs Nicholson, Fox and Phillips
- *Cllr Interview Panel* - Cllr Robertson, Lightfoot & Nicholson;
- *Complaints/Appeals* - to be considered at June meeting;
- *Highways & Transport* - Cllrs Fox, Phillips & Nicholson;
- *Environment & Recreation* - Cllrs Telford, Fox, Phillips and Robertson (nominated in absence).

AM

Clerk advised that items previously agreed to be progressed on employment terms and conditions following the February meeting, did not appear to have been undertaken and requested that a performance review is undertaken and that a revised job description & contract of employment are produced.

MF/HP  
& CN

**Resolved:** this item to be progressed by the salary review group.

## SR 13/5/14 Village Matters

### 13.1 Hadrian's Wall Bus Service

Cllr Fox advised that the Hadrian's Wall bus service No AD 122 had now ceased in Cumbria, but is still running in Northumberland. Cumbria County and Carlisle City Council had advised that authorities are engaging with the Northumberland National Park, who is now the lead body. Cllr Fox advised that, to date he had had no response to his letter to the Carlisle Parish Council Association (CPCA). Cllr Nicholson (in his role of vice-chair of the CPCA) advised that this had been included as an agenda item for discussion at the last meeting but that no decisions could be made due to lack of attendance of members.

**Agreed:** Cllr Nicholson to pursue a response from the CPCA.

City Cllr M Bowman advised that she had made enquiries with the City Council as to what the transport subsidy budget previously allocated for the Hadrian's Wall bus service was now to be allocated for and would report back to Cllrs when determined.

CN

MB

### 13.2 Houghton Village Hall

Correspondence was considered regarding maintenance responsibility for the car park at the village hall. Cllr Lightfoot advised that at the last village hall meeting held the committee had voted unanimously to accept the Parish Councils decision to split the cost of repairs 50/50 between the Parish Council and the funds held on behalf of the village hall.

**Agreed:** Clerk to respond as such.

Cllrs raised that issues seemed to exist regarding the use of the car park by vehicles not using the village hall facilities. This resulted in users having to park on the road and village green.

**Agreed:** Meeting to be arranged between Cllrs Phillips, Duncan & Lightfoot and representatives of the school and village hall committee.

AM

HP/PD  
& AL

### 13.3 The Garth, Crosby on Eden - Additional Street Light

Consideration was given to an additional annual maintenance charge of £105/annum for electricity supply and maintenance charges.

**Resolved:** to approve the annual charge, this to be agreed via a legally agreement.

AM

### 13.4 Metal Stile Removal

Cllr P Duncan requested that the redundant metal stile at Greymoor Hill is removed and stored for possible future use at a cost of approximately £300.

**Resolved:** metal stile to be removed and stored.

AM

### 13.5 Commemoration of World War 1 - 100th Anniversary

Consideration was given to how this event could be commemorated within the parish. Suggestions included:-

- Installation of seating around the Whiteclosegate apple tree;
- local history regarding WW1 to be included on interpretation boards within the parish;
- family history research project to be undertaken with children in the Parish to identify members of the family from this era;
- distribution of poppy seeds.

**Agreed:** Environment & recreation group to pursue this item.

### 13.6 Linstock Play Area Carousel

Consideration was given to the insertion of grass matting and re-turfing of the area at a cost of £619.00 + VAT.

**Agreed;** to obtain the opinion of Playdale as to the suitability of grass matting tiles for the site. Also, Cllr C Duncan to determine other suitable safer surfacing that could be used and a decision to be made at the June meeting.

AM/CD

### SR 14/5/14 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

### SR 15/5/14 Councillor Matters

**Clerk** advised that a Brunstock resident has requested that development of the village green is considered. This item to be an agenda item for the June meeting. Clerk asked Cllrs to visit the green, prior to the meeting.

ALL

**Cllr P Duncan** requested that a meeting is arranged with Highways Officers to discuss progress on items previously raised. Clerk to arrange.

AM

**Cllr J Telford** advised that flooding on a section of the Rickerby road at The Beeches was causing problems for walkers and was considered hazardous. Clerk to pursue this item through Highways.

AM

**Cllr C Duncan** advised that he had reported a faulty street light within Houghton over five weeks ago but no repair had, as yet, been undertaken. Cllr C Duncan to pursue.

CD

**Cllr A Lightfoot** advised that vehicles had been witnessed travelling in Orchard Lane at excessive speeds and he would personally speak to the drivers.

AL

**SR 16/5/14 Date of Next Meeting** The next meeting will be held on Wednesday 11th June at 7.30pm in St John's hall, Houghton.

The meeting closed at 9:30 p.m.

WMAF

## STANWIX RURAL PARISH COUNCIL

Minutes of the meeting of Stanwix Rural Parish Council held on  
Wednesday 11th June 2014 in St John's Church Hall, Houghton at 7:30 p.m.

### SR 17/6/14 Election of Chairman for the year 2014/15

It was agreed that Cllr J Telford would chair the meeting for this item, having advised that she did not wish to be nominated for the position.

**Resolved:** Cllr M Fox was unanimously elected to the position of chair for 2014/15 and signed the Declaration of Acceptance of Office.

Ex-chair, Cllr C Nicholson was thanked for his eleven years of service in the role.

### SR 18/6/14 Election of Vice-Chairman

**Resolved:** Cllr H Phillips was unanimously elected to the position of vice-chair.

### SR 19/6/14 Apologies for absence

None received.

### SR 20/6/14 Present

The Chairman, Cllr M Fox, Cllrs C Duncan, P Duncan, R Gordon, A Lightfoot, C Nicholson, H Phillips, Y Robertson & J Telford.

### SR 21/6/14 In Attendance

No members of the public.  
City Cllr J Bainbridge.

### SR 22/6/14 Declarations of Interest or Requests for Dispensations

Cllr A Lightfoot declared an interest in item 12.6 - Houghton village hall committee, due to his position as chair of the committee;

Cllr H Phillips & C Nicholson declared an interest in item 12.4 - Houghton Echo, as producers of the last edition.

### SR 23/6/14 Minutes of the meeting of the Parish Council held on 14th May 2014

The minutes of the meeting of the Parish Council held on the 14th May were approved and signed by the Chairman, subject to the following amendments:-

- To insert that the minutes were a record of the Annual meeting;
- SR4/5/14 Present - delete Cllr Fox as recorded twice;
- SR12.4/6/14 Appointment of Working Groups - Finance/Risk Group members should have listed Cllr Gordon not Cllr Robert.

Chairman advised that the date of the next meeting caused a conflict of commitments for himself and the clerk and proposed moving the meeting to the 16th July 2014.

**Resolved:** next meeting to be held on the 16th July 2014.

### SR 24/6/14 Public Participation

No members of the public attended.

### SR 25/6/14 Finance Matters

**25.1 Resolved** that the following payments be approved:-

British Telecom - Broadband & calls	34.78
NEST - Pensions contributions May 2014	83.63
A McCallum - May salary £1003.73 & re-imbursements of £134.13	1,137.86
Cumbria Payroll Services - payroll services for May	15.00
Staples - ink	12.99
Colville Grounds Maintenance - grass cutting for May	775.20

CALC - Clerks CiLCA Training	118.50
IPG Retail Ltd - Houghton Fair insurance	159.16
D Tolson & Sons - Houghton village hall car park repairs	894.00
B Hill - Houghton in Bloom reimbursements	291.31
SAP Pro Audio - Houghton Fair - PA system hire	284.00
Airbounce - Houghton Fair - Bouncy castle & slide	240.00
Keswick Adventure Centre - Houghton Fair - Climbing wall	493.00
William Strike Ltd - Houghton Fair - Cakes	30.00
Printerpal - Printer lease May 2014	<u>25.57</u>
Total	<u>4560.22</u>

**25.2 To note** the balances at the bank as at 31st May 2014

Treasurer Account	£	2,054.74
Money Manager Account	£	98,482.45
Expenditure to 31/5/14	£	8,480.47

**25.3 To note** income received of £134.46 VAT repayment from HMRC, donation of £50 from J Bainbridge Lloyd Ltd towards the Houghton Fair.

**25.4 Internal Auditor Report 2013/14**

Consideration was given to the report of the internal auditor for the period 1st September to 31st March 2014, no issues having been identified.

**Resolved:** Approved.

**25.5 Finance Group Meeting**

Notes and recommended actions of the finance group meeting were circulated alongside the agenda. These included:-

Asset Inspection 2014

**Resolved:** repairs identified to be undertaken. Linstock metal seat to be moved to a more suitable position for walkers using the Hadrian's Wall path.

Parish Council Grant Criteria

**Resolved:** a section to be included on the application form, to determine if any other grant funding is to be obtained.

Budget 2014/15

**Resolved:** amendments to the budget for 2014/15 approved. Project budget to be allocated via working groups and projects identified to be undertaken in 2014/15.

Financial Reserve Levels

**Resolved:** to implement a 2-3 year plan to reduce the level of financial reserves held.

Financial Procedures Update

**Resolved:** external audit still to be undertaken by third party.

New Model Financial Regulations

**Resolved:** to adopt the new Model Financial Regulations recommended by the Finance Group.

**25.6 Summer Fun Programme 2014**

Consideration was given to the charge to be made to participants in the programme.

**Resolved:** charge to be £5 per session. Advertising materials to include the dates for Houghton and Crosby sessions.

Cllr R Gordon left the meeting at 8:00 p.m.

AM

WMAF

## 25.7 Grant Applications

Clerk advised that she had recently submitted grant applications to the Neighbourhood Forum for the Houghton Fair and the SPAA Summer Fun programme. Also notified that recently awarded grant applications included £975 towards an additional swing for the Crosby play area and a village hall grant of £390 for the upgrading of lights to Crosby village hall.

**Resolved:** Balance of £100 for the upgrading of Crosby village hall to be paid from financial reserves held on behalf of the village hall.

AM

## 25.8 General Grounds Maintenance

Consideration was given to estimates for the weeding and spraying of the Tribune Drive planted area for £100 + VAT and hand weeding of the Crosby hall planted hedge at £140 + VAT.

**Resolved:** Approved.

AM

## SR 26/6/14 Planning Matters

### 26.1 Applications

**14/0473 & 474 (LBC) Crosby Lodge, Crosby on Eden** - erection of single storey infill extension to provide ancillary accommodation; internal alterations and additional window openings together with re-roofing of main building. Erection of detached double garage, workshop and storage area and erection of 6-8m flag pole.

**Resolved:** to comment that ambiguity exists as to the residential or commercial status of the property, the application being submitted as for the Crosby Lodge Country House Hotel.

**10/1116 Carlisle Lake District Airport, Carlisle** - notification of amended details/ further information.

**Resolved:** Planning group of Cllr H Phillips, C Nicholson, M Fox & P Duncan to formulate a provisional response for the deadline of the 10th July 2014. This response to be ratified by the council at its meeting on the 16th July 2014.

### Permissions

**14/0239 Land adjacent A689 between West House and East Lodge, Crosby on Eden** - widening of existing access to provide temporary construction access onto A689.

## SR 27/6/14 Clerks Report

### SR 10.2/5/14 Land off Windsor Way

Letters sent.

### SR 12.4/6/14 Clerk's Employment Terms and Conditions

Salary review group to progress the issuing of a new job description, contract of employment and a salary review to be undertaken.

MF/CN/  
HP

### SR 13.2/6/14 Houghton Village Hall Car Park

Consideration was given to the use of the village hall car park.

**Agreed:** Clerk to obtain clarification from the village hall committee as to whom has agreed usage of the car park.

AM

### SR 13.3/6/14 The Garth, Crosby on Eden - Additional Street Light

Clerk written to Street Lighting Officer to arrange a site meeting and preparation of detailed estimate but had received no response as yet. Clerk to pursue.

AM



SR 13.4/6/14 Metal Stile Removal

S Splinter advised to remove and store at a charge of £100.

SR 13.6/6/14 Linstock Play Area Carousel Surfacing

Quotes awaited from Playdale on two types of safety surfacing products - both new to the market. The first being a synthetic grass type surfacing, the second a matting product made from compressed, re-cycled tyre shavings which are moulded into tiles that give a similar finish to wet-pour surfacing. Clerk to report when estimates received.

AM

SR 15/5/14 Highways Issues Progress Meeting

Clerk reported that she was awaiting confirmation of a date for a meeting, this likely to be Thursday 19th or 26th of June.

AM

Gosling Sike Farm - Construction of Visitors Centre

Concerns were raised concerning the proposed footpath entrance.

**Agreed:** Site meeting to be arranged with P Barnard County Highways, Cllrs H Phillips and C Nicholson to attend. Issues of concern to be notified to Planning Officer.

HP/CN

SR 159.4/4/14 Tribune Drive - Monkey Bars

Clerk advised that she was awaiting final quotes, a site meeting having taken place on 16th May. This issue to be further progressed when estimates received.

AM

**SR 28/6/14 Administration & Governance**

**28.1 Consultations Received**

None received.

**28.2 Rural Services Network - Rural Local Council Sounding Board Representative**

Consideration was given to the appointment of a representative, members being required to undertake internet surveys.

**Resolved:** Cllr H Phillips to be nominated.

HP

**28.3 Code of Conduct**

Cllrs were reminded of the duty for councillors to advise on changes to their Pecuniary and other Registrable Interests' form within 28 days of changes taking place. Cllrs C Nicholson & H Phillips advised that they needed to submit updated forms.

HP/CN

**28.4 Clerk - Declaration of Other Employment**

Clerk advised that she had been appointed Clerk/RFO to St Cuthbert's Without Parish Council. A requirement of her Contract of Employment with SRPC, being that this is approved by the Council.

**Resolved:** approved.

**SR 29/6/14 Village Matters**

**29.1 Hadrian's Wall Bus Service**

Cllr Fox advised that the Hadrian's Wall bus service No AD 122 was now running twice a day from Brampton, so some improvements had been noted. Also reported that a workshop on 'supporting bus service withdrawals' had been arranged by Cumbria County Council to take place on Thursday 26th June at Brampton Community Centre at 6:30-8.00 pm and that he would attend and report on further developments to the Council.

WMAF

### **29.2 Brunstock Common Land**

Consideration was given to a resident request that the common land is developed into a more useable public space or wildlife area.

**Resolved:** that no action is taken to develop the common land until the adjacent building development is completed. This was due to concerns raised on the impact that the development may have on surface water drainage levels in the area.

### **29.3 Houghton Road - Parking of Vehicles**

Councillors were advised on the receipt of a complaint regarding the parking of vehicles in the centre of Houghton village on the white lines, this reported as causing problems in the areas of the 'pinch-points'.

**Resolved:** to advise PC Alasdair Wright of problems being experienced.

**AW**

### **29.4 Houghton Echo**

Cllr H Phillips & C Nicholson advised that the Houghton Echo had been compiled and sent to the printers. Clerk queried as to who would be responsible for printing costs and was advised that all revenue from the Echo was forwarded to the Houghton village hall treasurer alongside the invoice for printing of the publication.

### **29.5 Houghton Village Hall Committee & Houghton Fair**

Consideration was given to requesting that the village hall waive the hire charge for the use of the hall on the day of the village fair and that a donation is made to SRPC from the sale of refreshments.

**Resolved:** Clerk to write to the village hall committee requesting the above.

**AM**

### **29.6 Houghton Village Fair**

A copy of the fair programme had been circulated alongside the agenda and Cllr H Phillips advised on events planned for the day. Costs of £152.00 + VAT were requested to be approved for printing cost of the programme.

**Resolved:** costs of £152.00 + VAT approved

### **29.7 William Howard School - Citizenship Project**

Clerk advised that a representative of the council had been invited to attend a Citizenship Day at William Howard School on the 2nd July.

**Resolved:** Cllr H Phillips advised that he would go if available.

**HP**

### **SR 30/6/14 Schedule of Correspondence, notices and publications**

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

### **SR 31/6/14 Councillor Matters**

No matters were raised.

**SR 32/6/14 Date of Next Meeting** The next meeting will be held on Wednesday 16th July at 7.30pm in Crosby on Eden village hall.

The meeting closed at 9:20 p.m.

*WMA*

## STANWIX RURAL PARISH COUNCIL

Minutes of the meeting of Stanwix Rural Parish Council held on  
Wednesday 16th July 2014 in Crosby on Eden village hall at 7:30 p.m.

### SR 33/7/14 Apologies for absence

Cllr P Duncan & R Gordon.

### SR 34/7/14 Present

The Chairman, Cllr M Fox, Cllrs C Duncan, A Lightfoot, C Nicholson, H Phillips, Y Robertson & J Telford.

### SR 35/7/14 In Attendance

One member of the public.

City Cllrs J Bainbridge & M Bowman, County Cllr J Mallinson (entered at 8:06 pm).

### SR 36/7/14 Declarations of Interest or Requests for Dispensations

Cllr A Lightfoot declared an interest in item 10.5 - Houghton village hall car park, being Chairman of the village hall committee;

Cllr J Telford declared a disclosable pecuniary interest in item 6.6 - refurbishment of assets;

Cllr C Duncan declared an interest in planning application No. 14/0586 L/A Orchard Gardens, Houghton.

### SR 37/7/14 Minutes of the meeting of the Parish Council held on 11th June 2014

The minutes of the meeting of the Parish Council held on the 11th June were approved and signed by the Chairman.

### SR 38/7/14 Public Participation

Clerk advised that the PCSO for the area was now Dorinda Warwick and was based at Brampton. Although she had been unable to attend the meeting, she hoped to attend in future.

City Cllrs M Bowman & J Bainbridge advised that a conflict now existed between SRPC and Scaleby PC, due to Scaleby moving the date of their bi-monthly meetings to the second Wednesday of the month. Advised that they would try and alternate attendance, so that representation was maintained.

### SR 39/7/14 Finance Matters

**39.1 Resolved** that the following payments be approved:-

British Telecom - Broadband & calls	37.73
NEST - Pensions contributions June 2014	83.63
A McCallum - June salary £1003.73 & re-imbursements of £255.76	1,259.49
A McCallum - July salary £1003.73	1,003.73
Cumbria Payroll Services - payroll services for June	15.00
HMRC - PAYE & NI	216.86
Staples - stationery, stamps & paper	54.44
Colville Grounds Maintenance - grass cutting for June	775.20
B Hill - Houghton in Bloom re-imbursements	64.52
Houghton village hall - Grant for Houghton Echo	700.00
1st Houghton Rainbows - Grant for flag and summer trip	214.00
P Duncan - Houghton Fair - reimbursement for gift.	10.00
J Airey - internal audit fee 1st Oct to 31st March 2014	140.80
H & H Reeds printers - Houghton fair programme printing	152.00
Nicholson & Coulthard - Houghton in Bloom shields	63.80
Information Commissioner - Data protection registration 2014	35.00
Printerpal - Printer lease June 2014	<u>36.57</u>
Total	<u>4862.77</u>

**39.2 To note the balances at the bank as at 30th June 2014**

Treasurer Account	£	3,714.45
Money Manager Account	£	93,993.60
Expenditure to 30/6/14	£	97,708.05

**39.3 To note** income received as interest payment of £11.15 and £714.85 cash from the Houghton Fair.

**39.4 August Payments**

Consideration was given to the handling of payments due in August as no meeting is scheduled to take place.

**Resolved:** Clerk to prepare a schedule of payments and visit cheque signatories if deemed necessary.

**39.5 Crosby on Eden Play Area - Swing**

A quote of £3,399 + VAT from Playdale was considered. Clerk reported that external grant funding of £2,800 had been obtained towards this project.

**Resolved:** quote of £3,399 approved. PC contribution of £600 agreed.

AM

**39.6 Tribune Drive Play Area - Climbing Equipment**

Clerk advised that following a site survey, the site had been found unable to accommodate any additional play equipment and it is not economically viable to remove/move any existing equipment. Consideration was given to the grant of £1,000 received from the Neighbourhood Forum, towards the purchase of additional equipment.

**Agreed:** Clerk to determine if the grant can be transferred to another similar project, e.g. safety surfacing for the Linstock carousel

AM

Cllr J Telford left the room at 7:45 p.m.

**39.7 Refurbishment of Assets**

Consideration was given to three quotes for the refurbishment of notice boards, benches, bus shelters and the replacement of a bench within the parish.

**Resolved:** costs of £1,591 + VAT for refurbishment approved. Replacement bench cost of £850 + VAT also approved.

AM

Cllr J Telford re-entered the room at 7:50 p.m.

**SR 40/7/14 Planning Matters**

**40.1 Applications**

**14/0025 S211 Rickerby Lodge, Rickerby Mews, Rickerby** - to carry out tree works.

**Resolved:** that 'no observations' be made.

**14/0369 Barley House, Brunstock Mews, Brunstock (LBC)** - installation of satellite dish, air source heat pump and flue; conversion of upper floor of garage to provide first floor living accommodation; installation of 3No. conservation skylights (LBC).

**Resolved:** that 'no observations' be made.

**14/0454 Solway Sun Club, Mampus Woods, The Knells, Houghton** - formation of tent pitches and hard standing for 2no. motor homes.

**Resolved:** that 'no observations' be made.

**14/0483 Tarraby Farm, Tarraby** - erection of 1no. dwelling

**Resolved:** to comment that:-

- concerns exist over the suitability of the proposed site access and the cramped nature of the site;
- concerns exist over possible discharges to the adjacent water course from the planned foul sewage system and the lack of consultation with the Environment Agency on this issue.

**10/1116 Carlisle Lake District Airport, Carlisle** - notification of amended details/ further information.

**Resolved:** to object to the application, the draft response of the planning group was Ratified for submission. To also request the right to speak at the Development Control committee meeting.

County Cllr J Mallinson entered the meeting at 8:06 p.m.

**14/0571 165 Tribune Drive, Houghton** - demolition of existing conservatory and erection of single storey sun room and chimney for wood burning stove.

**Resolved:** that 'no observations' be made.

**14/0586 L/A Orchard Gardens, Houghton** - erection of detached bungalow (revised)

**Resolved:** that 'no observations' be made. Clerk to determine if the application is within the three year period for revision.

AM

#### Permissions

**14/0185 Highfield Moor, Crosby on Eden** – conversion of disused barn to 1no. dwelling - approved.

**14/0272 The Old Cobblestones, Brunstock Mews, Brunstock** - insertion of window to side elevation; erection of sun room to side elevation (LBC) - approved.

#### **40.2 12/0610 Hadrian's Camp, Houghton**

A request from Story Homes was considered on their wish to attend a future PC meeting to discuss draft plans for the new development.

**Agreed:** meeting to be arranged between Story Homes, planning working group and Houghton ward councillors.

AM

#### **40.3 Rural Housing Policy Review**

Consideration was given to a response to the Rural Services Networks survey on rural Housing policy review.

**Resolved:** Planning Working Group to submit a response on behalf of the Council.

MF/CN/  
HP/PD

#### **40.4 Site Visit Protocol**

A draft protocol was circulated for comments, prior to adoption.

**Resolved:** adopted.

#### **SR 41/7/14 Clerks Report**

##### SR 25.4/6/14 Audit

Following submission of the audit to BDO Stoy a query was raised concerning the level of spending on projects in relation to the increase in physical asset values included on the asset register. This required the clerk to provide additional breakdowns on project spending and identification of items added and removed from the asset register. No further information has been requested, to date.

##### SR 12.4/6/14 Clerk's Employment Terms and Conditions

Salary review group to report on progress regarding job description, contract of employment and salary review.

**Agreed:** this item to be included as an agenda item for the September meeting.

AM/MF

##### SR 13.2/6/14 Houghton Village Hall Car Park

A request for clarification on who has permission to use the village hall car park was made on the 13th June 2014. Clerk reported that to date, no response has been received from the village hall committee.

SR 13.3/6/14 The Garth, Crosby on Eden - Additional Street Light

Site visit undertaken between Mr O Croskell, Street Lighting Officer, Cumbria County Council and Cllr M Fox on the 24th June when it was agreed that a detailed estimate would be provided. No estimate has been received to date and we are now advised that Mr Croskell has now left the position and his replacement appears undecided.

**Agreed:** Clerk to write to Cumbria County Council. Cllr J Mallinson advised that he would progress this issue, on the PC's behalf.

AM/JM

SR 13.6/6/14 Linstock Play Area Carousel Surfacing

Clerk advised that another quote had been obtained for safety surfacing for the carousel.

**Agreed:** Clerk to determine if the grant awarded for the additional Tribune Drive equipment could be re-diverted towards this project and to also determine if it could be moved to another position.

AM

Gosling Sike Farm - Construction of Visitors Centre

Cllr H Phillips & C Nicholson reported on a site visit undertaken with P Barnard, Cumbria County Council.

29.2/6/14 Brunstock Common Land Development

Resident advised on the decision to take no action until building works had been completed.

29.3/6/14 Houghton Road - Parking of vehicles

This issue reported to PC Alisa Goodall (via PC A Wright) the Community Officer for the area. Reported by councillors that no improvement had been noted.

**Agreed:** issue to be pursued.

AM

29.5/6/14 Houghton Village Hall - Waive of fee for Houghton Fair

Hall made available free of charge on the strict understanding that the decision does not constitute a precedent.

**Agreed:** Clerk to write a letter of thanks.

AM

Quarterly Financial Report

The clerk is in the process of investigating changing the financial system, using an excel system to prepare the monthly payment schedule, bank reconciliation, quarterly and annual budget & end of year accounts and audit statement. It works through a 'one entry' system which negates having to duplicate entries and information into multiple sources. Advised that this was something she hoped to complete over the summer period.

Houghton Echo

Cllr H Phillips advised that the last edition had been circulated and feedback received had been encouraging. Also advised that advertising levels had been maintained. Next issue planned to be published in November.

National Grid - Works on River Eden

Advised that National Grid have delayed plans to replace the gas pipeline beneath the River Eden. This work is now scheduled to be undertaken in summer 2015. However, plans to widen and improve the farm access onto the A689 will go ahead this summer, as planned.

**SR 42/7/14 Administration & Governance**

**42.1 Consultations Received**

None received.

Member of the public left the room at 8:25 p.m.

**42.2 Houghton Ward Vacancy**

Consideration was given to the co-option of Mr M Sheriff to the council.

**Resolved:** Mr M Sheriff to be co-opted to the council.

Member of the public re-entered the room at 8:27 p.m.  
Cllr M Bowman left the meeting at 8:28 p.m.

#### **42.3 Carlisle Parish Council Association Meeting**

Cllr C Nicholson gave a report of the meeting held on the 30th June 2014 which included:-

- Parish Charter Planning Agreement - adoption by Carlisle City Council still not obtained, the delay reported as due to elections being recently held;
- Rural tourism - getting involved in tourism delivery. Carlisle City Council currently instigating a scheme (alongside PC's) to appoint 'rural tourism volunteer representatives'. Cllr H Phillips advised that he had suggested this project and he would be willing to be involved. Cllr M Fox also volunteered to act as a substitute member.

HP/MF

#### **42.4 Working Groups - Schedule of Meetings**

Discussion undertaken on future dates and items to be considered. This included that:-

- Appointment of Chairman to be undertaken;
- groups to meet in September to consider projects to be undertaken in the short and long-term future;
- groups to recommend project budgets, these to be incorporated into the budget to be produced in October for consideration by the finance group.

ALL

### **SR 43/7/14 Village Matters**

#### **43.1 Houghton Fair**

Cllr H Phillips reported on the village fair, everyone agreeing that the day had been a great success and that lots of positive feedback had been received. A financial statement prepared by the Clerk had been circulated which advised that the council had been required to contribute £261 towards the event - all other costs been offset by grant funding and revenue received on the day. Advised that he may be willing to organise a similar, smaller event next year and would report on plans for this to the September meeting. He also thanked all of those who helped on the day.

Consideration was given to a donation being made to the volunteer group who provided teas/coffees throughout the day.

**Resolved:** letter of thanks and a donation of £75 to be made.

AM

#### **43.2 Bus Service Withdrawal**

Chairman reported on a meeting held between Cumbria County Council and PC representatives on the 26th June 2014. Reported that:-

- the meeting was well attended, with over a third of parish councils from the Brampton area being represented;
- route subsidies are due to be withdrawn in October/November. This will result in the ceasing of affected routes on a commercial basis;
- community solutions are currently being investigated i.e. running a similar service to the 'Fell Runner' or 'Rural Wheels' services; volunteers drivers being used; PC's financially contributing to routes or the re-routing of existing services via hub centre's.

Advised that further meetings were due to take place in the near future.

County Cllr J Mallinson advised that he had investigated if he would be able to make grants from his discretionary fund to enable some routes to continue, but had been advised that he was unable to do this.

#### **43.3 William Howard School - Citizenship Day**

Cllr H Phillips advised on his participation in a citizenship day project at William Howard School, Brampton, where a group of children from the parish had suggested how the parish could be improved. This included:-

- Repairs to various potholes identified on highways;
- a zebra crossing at Crosby school and the introduction of a 20 m.p.h. speed limit;

- 'beware of horses' signs to be erected in Crosby;
- safety mirrors erected at highway blind spots;
- a village shop for Crosby;
- youth clubs or family fun nights to be held at Houghton & Crosby;

**Agreed:** to progress the above issues and to make a response.

Cllr J Bainbridge also advised on a mobile shop that visited some rural areas and would forward contact details to the clerk.

HP/AM  
JB

#### 43.4 Environment & Recreation Committee - WW1 Commemoration

Notes of the meeting held and identified actions to be progressed were considered. Actions **Agreed** included:-

- a bench in each village to be dedicated to the event via the display of a plaque;
- a ceremony to dedicate the bench will be held on the 4th August. A short service to be held at the church and the vicar to dedicate the bench at St John's church, Houghton. Refreshments to be available after the service;
- sowing of poppy seeds to be undertaken in designated areas. Seeds to be purchased by Clerk at a cost of £80.00 + VAT;
- Cllr C Nicholson to contact ex-servicemen in the parish and to encourage participation in the event;

Cllr J Mallinson advised that he may be in a position to make a contribution towards costs of the event.

HP/PD/  
JT/CN/  
MF

City Cllr J Bainbridge left at 9:31 p.m.

#### 43.5 Houghton Village Hall Car Park

Consideration was given to obtaining legal opinion, regarding ownership of the village hall car park.

**Agreed:** Clerk to determine estimated costs for the September meeting.

AM

#### 43.6 Houghton Village - Greens' Maintenance

Consideration was given to the undertaking of additional grass cutting, tree pruning and bus shelter maintenance.

**Agreed:** Clerk to determine who is responsible for the bus shelter near the entrance to the Croft and obtain estimates for the additional greens' maintenance work.

AM

### SR 44/7/14 Highway Matters

#### 44.1 Meeting with Highways

A report of a meeting held on the 19th June was given. This included that a new structure was again to be introduced within the near future and that Highway Stewards were to be re-introduced, to work one week out of four within each area.

**Agreed:** Clerk to pursue issues raised that are still outstanding.

AM

### SR 45/7/14 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

### SR 46/7/14 Councillor Matters

Cllr Y Robertson advised that the cycle path at Rickerby was very overgrown. Clerk to determine who is now responsible for this area, following the dissolving of the Hadrian's Wall Trust.

AM

**SR 47/7/14 Date of Next Meeting** The next meeting will be held on Wednesday 10th September at 7.30pm in Crosby on Eden village hall.

The meeting closed at 9:52 p.m.



## STANWIX RURAL PARISH COUNCIL

Minutes of the meeting of Stanwix Rural Parish Council held on  
Wednesday 10th September 2014 in Crosby on Eden village hall at 7:30 p.m.

### SR 48/9/14 Declaration of Acceptance of Office

Mr M Sheriff signed the declaration of acceptance of office and was welcomed to the council.

### SR 49/9/14 Apologies for absence

Cllr P Duncan, A Lightfoot and H Phillips.

### SR 50/9/14 Present

The Chairman, Cllr M Fox, Cllrs C Duncan, R Gordon, C Nicholson, Y Robertson, M Sheriff & J Telford.

### SR 51/9/14 In Attendance

City Cllr J Bainbridge.

### SR 52/9/14 Declarations of Interest or Requests for Dispensations

Cllr C Nicholson declared an interest in planning application No. 14/0697 - 40 Whiteclosegate, Carlisle.

### SR 53/9/14 Minutes of the meeting of the Parish Council held on 16th July 2014

The minutes of the meeting of the Parish Council held on the 16th July were approved and signed by the Chairman.

### SR 54/9/14 Public Participation

No members of the public were present at the meeting.

### SR 55/9/14 Finance Matters

55.1 Resolved that the following payments be approved:-

#### August

Staples - Stationery stamps & paper	20.97
Colville Grounds Maintenance - Grasscutting for July 2014	775.20
B Hill - Houghton in Bloom re-imburements	89.56
Limagrain - Poppy seeds for WW1 Commemoration	£79.50
Playdale Playgrounds - 50% deposit for Crosby swing	2039.40
British Telecom - Phone & internet July & August 2014	77.80
NEST - pension contributions July & August 2014	167.26

#### September

A McCallum - August salary £1003.73 & re-imburements of £240.30	1,244.03
Cumbria Payroll Services - payroll services for July & August 2014	30.00
HMRC - PAYE & NI July & August 2014	433.32
Staples - stationery & stamps	7.11
Colville Grounds Maintenance - grass cutting for August 2014	775.20
Colville Grounds Maintenance - Weed clearance at Crosby & Tribune Drive	330.00
Houghton village hall - Hall hire July & August 2014	105.50
S Splinter - removal and storage of stile & boulders	150.00
Playsafety Ltd - RoSPA annual play area inspections - Crosby & Linstock	174.00
Cumbria SPAA Foundation - Summer funtime scheme - 6 sessions	2400.00
GMS - Crosby Hall - community garden materials	1176.00
Linstock WI - Grant for Linstock hall re-surfacing	2376.00
Hetherington Electrical - Crosby hall electrical works	674.40

Total 13125.25

Cllr C Duncan expressed his thanks for the financial contribution for the Houghton Tidy Garden competition shields and advised that a presentation ceremony would be held on the 25th September, to which all were invited.

**55.2 To note the balances at the bank as at 31st August 2014**

Treasurer Account	£	1,080.54
Money Manager Account	£	90,990.09
Expenditure to 31/8/14	£	92,070.63

**55.3 To note income received as:-**

- o £80.09 from Houghton in Bloom group (proceeds from plant sales at Houghton Fair);
- o £87.40 cash income from Houghton Fair;
- o £500 grant from Cumbria County Council towards Houghton Fair;
- o £1,829.00 donation towards Crosby swing from Crosby village hall;
- o £1,000 grant from Cumbria County Council towards summer play scheme costs.

**SR 56/9/14 Planning Matters**

**56.1 Applications**

**14/0036 S211 Rickerby Lodge, Rickerby Mews, Rickerby** - fell yew tree due to proximity and lean towards the property and garden wall.

**Resolved:** To ratify the response of the planning working group of 'no observations'.

**14/0651 Land to the east of village green, Brunstock** - variation of conditions 2 (approved documents) and 5 (foul and surface water drainage) of previously approved application 13/0496.

**Resolved:** To ratify the response of the planning working group of 'no observations'.

**14/0355 Former United Utilities Wastewater Treatment Plant, Green Lane, Crosby on Eden** - erection of 1No. dwelling utilising existing access (outline).

**Resolved:** To ratify the response of the planning working group and 'object' to the proposed development for the following reasons:-

- o the proposed development is situated on a flood plain and will require detailed flood mitigation measures to be incorporated;
- o concerns over access to the site - the exit/entrance being situated on an area of highway between two bends and considered potentially dangerous for highway users.

**14/0697 40 Whiteclosegate, Carlisle** - erection of single storey side extension to provide extended kitchen, dining room and WC.

**Resolved:** that 'no observations' be made.

**14/0743 16 Whiteclosegate, Carlisle** - erection of single storey rear/side extension to provide lounge and kitchen.

**Resolved:** that 'no observations' be made.

**14/0678 Land to the rear of South View, The Green, Houghton** - erection of general purpose agricultural shed.

**Resolved:** to 'object' to the development for the following reasons:-

- o The size and scale of the shed being inappropriate for a residential site;
- o the potential use of the shed for commercial rather than agricultural use;
- o if planning permission is granted, restrictions should be imposed to limit the use of the shed to agricultural purposes only.

**14/0679 Land to the rear of South View, The Green, Houghton** - erection of 1no. dwelling (outline).

**Resolved:** to 'object' to the development for the following reasons:-

- o The proposed development would be out of scale and character to existing buildings and considered 'over-dominant' of the site;
- o would cause loss of amenity to the inhabitants of adjacent dwellings;

To also comment that the council endorses the comments of Cllr J Bainbridge submitted on the 4th September 2014.

To consider permission notices received:-

**13/0898 Holme Park, Crosby on Eden** - erection of agricultural dwelling (outline) - approved.

**14/0483 Tarraby Farm, Tarraby** - erection of 1no. dwelling - approved

**14/0454 Solway Sun Club, Mampus Woods, The Knells** - formation of tent pitches and hard standing for 2no. motor homes - approved.

**14/0473 & 4(LBC) Crosby Lodge, Crosby on Eden** - erection of single storey infill extension to provide ancillary accommodation; internal alterations and additional window openings together with re-roofing of main building. Erection of detached double garage, workshop and storage area and erection of 6-8m flag pole - approved.

**14/0571 165 Tribune Drive, Houghton** - demolition of existing conservatory and erection of single storey sun room and chimney for wood burning stove - approved.

## **56.2 Carlisle City Council - Updated Strategic Housing Land Availability Assessment**

Consideration was given to submitting a response to the consultation, a draft having been circulated via e-mail.

**Resolved:** previous responses submitted in January 2011 & April 2014 to be re-submitted, alongside the Houghton Master Plan.

## **56.3 Hadrian's Camp, Houghton - Story Homes**

Notes of a meeting held on the 28th July with Story Home's representatives had been circulated. Reported that no response had been received, as yet, from Story Homes regarding the request that a further public consultation/drop in session for residents is held.

**Resolved:** Clerk to contact Story Home's to determine if any further public consultation sessions are planned.

Issues had been raised regarding the planned coppicing of trees bordering the site, by Carlisle City Council. This was currently on hold, pending a future site meeting with Cllrs.

**Agreed:** Clerk to arrange a meeting for the w/c 22nd September between P Grey & J May, Carlisle City Council and Houghton Cllrs

AM

AM

## **SR 57/9/14 Clerks Report**

### **SR 13.3/6/14 The Garth, Crosby on Eden - Additional Street Light**

Clerk reported that she had not, as yet, received from County Cllr J Mallinson a contact to enable the progression of this issue. Cllr J Bainbridge advised that he would try and determine who was the contact at Cumbria County Council on the councils behalf.

JB

### **SR 13.6/6/14 Linstock Play Area Carousel Surfacing**

Clerk reported that a request to re-divert grant funding received for the Tribune Drive play area to the Linstock carousel had been turned down and the grant of £1,000 would have to be re-paid to Cumbria County Council.

**Agreed:** to apply to Cumbria County Council for a grant for safety surfacing.

AM

29.5/6/14 Houghton Village Hall - Waive of fee for Houghton Fair  
Letter of thanks sent to village hall secretary 27th July 2014.

SR 39.6/7/14 Crosby on Eden Play Area - Swing  
Swing erected 8th September.

SR 40/7/14 14/0586 L/A Orchard Gardens, Houghton  
Clerk queried if the application was within the 3 year time limit for revision - this was, due to the consideration of this application in 2012, App. No. 12/0557.

SR 40.3/7/14 Rural Housing Policy Review  
Submission made by planning working group.

SR42.4/7/14 Working Group Meetings  
Cllrs were asked to consider which groups they were members of and if they wished to continue on that group. No membership changes were advised. Cllr C Duncan advised that he was interested in being on the Risk group. Clerk to forward details of working groups to Cllr M Sheriff.  
**Agreed:** Chairman to circulate dates for the meetings to be held in October:-  
Highways & Transport (Cllrs Fox, Nicholson, Phillips), Environment & Recreation (Cllrs Fox, C Duncan, Phillips, Telford & Robertson).

MF/AM

SR 43.1/7/14 Houghton Fair  
Donation of £75.00 made to volunteer group. Rev A <sup>Towner</sup> ~~Towner~~ conveyed his thanks (on behalf of the volunteers) for this gesture.

SR 43.3/7/14 William Howard School - Citizenship Day  
Environment & Recreation Group to look at issues raised. Cllr Fox advised that Crosby village hall were to discuss family activities in the near future.

SR 43.4/7/14 WW1 Commemoration  
Reported that the church service and bench pledging ceremony had been considered a success and attended by over fifty residents.  
**Agreed:** Chairman and Cllr H Phillips to liaise with Houghton & Crosby schools for the planting of the poppy seeds and the placing of plaques on Linstock and Crosby benches.

MF/HP

SR 43.6/7/14 Houghton Village - Bus Shelter near The Croft  
Carlisle City Council requested that cleaning of this shelter is undertaken.

SR46/7/14 Rickerby Cycle Path - Clearance of overgrown vegetation  
Clerk advised that Carlisle City Council Highway team had agreed to undertake trimming of this path and that this appeared to have been completed. Advised that from next spring they would actively maintain this section of path, this area having recently been returned into their stewardship.

## SR 58/9/14 Administration & Governance

### 58.1 Consultations Received

- Defra - Consultation on flood reinsurance scheme

**Agreed:** No response necessary.

### 58.2 Protocol on the Filming of Public Meetings

Consideration was given to the adoption of a protocol for the recording and filming of council meetings. This being a recommendation of the National Association of Local Councils following a change in legislation allowing members of the public attending meetings to take photographs, film or audio record the proceedings.

**Agreed:** This item to be deferred to the October meeting, following determination of a Cllrs right to decline to be filmed in a council meeting.

AM

## SR 59/9/14 Village Matters

### 59.1 Linstock - Purchase of De-fibrillator

Consideration was given to a resident request that a defibrillator is purchased for the village. The resident being willing to donate a storage unit for the item.

**Agreed:** Cllr M Fox to determine further information on defibrillators and contact Scaleby Parish Council, who had purchased one. This item to be further considered at the October meeting.

MF/AM

### 59.2 Bus Service Withdrawal

Chairman reported that all notices for the withdrawal of services had been issued and route subsidies to end on the 31st October. Advised that Stagecoach buses had not yet responded and that Telford's Coaches had withdrawn the Haltwhistle service. The only route still scheduled being the Alston-Carlisle College service. Following further meetings it looked likely that a village wheels scheme may be progressed, users being charged for the service on a p/mile basis. Chairman advised that he was canvassing bus users in Crosby on Eden to determine if people would be willing to use the service and had also placed an article in the Parish Magazine - to which no response's had been received to date. Chairman requested that Linstock Cllrs canvass Linstock residents to see if there was a need for the service to be extended to Linstock.

JT/RG

### 59.3 Walks Working Party

A report of a meeting with Cumbria County Council Countryside Officers had been circulated alongside the agenda. Cllrs were requested to agree the identified actions of the report.

**Resolved:** To contact Irthington PC, Walton PC and the 'Wall Together' group to ascertain if there is considered scope in working together on footpath projects.

Cllrs were also advised that funds may be available, due to the undertaking of maintenance work by volunteers, for footpath improvement works and Cllrs were asked to suggest items for renewal e.g. pathway furniture.

ALL

### 59.4 Houghton Village Hall Car Park

Clerk advised on estimated costs to obtain legal opinion regarding ownership of the village hall car park - three firms of solicitors having been approached.

**Agreed:** Clerk to prepare a brief of estimated costs to be considered at the October meeting. This to also contain estimated costs for a solicitor to register the village green with the Land Registry.

AM

### 59.5 Green & Tree Maintenance Items

Consideration was given to the following items:-

a) *Houghton village green bench* - preparation of base and removal of the old bench at a cost of £348

**Resolved:** Approved.

b) *Houghton village green Willow Trees* - tree pruning

**Agreed:** Defer to October meeting.

c) *Houghton additional verge cutting*

**Agreed:** Defer to October to allow quotes to be obtained.

d) *Crosby Village Hall Car Park* - replacement of 50 hedging plants at a cost of £175 + VAT.

**Resolved:** Approved.

e) *Hedge Cutting alongside St John's Church bench* - to determine ownership

**Agreed:** Clerk to try and determine ownership of hedge.

f) *Parking of vehicles on Houghton Village Green* - to consider further action.

**Agreed:** to be monitored.

g) *Linstock Village Green* - to consider pruning of trees

**Agreed:** Colville Grounds to undertake inspection.

AM

WMAF

### 59.6 Houghton Christmas Tree

Consideration was given to a resident request that a Christmas tree and lights are erected in Houghton village. Concerns were expressed due to cost, health and safety, electrical requirements and possible vandalism, if the tree was to be situated outdoors.

**Resolved:** to suggest that Houghton village hall is approached regarding the placing of a tree in the village hall, the Parish Council to be approached for a financial contribution towards costs, if progressed.

### SR 60/9/14 Highway Matters

#### 60.1 Highway Matters

Consideration was given to issues to be raised with the PCSO, D Warwick. These included:-

- o Houghton - parking on 'pinch-points';
- o Houghton - parking in lay-by's;
- o Crosby - speeding vehicles. Chairman advising that rumble strips had been put down indicating that vehicle speeds were currently being monitored;
- o Linstock - obstructive parking on pavement.

**Agreed:** PCSO Warwick to be informed of issues and to be invited to October meeting to comment on actions to be taken. Clerk to request vehicle speed data for Crosby.

AM

### SR 61/9/14 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

### SR 62/9/14 Councillor Matters

**Cllr M Fox** advised that the 20 mph school flashing highway sign situated in the western approach to the village did not appear to be working. Clerk to inform Highways Department.

AM

**Cllr C Nicholson** advised that the next issue of the Houghton Echo was due to be distributed at the end of October and the deadline for contributions was the 20th October. Also reported that a meeting was due to take place with the Houghton village hall treasurer about issues regarding the financing of the Echo. Requested that consideration is given at the October meeting to the publication becoming a parish wide magazine and that this is included as an agenda item.

AM

City Cllr J Bainbridge left at 9:30 p.m.

### Part B Item

Items that are considered confidential and members of the press and public are permitted to be excluded under the Local Government Act 1972.

### SR 63/9/14 Clerks Salary Review & Evaluation

Following a salary review being undertaken, consideration was given to the salary point being increased to LC2 SCP29, backdated to 1st April 2014.

**Resolved:** Agreed.

**Date of Next Meeting** The next meeting will be held on Wednesday 8th October at 7.30pm in Crosby on Eden village hall.

The meeting closed at 9:52 p.m.

WMAF

## STANWIX RURAL PARISH COUNCIL

Minutes of the meeting of Stanwix Rural Parish Council held on  
Wednesday 8th October 2014 in Crosby on Eden village hall at 7:30 p.m.

### SR 63/10/14 Apologies for absence

Cllr R Gordon, C Nicholson & Y Robertson.

### SR 64/10/14 Present

The Chairman, Cllr M Fox, Cllrs C Duncan, P Duncan, A Lightfoot, H Phillips, M Sheriff & J Telford.

### SR 65/10/14 In Attendance

City Cllr J Bainbridge & M Bowman.

### SR 66/10/14 Declarations of Interest or Requests for Dispensations

None received.

### SR 67/10/14 Minutes of the meeting of the Parish Council held on 10th September 2014

The minutes of the meeting of the Parish Council held on the 10th September were approved and signed by the Chairman subject to the following amendment:-

- SR57/9/14 - Houghton Fair item to read Rev Towner not Towler.

### SR 68/10/14 Public Participation

No members of the public were present at the meeting.

### SR 69/10/14 Finance Matters

69.1 Resolved that the following payments be approved:-

NEST - Clerks pension contributions Sept 2014 (D/D 30/09/14)	103.50
HSBC - Bank fees (D/D 22/09/14)	8.00
British Telecom - Phone & internet Sept 2014 (D/D 11/09/14)	35.11
A McCallum – Sept salary £1179.24 & re-imburements of £88.70	1,267.94
Cumbria Payroll Services – payroll services for Sept 2014	15.00
HMRC - PAYE & NI Sept 2014	352.73
Staples - stationery & stamps	15.40
Colville Grounds Maintenance - grass cutting for Sept 2014	717.60
Colville Grounds Maintenance - Weed spraying Crosby play area & BMX	36.00
BDO LLP - External audit fee 2013/14	480.00
Playdale Playgrounds - Crosby swing final payment	2039.40
RJ Telford - refurbishments of assets	1909.20
Tech4 Office Equipment - printer lease July to Sept 2014	142.80
P Duncan - reimbursement for hedge shears	15.98
Total	<u>7,027.16</u>

69.2 To note the balances at the bank as at 30th September 2014

Treasurer Account	£	4,163.87
Money Manager Account	£	82,425.76
Expenditure to 30/9/14	£	31,091.69

69.3 To note income received as:

- o £4,354.00 Concurrent services grant from Carlisle City Council;
- o £11.97 interest payment from HSBC bank;
- o £11.85 printing re-charge fee & £20.00 donation towards Clerks CiLCA training from Kirkbampton Parish Council;
- o £17.85 printing re-charge fee & £20.00 donation towards Clerks CiLCA training from Rockcliffe Parish Council.

#### **69.4 Quarterly Monitoring Report**

A report on income and expenditure for the period 1st April to 30th September 2014 was circulated alongside the agenda.

**Resolved:** Approved.

#### **69.5 Parish Council Grants**

Consideration was given to the awarding of grants to the Great North Air Ambulance and towards outdoor play equipment at Houghton School.

**Resolved:** grant for £100 to paid to the Great North Air Ambulance. Grant towards play equipment agreed to be awarded in principle, pending the submission of a formal application form - Cllr H Phillips to contact the school.

#### **69.6 External Audit 2013/14**

Clerk advised that the external audit had now been undertaken and that two minor issues had been raised, one of which was being disputed with BDO LLP by the Clerk and a letter had been sent, to this effect. Also advised that the external audit fee had increased from £300 to £400 + VAT due to expenditure in 2013/14 being over £100K.

**Agreed:** Approval of the audit to be considered when a response is received from BDO LLP.

#### **69.7 Unity Bank**

A report had been circulated alongside the agenda concerning the opening of an account with Unity Bank to facilitate the use of a pre-paid card to be used by the Clerk for the purchase of goods on behalf of the Council.

**Resolved:** account with Unity Bank to be opened and a prepaid ALTO Mastercard to be ordered for the use of the Clerk, up to a limit of £200/month.

Also **Agreed;** Finance Group to consider the transferring of the bank account from HSBC to Unity Trust Bank at its meeting to be held in October.

### **SR 70/10/14 Planning Matters**

#### **70.1 Applications**

**14/0761 Land at Greymoorhill, Kingstown Road, Kingstown** - residential development of up to 190no. dwellings; access from Kingstown Road (outline).

**Resolved:** to 'object' to the application for the following reasons:-

- o The size and scale of the development is considered excessive;
- o access to a possible adjacent site would be through this site - leading to another site as large or larger than this proposal also being developed;
- o the development intrudes into open country side and green space, which should be preserved for residential amenity;
- o concerns over existing highway infrastructure capacity exists and the additional traffic that the development would bring to Scotland Road;
- o concerns over highway access and exit to the site from the busy A7, at a point where a single carriageway becomes dual and traffic management is currently via lights and filters;
- o the proximity of the site to the course of the Roman Road, an area considered to be of archeological importance;
- o the provision of adequate primary school provision, a shortage being currently evidenced in the area;
- o the site is poorly drained, as are the adjacent fields. Improved drainage for surface water and sewage provision is considered essential;
- o the Parish Council also supports issues raised by James Rennie school.

**14/0773 Parkside, The Knells, Houghton** - single storey extension to front, side and rear to provide additional living accommodation.

**Resolved:** that 'no observations' be made.



**14/0799 20 Smithy Croft, Houghton** - removal of garden shed and erection of detached domestic garage.

**Resolved:** that 'no observations' be made.

**14/0800 41 Antonine Way, Houghton** - erection of first floor extension above existing garage and utility to provide 2no. bedrooms (1no. en-suite) and extended bedroom together with porch to front elevation.

**Resolved:** that 'no observations' be made.

**To consider permission notices received:-**

**14/0355 Former United Utilities Wastewater Treatment Plant, Green Lane, Crosby on Eden** - erection of 1No. dwelling utilising existing access (outline) - permission refused.

**14/0651 Land to the east of village green, Brunstock** - variation of conditions 2 (approved documents) and 5 (foul and surface water drainage) of previously approved application 13/0496 - permission granted.

**14/0586 L/A Orchard Gardens, Houghton** - erection of 1no. detached dwelling (revised application) - permission granted.

**14/0697 40 Whiteclosegate, Carlisle** - erection of single storey side extension to provide extended kitchen, dining room and WC - permission granted.

**Consultation on submitted application for approval of details required by condition:-**

**14/0738 Carlisle Lake District Airport, Carlisle** - discharge of conditions 10, 15, 17, 20, 23, 23, 24 & 25.

**Resolved:** no submission considered necessary.

Cllr J Telford entered the meeting at 8:00 p.m.

**70.2 Hadrian's Camp, Houghton - Story Homes**

A report of the site meeting held on the 25th September with Carlisle City Council Officers was received. Advised that the planned tree coppicing work had been put on hold, until detailed plans are submitted by Story Homes. Advised that a detailed planning application is expected to be submitted by Story Homes in mid-October. Correspondence with Story representatives had advised that no further public consultation was planned to be undertaken, prior to the application being submitted. Discussion was undertaken on how the PC could best inform residents on the submission of the application and an individual's right to respond.

**Agreed:** Houghton Echo to include an article advising on the submission of the application and how residents can comment - the Houghton Echo being scheduled for distribution at the end of October. Leaflet also to be distributed to Houghton residents, containing the above information and be prepared by Cllrs M Fox & H Phillips. Details of the application to also be displayed on notice boards.

**SR 71/10/14 Clerks Report**

**SR 13.3/6/14 The Garth, Crosby on Eden - Additional Street Light**

Clerk made contact with new Cumbria County Council Street Lighting Officer and progressing the installation of a light.

WMAF

SR 13.6/6/14 Linstock Play Area Carousel Surfacing

Community grant application submitted. Clerk also advised that she had submitted a grant application on behalf of the 'Houghton in Bloom' group for wooden planters, which are to be placed on the village green.

SR59.3/9/14 Walks Working Party

Irthington & Walton Parish Councils approached and asked to consider working alongside Stanwix Rural PC on improvement to walks within the parish. Clerk to report back when responses received after November meetings.

SR59.5/9/14 Green & Tree Maintenance Items

- o Houghton village green bench - replaced;
- o Willow Trees, Houghton village hall car park - pruned. Clerk to thank Colville Grounds for the removal of the branches free of charge;
- o Houghton additional verge cutting - suggested that verge cutting should be undertaken from the Houghton sign towards the village green. **Agreed:** Clerk to obtain a quote for cutting this area on a monthly basis;
- o Crosby Village Hall replacement of hedging plants - Clerk reported that the twelve month post-installation inspection had been undertaken by Groundwork Trust and that the Landscape Architect had agreed to pursue the replacement of dead hedging plants with the original contractor, along with some other issues raised;
- o Hedge cutting St John's Church - owner identified and to be contacted by Cllr H Phillips. Also advised that an area of hedge had been cut within Houghton, the cuttings being left on the roadside. **Agreed:** Clerk to report to highways;
- o Linstock village green tree pruning - following correspondence from an adjacent resident, the greens contractor had visually inspected trees bordering the second village green at Linstock. **Agreed:** to obtain quote for crown lifting and thinning of the trees;
- o Houghton football pitch refurbishment of goal mouths - Clerk advised that the contractor recommended that the goalmouths are refurbished in March 2014, the goals to be taken down and time allowed for the establishment of the re-turfing. **Agreed:** estimate to be considered at the November meeting.

59.6/10/14 Houghton Christmas Tree

Response sent to residents that had requested the progression of a possible Christmas tree for Houghton. Clerk advised that following the receipt of the letter, a resident had contacted her advising that a group of businesses in the village may be willing to contribute both financially and via discounted services towards a tree and lights, etc. Clerk will report further when information received.

60.1/10/14 Highway Matters

See minute 74.1 below.

Clerk advised on correspondence received from a resident concerned about speeding in The Knells area and advised that a speed survey had been undertaken outside their property. The results of the survey had been assessed but the findings did not justify progression by the Police or Highways Department.

SR62/9/14 Councillor Matters - Crosby highway sign not working

Advised by highways that the sign is currently not working due to the absence of a connection to an electrical supply. This is to be connected in the near future.

Other items - Houghton Bonfire

Bonfire to be held at The Croft on Wednesday 5th November at 5:00 p.m. Bonfire to be lit at 5:30 p.m. BBQ food, soup and flapjacks will be available and entertainment provided by a Celtic band, with organised activities available for children.

## SR 72/10/14 Administration & Governance

### 72.1 Consultations Received

None received.

### 72.2 Protocol on the Filming of Public Meetings

Consideration was given to the adoption of a protocol for the recording and filming of council meetings. This item having been deferred from the October meeting, pending further information being obtained.

**Resolved:** policy not adopted.

### 72.3 Reports from Village Halls

The following reports were received on behalf of village hall's within the parish:-

#### Houghton village hall

- Have agreed to continue ~~financing the Houghton Echo~~; *handling the banking for the Echo.*
- advised that they have allocated seven parking spaces for the use of school staff in the village hall car park;
- considered the Houghton Fair a success and hoped that it will become an annual event;
- on-going projects include electrical works inside the hall.

#### Crosby on Eden village hall

- Advised that on-going projects included the provision of stage lighting and a possible new entrance porch - in an effort to retain heat within the building. Some work is also considered necessary to the supper room floor;
- the recent ninetieth birthday party was well attended and a booklet on the history of the hall had been produced to commemorate the event. This is available to purchase at a cost of £2.00/copy.

### 72.4 Working Groups

The following reports were received:-

#### Environment & Recreation - 30th September 2014

A paper had been circulated highlighting points of discussion and suggested actions. This included:-

- Cllr H Phillips was appointed Chairman of the group;
- Parish Plan - reviewed and considered that many of the identified actions had been undertaken;
- Dog fouling - successful campaign undertaken and to be rolled out through the parish;
- Litter - considered that Houghton is much tidier. Regular litter picks to be organised and to include other community groups e.g. Houghton in Bloom group. To consider the movement of the litter bin beside the church due to odors'.
- Grit bins - are now situated in all villages;
- Walks and footpaths - all footpaths have now been walked and documented and Cllr P Duncan is working alongside County Council Officers on identified improvements. This will include some additional signage being erected within Smithy Croft & Jackson road, Houghton. Individual walk maps are to be produced and a five year budget planned for the improvement of walks within the parish;
- Identified actions - included the more varied use of village halls; provision of toilet facilities on the Hadrian's Wall walk; an updated map of the parish to take in account all hamlets and the Windsor Way area, to assist in the distribution of the Houghton Echo; PC further website development; the building of a cinder path alongside the A689 to run from Brunstock to Houghton Hall Garden Centre.

WMAK

**Resolved:** Budgets for the following were agreed:-

- a) Walks and footpaths - total of £5,500 over three years;
- b) WW1 Commemorations - £500/annum;
- c) Summer Fair 2015 - £3,500;
- d) Church yard project 2015 - £850;
- e) Houghton Echo - £1,500/annum;
- f) Interpretation Panels - total of £10,000 over three years.

Highways & Transport - 30th September 2014

A paper had been circulated highlighting points of discussion and suggested actions. This included:-

- Cllr M Fox was appointed Chairman of the group;
- Houghton - village green parking issues considered better since the bollards had been erected; Jackson road resurfaced and Crosshill in highways programme. Bus shelter cleaning to be progressed;
- Crosby - school parking and signage improvements undertaken. Speeding remains of concern;
- Linstock & Rickerby - grit bin numbers increased and road drainage appears to have improved;
- Transport - currently overshadowed by bus service cuts, working alongside other PC's to provide alternative services through Rural Wheels, etc;
- Identified actions for the next 2/3 years - includes the provision of a footpath from Rickerby to Linstock re Hadrian's Wall walk; explore with Reay's the possibility of running 64A to Linstock/Brunstock and the possibility of providing funding towards transport.

Finance & Risk Group

Meeting to be held Thursday 30th October at 11:00 a.m. Items to be forwarded to Clerk for the agenda and will consider the draft budget for 2015/16.

**SR 73/10/14 Village Matters**

**73.1 Linstock - Purchase of De-fibrillator**

Consideration was given to a request that a defibrillator is purchased for the village. This item deferred from October meeting, pending further information being obtained.

**Resolved:** this item to not be progressed due to concerns over training for users; where it is to be placed in the village, the cost of £900-£1,500; possible further maintenance charges and possible misuse.

However, Cllr M Bowman advised that funds for the purchase of a de-fibrillator may be available through the Brampton League of Friends and that she would make enquiries to see if funds were still available.

Cllr M Bowman left at 9:00 p.m.

**73.2 Bus Service Withdrawal**

Chairman advised that investigation was on-going regarding the provision of alternative transport and it looked likely that a Rural Wheels service could be provided in Linstock and Crosby on Eden. Clerk advised that users from Linstock and Crosby had contacted the PC to advise on usage levels and suitable days/routes. This item to be further progressed and reported on.

**73.3 Houghton Village Hall Car Park**

The scope of information to be obtained from a solicitor, alongside estimated costs was considered.

**Resolved:** Clerk to employ a solicitor to determine who is the owner of the car park and who has responsibility for it. Costs of up to £500 agreed for this purpose.

Clerk also advised on a resident enquiry concerning the maintenance of the access road to the garages of Riverside properties. Riverside Housing and Carlisle City Council repudiating any liability. Cllr J Bainbridge advised that he would investigate this issue on behalf of the PC with Riverside Housing.

#### **73.4 Houghton Summer Fair**

Cllr H Phillips advised that a provisional date of the 20th June 2015 had been booked for the Summer Fair.

**Agreed:** Working group to be convened consisting of members of the PC and residents of the village. Cllrs J Telford, P Duncan, H Phillips and A Lightfoot advised that they wished to be members of the group.

#### **SR 74/10/14 Highway Matters**

##### **74.1 Highway Matters**

Consideration was given to issues to be raised with PC D Warwick and a suitable date/time to meet.

**Agreed:** Highways & Transport working group to request that a meeting is held with PC D Warwick - suitable dates to be circulated by Clerk.

#### **SR 75/10/14 Schedule of Correspondence, notices and publications**

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

Cllr J Bainbridge left at 9:25 p.m.

#### **SR 76/10/14 Councillor Matters**

**Cllr P Duncan** suggested that a disabled parking space is included in the lay-by opposite the Post Office, Houghton to make parking easier for residents suffering from mobility problems.

**Agreed:** Highways & Transport working group to consider and progress this item.

**Cllr A Lightfoot** advised that some street lights in the centre of the village were not working. Clerk advised that these had been reported to the Highways hotline.

**Date of Next Meeting** The next meeting will be held on Wednesday 12th November at 7.30pm in Houghton Church hall - change of venue post meeting in the light of probably planning application receipt.

The meeting closed at 9:26 p.m.

WMAF  
12/11/14

## STANWIX RURAL PARISH COUNCIL

Minutes of the meeting of Stanwix Rural Parish Council held on  
Wednesday 12th November 2014 in St John's Church Hall, Houghton at 7:30 p.m.

### SR 77/11/14 Apologies for absence

None received.

### SR 78/11/14 Present

The Chairman, Cllr M Fox, Cllrs C Duncan, P Duncan, R Gordon, A Lightfoot, C Nicholson, H Phillips, Y Robertson, M Sheriff & J Telford.

### SR 79/11/14 In Attendance

City Cllr J Bainbridge & M Bowman.  
Seven members of the public.

### SR 80/11/14 Declarations of Interest or Requests for Dispensations

Cllr H Phillips declared an interest in item 10.7 - Houghton Echo as co-editor of the publication and item 10.5 - WW1 commemorative football match as the organiser of the event;  
Cllr A Lightfoot declared an interest in item 6.6 - Village hall reserves, 10.2 - Houghton village hall car park and 10.7- Houghton Echo as he is the Chairman of Houghton village hall committee;  
Cllr C Nicholson declared an interest in item 10.7 Houghton Echo as co-editor of the publication.

### SR 81/11/14 Minutes of the meeting of the Parish Council held on 8th October 2014

The minutes of the meeting of the Parish Council held on the 8th October were approved and signed by the Chairman subject to the following amendment:-

- SR72.3/10/14 - Houghton village hall item. To delete [have agreed to continue financing the Echo] and replace with '*agreed to continue handling the banking for the Houghton Echo*'.

**Agreed:** To consider agenda items 6.1 to 6.4 only before progressing to public participation and planning matters, due to the attendance of residents who wished to make representations on these items.

### SR 82/11/14 Finance Matters

**82.1 Resolved** that the following payments be approved:-

British Telecom - Phone & internet Oct 2014 (D/D 13/10/14)	39.83
NEST - Clerks pension contributions Oct 2014 (D/D 21/10/14)	103.50
A McCallum – Oct salary £1003.77 & re-imburements of £92.85	1,096.62
Cumbria Payroll Services – payroll services for Oct 2014	15.00
HMRC - PAYE & NI Oct 2014	238.64
Staples - stationery & stamps	23.19
Colville Grounds Maintenance - grass cutting for Oct 2014 & grit bin	544.80
Great North Air Ambulance - donation	100.00
J Airey - Internal audit 1st April to 30th Sept 2014	140.80
B Hill - Houghton in Bloom reimbursements	112.31
Cumbria County Council - Tribune Drive grant repayment	1000.00
Newlands Adventure Centre - Houghton Fair climbing wall deposit	100.00
Airbounce - Houghton Fair bouncy castle & slide deposit	80.00
SW McHale - Crosby village hall hedge cutting	90.00
Woodstyle Joinery - Houghton bench and base	1437.60
Crosby village hall - hall hire	222.00
Tech4 Office Equipment - printer lease October 2014	30.09
Hags-Smp Ltd - play area inspections x 2	314.40
Minihan McAlister - Houghton hall car park ownership legal advice	<u>480.00</u>
<b>Total</b>	<b><u>6,168.78</u></b>

**82.2 To note the balances at the bank as at 31st October 2014**

Treasurer Account	£	892.99
Money Manager Account	£	81,605.76
Expenditure to 31/10/14	£	82,498.75

**82.3 To note income received as:**

- Crosby Gardening Club - donation of £980.00 towards raised beds;
- Cumbria SPAA Foundation - £835.00 revenue from summer play scheme charges;
- Carlisle City Council - £975.00 grant for Crosby on Eden play area swing;
- Carlisle City Council - £390.00 grant for Crosby on Eden village hall electrical upgrade.

**82.4 Internal Audit**

The report of the internal auditor for the period 1st April to 30th September 2014 was circulated alongside the agenda and considered.

**Resolved:** Approved.

**82.5 Society of Local Council Clerks Membership**

Consideration was given to the membership of the Clerk at a cost of £147.00.

**Resolved:** Approved.

**SR 83/11/14 Public Participation (the meeting was formally suspended to allow this)**

Six residents of Tarraby addressed the council with concerns regarding planning application No. 14/0778 - Land to the north east of Windsor Way. They advised that a residents group had recently formed with the aim of making a co-ordinated and collective objection to the application. The group requested the Council support them in their objection. Discussion on the application was then undertaken and included:-

- reasons for objection included that the development is situated on land previously allocated as green belt and is not included as developable in the current Local Plan; Tarraby is a conservation area and is supposed to be offered protection in this respect; the lack of existing infrastructure for school places and healthcare; concerns on the highway access being identified as Scotland Road and the increased volume of traffic this would bring;
- that an apparent 'link' road exists from the proposed development through to Tarraby, which seems to exist for the use of emergency vehicles. Residents expressed their reservations as to how the use of this road could be enforced and that emergency vehicles may find it impassable due to the width of the single track road and vehicles parked on the highway. It was also commented that no highway verge exists for pedestrians and horse riders. No construction site office is included on the plans and it could be presumed that construction traffic may use Tarraby lane for access to the site.
- no notification of any forms of public consultation had been received by Tarraby residents.

The meeting was reconvened to consider its business.

**SR 84/11/14 Planning Matters**

**84.1 Applications**

**14/0778 Land to the north east of Windsor Way** - erection of 277no. dwellings (including 83no. affordable dwellings) associated open space and infrastructure.

A paper had been circulated alongside the agenda prepared by the planning working group. This recommended refusal of the development. Reservations on the site had previously been submitted through the Strategic Housing sites consultation by the PC. Other objections raised

included that:-

- Access is through two existing separate estates and will add significant vehicle movements on and off Scotland Road. It would also add to disrupted traffic flow and increased emissions;
- the development backs onto Tarraby Lane, a conservation area;
- the seeming lack of clarity about drainage and sewage provision, with tapping into present arrangements. Is this satisfactory given the size of the development?
- are land drainage arrangements considered sufficient? SUDS scheme?
- the habitat survey appears limited and essentially confined to water voles. Given the location of the Sike, no account appears to have been taken of invertebrate species and it is therefore recommended that a hydrological survey is undertaken;
- the provision of two proposed ponds creates a major safety hazard for children these being unfenced and a potentially health hazard. No indication is given over its future management and control;
- primary school provision is considered a major issue, alongside numbers being added to other proposed developments. The suggestion of educational provision being provided for on the potential Belah site being considered inappropriate, due to children having to cross Scotland Road. The absence of any strategic dialogue on the issue between the developer, the County Council and the Local Planning Authority is considered disappointing.

**Resolved:** to 'object' to the application for the reasons stated above and support for those of the Tarraby residents. To also request for the 'right to speak' at Development Control Committee. Planning group to formulate the submission of a detailed response and Clerk to determine the deadline for the receipt of this by Carlisle City Council.

Letter drop to residents of Windsor Way on the PC's objection to also be undertaken.

Five residents left the meeting.

**14/0930 Land at Hadrian's Camp, Houghton Road, Houghton** - erection of 99no. dwellings (of which 25 to be affordable) and associated open space and infrastructure.

Correspondence received from Story Homes had been circulated to members. This was in response to issues raised for clarification, following the meeting held in July. This included:-

- School specific accommodation requirements arising from the development including classroom and ancillary facilities, bearing in mind the adjacent Greymoor Hill proposals. Cllrs raising concerns about the possible requirement for children to be transported via bus to the prospective Belah school, rather than additional provision being developed at Houghton school;
- access to and from the development and that appropriate safety and highways issues are addressed, together with traffic flow issues;
- that a public consultation was not undertaken prior to submission of the application;
- clarification on the existing s106 agreement and further additions to this;
- clarification on arrangements for surface water and foul sewage drainage on the site, no details having being made available or evidence provided that exploratory investigations had been undertaken. Cllrs concerns also raised over the discharge of surface water into Brunstock Beck;
- danger of ground contamination given the mixed and hazardous previous use of the site;
- the northern boundary with Tribune Drive becoming a no man's land tipping waste ground - examples of this already being in evidence. To also request that responsibility for future maintenance of this area is stipulated;
- to request the development of a pedestrian linkage between the development and Tribune Drive to enhance access to the existing playground facilities and avoidance of children



having to use the highway footpath adjacent to Houghton Road to access this recreational area. To also advise the City Council that the PC had recently invested financially into development of the play area and requests that any changes to the area could only be undertaken with the agreement of the PC;

- o to ensure that a travel plan is in place and promotes the use of public transport and existing bus service;
- o the provision of a doctors' surgery for Houghton;
- o sensitive and agreed addressing of nature conservancy and ecological matters related to the site and the surrounding area. To also request that efforts are made to retain the hedgerow - which contains a rare wild pear tree - not identified in the arboriculture survey submitted;

**Resolved:** to 'object' to the application for the reasons stated above and a request for the 'right to speak' at the Development Control meeting is submitted. Planning group to formulate the submission of a detailed response to be verified at the December meeting and this response to be communicated to local residents.

**14/0771 42 Pennington Drive, Carlisle** - relocation of existing boundary fence to incorporate additional land.

**Resolved:** that 'no observations' be made, this considered to be a legal rather than planning issue.

**14/0857 South View, The Green, Houghton** - demolition of front porch and erection of replacement porch together with alterations from flat roof to pitched roof.

**Resolved:** that 'no observations' be made.

**14/0882 Carlisle Lake District Airport, Carlisle** - discharge of conditions 3 (highway details) and 6 (traffic signage strategy) of previously approved permission 10/1116.

**Resolved:** that 'no observations' be made.

**To consider permission notices received:-**

**14/0743 16 Whiteclosegate, Carlisle** - erection of single storey rear/side extension to provide lounge and kitchen - approved.

**14/0799 20 Smithy Croft, Houghton** - removal of garden shed and erection of detached domestic garage - approved.

**14/0800 41 Antonine Way, Houghton** - erection of first floor extension above existing garage and utility to provide 2no. bedrooms (1no. en-suite) and extended bedroom together with porch to front elevation - approved.

A Cllr requested that Carlisle City Council's planning department is requested to provide data on the number of planning applications received and approved, over the previous two years.

**Agreed:** Clerk to request this information.

One member of the public left at 8:36 pm.

**SR 85/11/14 Finance Matters (cont.)**

**85.1 Budget & Precept 2015/16**

A report had been circulated alongside the agenda containing forecasted income and expenditure levels for 2014/15; the proposed budget for 2015/16 and the estimated levels of financial reserves to be held on the 1st April 2015.

**Resolved:** to accept the recommendations of the finance group and accept the proposed budget for 2015/16, the precept to remain at £40,540.



### 85.2 Village Hall Reserves

Consideration was given to the transfer of Crosby on Eden and Houghton village hall financial reserves to their management committees. This in the aim of reduce the levels of financial reserves held by the PC and alleviate their administrative burden from the Clerk.

**Resolved:** To undertake consultation with the village hall committees on the proposal.

### 85.3 Houghton - Football Pitch

Consideration was given to the refurbishment of goalmouths and replacement of nets, pegs and hooks for Houghton village green. Also, to replacement nets being purchased for Crosby on Eden and Houghton following a recent safety inspection report recommendation.

**Resolved:** £550 approved, Cllrs H Phillips, C Duncan & Clerk to determine suitable equipment to be purchased.

Cllr H Phillips advised that the Football Federation currently had grant funding available for the refurbishment of football fields.

**Agreed:** to further investigate the criteria of grants.

### 85.4 Greens' Maintenance

Consideration was given to additional verge cutting within Houghton at a cost of £15/month and the crown lifting/thinning/pollarding of tree's on Linstock village green at a cost of £600.

**Resolved:** Approved.

City Cllr M Bowman left at 8:45 pm.

### SR 86/11/14 Clerks Report

#### SR59.5/9/14 Hedge Cutting

Cuttings left on roadside reported via highways hotline reference No. 32/1276731.

#### SR 59.6/10/14 Houghton Christmas Tree

No further correspondence received.

#### SR 72.4/10/14 Bus Shelter Cleaning - Near Croft Farm

Advised undertaken w/c 13/10/14. This was reported as not being undertaken.

**Agreed:** Clerk to pursue.

#### SR 73/10/14 Purchase of de-fibrillator

Enquiry to the Brampton League of Friends for funding was reported as being unsuccessful. Resident advised of this.

#### SR 73/10/14 Condition of access road (that crosses village green) to Riverside Properties

Forwarded residents complaint to City Cllr J Bainbridge.

#### SR 76/10/14 Houghton Lay-By - Disabled Parking Space

Clerk forwarded details of Highways Officers suggested designs to members of the group.

#### SR76/10/14 Houghton Faulty Streetlights

Faulty streetlights reported via Highways Hotline reference No. LE/WEB141270060. Advised via a County Cllr dealing with street lighting issues (on behalf of another PC) that the recorded list of street lights currently not working/faulty is extensive and will be dealt with when time and resources allow.

#### Other items :- Cumbria SPAA - Summer Fun-time Days Held in Summer

Numbers of attendees now available and reported that Houghton had 26, 28 & 22 attendees and Crosby 42, 24 & 27.

WMAF

## SR 87/11/14 Administration & Governance

### 87.1 Consultations Received

*Cumbria County Council - Budget Consultation 2015/16*

**Agreed:** to be considered at December meeting.

### 87.2 Reports from Working Groups

The following reports were received:-

#### Highways and Transport

A meeting was held with PS Jamieson on the 18th October and the following issues were raised:-

- Parking on white lines and 'pinch points' at Houghton - enforcement the responsibility of highways and advised as 'difficult'. PS Jamieson to request that double yellow lines are to be considered in future. To also determine when the last speed survey was undertaken, in the area;
- parking on the corner at Houghton School - PS Jamieson to determine if double yellow lines are suitable for the area. Advisory letter to also be sent to the school to advise parents of problems being experienced through the parking of vehicles in the area;
- Crosby school bus parking on zigzags - legislation checked and bus allowed to park on zigzags. Advisory letter sent to parents regarding the parking of vehicles in the area;
- Crosby speeding - recent speed survey undertaken. Level of speeds recorded not of the required percentile figure to deem any formal further restrictions can be implemented;
- Parking on pavement in Linstock - PS Jamieson visited resident and advised on the regulations regarding the parking of vehicles on the pavement;
- Community Speed Watch - PC to investigate the formation of a volunteer community speed watch group. **Agreed:** Clerk to determine further information for distribution to the group.

#### Footpaths Working Group

Cllr P Duncan advised that the replacement of a stile was being investigated through Cumbria County Council. Clerk advised that Walton PC had indicated that it was willing to work in partnership regarding shared footpaths and the Hadrian's Wall path.

## SR 88/11/14 Village Matters

### 88.1 Bus Service Withdrawal

Chairman advised that a daily bus service was currently operational, running from Brampton to Carlisle via Laversdale, Linstock, Crosby and other stops in-between. This was on a three week trial basis and was to be re-considered when the school bus contract was awarded. Advised that investigations were also on-going to set-up a company to provide bus services within the community.

### 88.2 Houghton Village Hall Car Park

Solicitors advice regarding ownership and maintenance responsibilities for Houghton village hall car park had been circulated and was considered.

**Agreed:** Cllrs M Fox, A Lightfoot & H Phillips to progress issues raised via an informal meeting with village hall committee members. Cllr H Phillips to arrange.

WMAK

### **88.3 Houghton Green Drainage**

A paper had been circulated concerning drains found to be blocked, after excavations undertaken by residents. Reported that a second 9 inch pipe had been un-earthed in the area of No's 1 - 8 The Green and this appeared to be an old land drain which originated in the direction of 'South View'. The drain was found to be blocked by vegetation and requiring repair.

**Resolved:** Agreed for repairs to be undertaken on the 9 inch drain at a maximum cost of £800. This work to be undertaken without prejudice and at no admission of further or future liability. Cllr M Fox, P Duncan & H Phillips to meet with residents to progress the repairs being undertaken.

### **88.4 Crosby Light**

Cllr M Fox advised that this issue was being progressed.

### **88.5 WW1 Commemorative Football Match**

Cllr H Phillips advised that he was organising a school's mixed football match involving pupils from Crosby and Houghton. Shields were to be awarded to commemorate the event at a cost of £30.

**Resolved:** Approved.

### **88.6 Whiteclosegate Apple Tree**

A paper had been circulated advising on the requirements and procedure to adopt to submit a formal 'expression of interest' for the tree and surrounding area.

**Resolved:** Cllr C Nicholson to submit the form, on behalf of the council.

### **88.7 Houghton Echo**

Cllrs H Phillips & C Nicholson reported on a meeting held with the Houghton village hall treasurer concerning arrangements for the production and financing of the Houghton Echo. This item to be considered further at the December meeting, Cllrs H Phillips and C Nicholson to present a paper for consideration.

## **SR 89/11/14 Schedule of Correspondence, notices and publications**

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

## **SR 90/11/14 Councillor Matters**

**Cllr H Phillips** requested that Remembrance Day Poppies is included as an agenda item for the December meeting.

**Cllr P Duncan** requested that another meeting is held with Highways to progress issues previously raised.

**Cllr Y Robertson** advised that the lay-by on the A689 was again, a mess.  
City Cllr J Bainbridge agreed to pursue this, on the PC's behalf.

**Cllr C Nicholson** advised that LED streetlights were now in position along Brampton Road and resident feedback indicated that these were an improvement.

**Date of Next Meeting** The next meeting will be held on Wednesday 10th December at 7.30pm in Crosby on Eden village hall.

The meeting closed at 9:30 p.m.

*WMA62*

## STANWIX RURAL PARISH COUNCIL

Minutes of the meeting of Stanwix Rural Parish Council held on  
Wednesday 10th December 2014 in Crosby on Eden village hall at 7:30 p.m.

### SR 91/12/14 Apologies for absence

Cllr C Duncan, R Gordon, J Telford & M Sheriff

### SR 92/12/14 Present

The Chairman, Cllr M Fox, Cllrs P Duncan, A Lightfoot, C Nicholson, H Phillips & Y Robertson.

### SR 93/12/14 In Attendance

No members of the public were in attendance.

### SR 94/12/14 Declarations of Interest

Cllr H Phillips & C Nicholson declared an interest in item 10.1 - Houghton Echo, as co-editors of the publication;

Cllr A Lightfoot declared an interest in item 10.1 - Houghton Echo, as Chairman of Houghton village hall committee;

Cllrs H Phillips and P Duncan declared an interest in an item concerning footpaths, to be raised under item 13 Councillor Matters - the landowner being known to them.

### SR 95/12/14 Requests for Dispensations

Dispensation requests were received and approved from all members present at the meeting for planning application No. 14/0948 - Crosby on Eden Parish hall.

### SR 96/12/14 Minutes of the meeting of the Parish Council held on 12th November 2014

The minutes of the meeting of the Parish Council held on the 12th November were agreed, approved and signed by the Chairman.

### SR 97/12/14 Public Participation

No presentations received.

### SR 98/12/14 Finance Matters

#### 98.1 Resolved that the following payments be approved:-

British Telecom - Phone & internet Nov 2014 (D/D 11/11/14)	47.86
NEST - Clerks pension contributions Nov 2014 (D/D 10/11/14)	86.94
A McCallum - Nov salary £1033.77 & re-imburements of £98.16	1,131.93
Cumbria Payroll Services - payroll services for Nov 2014	15.00
HMRC - PAYE & NI Aug & Nov 2014	455.30
J Williams - Release of Crosby Play Area retention payment	1,429.32
I Sanderson - Crosby Craft Collective grant towards workshop	200.00
Cumbria County Council - grant repayment (replacing 101853)	800.00
Society of Local Council Clerks membership 2014/15	147.00
Tech4 Office Equipment - printer lease Nov 2014	71.92
Total	<u>4385.27</u>

#### 98.2 To note the balances at the bank as at 30th November 2014

Treasurer Account	£	2,312.74
Money Manager Account	£	75,205.76
Expenditure to 30/11/14	£	77,518.50

### 98.3 National Salary Award 2014-16

An increase of 2.2% from the 1st January 2015 was noted, alongside the payment of a non-consolidated payment of £100 (calculated pro-rata).

## SR 99/12/14 Planning Matters

### 99.1 Applications

**14/0930 Land at Hadrian's Camp, Houghton Road, Houghton** - erection of 99no. dwellings (of which 25 to be affordable) and associated open space and infrastructure.

A draft response formulated by the planning group had been circulated to members which contained a recommendation to object to the application and reasons for the objection.

**Resolved:** to 'object' to the application the draft response approved for submission. To also request the 'right to speak'.

**14/0952 Beech Cottage, Rickerby** - demolition of existing dwelling; re-location and erection of replacement dwelling.

**Resolved:** to comment, requesting that if permission is granted that no further residential development of the site is undertaken.

**14/0977 Land to the rear of South View, Houghton** - discharge of condition 4 (landscape scheme) of previously approved application 14/0678.

**Resolved:** to comment expressing concerns that no evidence appears to exist on how the original concerns have been addressed - in the discharging of the conditions. To also query the mention of a 'railway' within associated documents.

**14/0948 Crosby on Eden Parish Hall, Low Crosby** - renewal of temporary consent 11/0890 for continued use of shipping container.

**Resolved:** that 'no observations' be made.

#### To consider permission notices received:-

**14/0771 42 Pennington Drive, Carlisle** - relocation of existing boundary fence to incorporate additional land - approved.

**14/0857 South View, The Green, Houghton** - demolition of front porch and erection of replacement porch together with alterations from flat roof to pitched roof - approved.

## SR 100/12/14 Clerks Report

### SR59.5/9/14 Hedge Cuttings - Houghton Church Road

Highways advised that these were not in evidence, when they went to clear them up and must have been removed by owner.

### SR 72.4/10/14 Bus Shelter Cleaning - Near Croft Farm

Advised by Carlisle City Council that this will be cleaned within the next two weeks. Cllrs P Duncan & H Phillips to advise Clerk when this was seen to be completed.

### SR76/10/14 Houghton Faulty Streetlights

Now repaired.

### SR84.1/11/14 Carlisle City Council - Letter to Planning Department requesting Statistics

Clerk reported that no response had been received as yet. Clerk to progress.

### SR85.2/11/14 Village Hall Reserves

Cllrs advised that no formal responses had been received from village halls as yet. Cllrs to report back on this item at the January meeting.

SR 85.3/11/14 Houghton - Football Pitch

Grant application submitted to Cumbria FA for pitch refurbishment. Decision on initial enquiry expected w/c 29/12/14.

SR 87.2/11/14 Highways & Transport Working Group

Clerk forwarded details on community speed watch to members of the group. Cllr M Fox advised that a piece had been included within the Crosby newsletter requesting volunteers.

**Agreed:** A piece on community speed watch to be included within the next issue of the Houghton Echo.

SR 88.3/11/14 Houghton Green Drainage

Cllrs advised that residents had been informed that quotes were being obtained. S Splinter to forward quote and specification to Clerk. Cllrs advised that some improvement had been noted, following the work completed by highways.

SR 88.5/11/14 WW1 Commemorative Football Match

Cllr H Phillips advised on the event to be held at Houghton School on the 11th December. Team Captains to be awarded shields provided by the PC as a memento of the occasion and attendance by British Legion members expected.

SR 88.6/11/14 Whiteclosegate Apple Tree

Cllr Nicholson advised that the expression of interest had not been submitted as yet, as he was awaiting clarification on some areas of phraseology from Cumbria County Council.

Other Items Raised - Houghton Road Erasing of 30 mph road markings

Clerk advised that these had been temporarily patched by the Highway Steward and are currently on a schedule of road markings to be completed in December 2014/January 2015.

**SR 101/11/14 Administration & Governance**

**101.1 Consultations Received**

**a) Cumbria County Council - Budget Consultation 2015/16**

A paper had been circulated alongside the agenda highlighting areas of consideration in the County Council budget. The PC then considered if a response was necessary.

**Resolved:** to submit a Parish Council response. Comments to include that:-

- o Cumbria County Council's priority and focus should be to operate on a leaner structure;
- o greater emphasis should be given to the maintaining of core service values and the achieving of higher service levels;
- o clear audit trails and higher levels of transparency at a local level should be aimed for;
- o the exploitation and utilisation of 'in-house' skills & knowledge should be a priority - removing the need to employ external consultants;
- o spending should be targeted at locally defined needs;
- o recipients of grant funding should be held accountable and an analysis of benefit received against return invested undertaken;
- o the County Council should work with other local councils and communities in the management of change.

**b) Cumbria County Council - Flood Risk Strategy**

A paper had been circulated alongside the agenda, highlighting areas to be considered for comment. The Council then considered if a response was necessary.

**Resolved:** to submit a Parish Council response. Comments to include that a requirement should be incorporated within new housing development planning applications, for developers to submit detailed surface and foul drainage plans.



### **c) Connecting Cumbria - Phase 2 Broadband Consultation**

This consultation had been received, subsequent to the agenda being circulated. As a response was required by the 9th January it was considered as a supplementary item.

Cllr P Duncan as Broadband Champion for the area, had been asked to look at the document, prior to the meeting.

**Resolved:** no response considered necessary.

### **SR 102/12/14 Village Matters**

#### **102.1 Houghton Echo**

An update was received on the recently distributed edition. A paper had also been circulated alongside the agenda advising on the history of the Echo, previous production and distribution arrangements and three identified options for its future production. This paper being produced at the request of the Houghton Village Hall Treasurer and to be considered at a future village hall meeting.

**Resolved:** paper approved. Cllrs to report back on the Houghton village hall committee preferred option, for the future production and financing of the Echo.

#### **102.2 Houghton Village Green**

A plan of proposed further tree planting and floral display containers to be positioned on the village green by the Houghton in Bloom group had been circulated. The PC being asked to approve the groups plans.

**Resolved:** Approved.

### **SR 103/12/2014 Highway Matters**

#### **103.1 Houghton/Jackson Road Junction - Introduction of Double Yellow Lines**

Following a site meeting held with Police Sergeant S Jamieson, consideration was given to the recommendation that double yellow lines are introduced at the junction of Jackson and Houghton Road - to deter parking on the bend, in the area of the school.

**Resolved:** to support the introduction of double yellow lines.

### **SR 104/12/14 Schedule of Correspondence, notices and publications**

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

### **SR 105/12/14 Councillor Matters**

Cllr P Duncan advised that, subject to approval, a metal footpath stile (removed previously from an area of the parish) would be used to improve access to footpath No. 132002 - the movement of the stile to be funded by Cumbria County Council.

**Agreed:** stile replacement approved.

Cllr A Lightfoot advised that an elderly resident had reported problems experienced due to vehicles parking and blocking the pavement, in the area of the village green. This resulted in the resident having to use the road to walk on and considered hazardous at dark.

Cllr M Fox advised that the bus services in the area are still running. In the morning, the No. 94 service travelling from Crosby on Eden to Carlisle at 9.10 am and 9.40 am.

Also advised on a recent highway accident at High Crosby, due to icy roads.

**Agreed:** Request that highways grit the High and Low Crosby road junctions onto the A689.

**Date of Next Meeting** The next meeting will be held on Wednesday 14th January at 7.30pm in Crosby on Eden Parish Hall. The meeting closed at 9:10 pm.