

**STANWIX RURAL PARISH COUNCIL**

**Minutes of a Meeting of Stanwix Rural Parish Council held on  
Wednesday 11 May 2016 in St. John's Church Hall, Houghton at 7:30 p.m.**

**Present:** The Chairman Cllr M Fox, Cllrs H Phillips, C Duncan, A Lightfoot and C Nicholson.

**In Attendance:** County Cllr Mallinson, City Cllrs M Bowman and J Bainbridge.

**SR 318/5/16 Election of Chairman for Council Year 2016/17**

**Resolved** unanimously that Cllr M Fox be elected as Chairman for the Council Year 2016/17. Cllr Fox signed the Declaration of Acceptance of Office.

**SR 319/5/16 Election of Vice-Chairman for Council Year 2016/17**

**Resolved** unanimously that Cllr H Phillips be elected as Vice-Chairman for the Council Year 2016/17.

**SR 320/5/16 Apologies for absence**

Apologies were received from Cllr R Gordon.

**SR 321/5/16 Requests for Dispensations**

No requests for dispensations were received.

**SR 322/5/16 Declarations of Interest**

Cllrs Nicholson and Phillips both declared an interest in item 325.10 (Houghton Echo Grant Application) due to being co-editors of the publication. Cllr Nicholson also declared an interest in planning application 16/0348 due to knowing the applicants and item 382.1, due to sitting on the Carlisle Flood Recovery Group on behalf of the CPCA.

**SR 323/5/16 Minutes of the meeting of the Parish Council held on 6 April 2016**

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

**SR 324/5/16 Public Participation**

There were no attending members of the public. City Cllr Bainbridge reported he was continuing to investigate flood recovery communication issues and City Cllr Bowman reported that no communication has been received yet regarding a decision to relocate a litter bin in Tarraby.

**SR 325/5/16 Finance Matters**

**325.1 Resolved** that the following payments be approved:

NEST Pension, April pension amendment (note of corrected figure)	£73.31
NEST Pension, May pension	£73.31
Sarah Kyle, Salary and Reimbursements	£1,195.56
Cumbria Payroll, April Payroll	£15.00
Tech4 Office, April Printing	£28.63
HMRC, PAYE & NI	£184.54
YPO, Stationery	£20.64
CALC, Subscription & LCR Review	£356.00
Colvilles Grounds Maintenance, Grounds Maintenance & Graffiti Removal	£915.60
Jean Airey, Internal Audit	£144.10
Came & Company, Insurance 2016/17	£857.10
Houghton Church Parochial Fund, Rental April	£36.00
Linstock WI Hall, Rental April	£24.00
The Society of Local Council Clerks, Membership	£187.00
Savills UK Limited, Linstock Green Tenancy	£10.00
H Phillips, Reimbursements	£14.94
<b>TOTAL</b>	<b>£4062.42</b>

**325.2 Noted:** balances at bank as at 30 April 2016:

Community Account	£3,862.43
Money Manager Account	£98,404.38
Expenditure to 30/04/16	£8,022.68

**325.3 Income Received**

**Noted** the receipt of £38,301.07 being the Precept 2016/17 and £2,238.93 CTRS Grant, both from Carlisle City Council. Also to note the receipt of £4,800.25 from the League of Friends of Brampton and District War Memorial Hospital & The Community in respect of the provision of three defibrillators.

**325.4 Internal Audit Report**

A copy of the internal audit report had been circulated alongside the agenda and was noted.

**325.5 Audit Commission Annual Return Governance Statement**

**Resolved** that the Annual Governance Statement for the Audit Commission Annual Return for the year ended 31 March 2016 be signed by the Chairman.

**325.6 Statement of Accounts for Year Ended 31 March 2016**

**Resolved** that the accounts for the year ended 31st March 2016 be approved and that the Chairman be authorised to sign the Annual Return.

**325.7 Finance/Risk Group**

**Resolved** to accept recommendations made by the Finance/Risk Group, namely:

- No grant funding is to be applied for the children's summer fun days.
- Following updated guidance for the management of goal posts, signs for each of the three areas are to be investigated and consolidated with existing signage where possible. The Clerk will investigate for discussion at a future meeting.

SK

**325.8 Insurance**

**Resolved** to accept a quotation for a three year long-term binding insurance policy with Came & Company brokers. The first years premium of £857.10 was included in the payment schedule.

**325.9 Society of Local Council Clerks Membership**

**Resolved** to authorise membership for the Clerk at a cost of £187. The Clerk has sought approval of donations from Hethersgill, Walton and Scaleby Parish Council's towards the cost.

**325.10 Grant Scheme 2016/17**

Due to two Cllr's declaring an interest in the matter, thereby leaving the Council inquorate on this item, a decision regarding a grant application for the Houghton Echo was deferred until the June meeting. Updated quotations for the publication have been received and Cllr's will be asked to consider them prior to the next meeting so a firm recommendation can be proposed and the application progressed. It was noted that anyone wishing to advertise in the Echo should contact Cllr Phillips.

**325.11 Grant Scheme Criteria**

Consideration was given to revising the grant scheme criteria; the updated more explicit wording had been circulated with the agenda.

**Resolved** to agree the amended criteria and hold a second round of funding this financial year, decisions to be made in October (advertised over the summer with a closing date of end September).

SK

### **325.12 Financial Regulations**

**Resolved** to adopt updated financial regulations in line with the NALC model, as circulated prior to the meeting.

### **SR 326/5/16 Planning Matters**

#### **326.1 Applications**

**16/0332 63 Millcroft, Carlisle, CA3 0HT** - Erection Of Two Storey Rear Extension To Provide Extended Kitchen And Family Room On Ground Floor With En-Suite Bedroom Above And Balcony

**Resolved:** No objections to be made, however noted that there was the potential for overlooking neighbouring properties from the balcony and reconfigured gable windows.

**16/0348 Clubhouse, Eden Golf Club, Crosby on Eden, Carlisle, CA6 4RA** - Replacement Marquee

**Resolved:** No representation to be made.

#### **326.2 Permission Notices Received:-**

**16/0133 Chestnut Cottage, 3 Houghton Road North, Houghton, Carlisle, CA3 0NL** - Removal of Existing Garage and Erection of Two Storey Extension to Provide Garage/Store, WC and Cloakroom on Ground Floor with En-Suite Bedroom Above

**16/0218 Land adjacent Dykeside Cottage, High Knells, Houghton, Carlisle, CA6 4JW** - Installation Of Agricultural Access Tracks

#### **326.3 Withdrawn Applications Received:-**

**16/0061 Land Opposite Knells Cottages, The Knells, Houghton, Carlisle** - Erection of 1No. Dwelling (Outline/Revised Application)

**326.4 16/0010/SNBN Land to the north west of Windsor Way, Carlisle** - Erection of 276no. dwellings

**Resolved:** No observations to be made on the proposed street naming.

### **SR 327/5/16 Clerks Report**

#### **SR295.6/3/16 Grants 2016/17**

The Clerk has authorised the undertaking of a noise pollution survey as previously agreed. The report will encompass Brunstock and Houghton locations for an additional cost of £250. This was due to take place early May but has been delayed due to both illness and the prevailing south wind. It will now take place around 18th May.

#### **SR314/4/16 Planning Carlisle's Future: Notification of Public Consultation, Carlisle District Local Plan 2015 - 2030 Proposed Main Modifications**

A response was submitted to the above. Copy available from the Clerk upon request.

#### **SR314.1.2/4/16 Jackson Road, Houghton - Proposed Introduction of Double Yellow Lines**

The Clerk confirmed that one property affected by the proposals had been consulted. Some other properties had also had informal consultation. As this was deemed adequate no objections were raised to the proposals.

#### **SR315.1/4/16 Tarraby Common Land**

The Clerk has confirmed there is no need for a tree felling license. Utility maps in the area are not necessary and hand-digging in the area can commence as soon as possible.

#### **SR315.2/4/16 Linstock Village Green Track Maintenance**

The project is currently on hold until drainage problems in the area are resolved. In other matters, a request was received from a parishioner to lay small kerbing stones on their access route on Linstock Village Green. A plan detailing the works has been requested.

**SR315.3/4/16 Houghton In Bloom**

A plan and location map was provided by the Group with regards to an additional planter outside the Village Hall. Consent was therefore given to proceed with the works. The new signage has also been obtained and has been passed onto the Houghton In Bloom group for display.

**SR315.6/4/16 Summer Fun Days**

Dates have been reserved with both Crosby & Houghton Village Halls for the provision of 6 summer fun days. No grant funding is to be applied for at this stage.

**SR315.7/4/16 The Stag, Crosby**

Confirmation has been provided that the community group, 'The Stag at Low Crosby' have confirmed their intention to bid on the asset, triggering the six month moratorium period until 07/09/2016.

**Other Matters**

***Parking***

Concerns have been raised regarding parking in Linstock (The Nurseries). The matter was one for the Police and the resident has been advised as such. Concerns were also raised regarding long-term parking opposite the shop in Houghton. A polite notice was drafted for placement on the vehicle windscreen to try and prevent the problem reoccurring.

***Flood Supplies***

The Clerk put a local resident in touch with Cumbria County Council's Flood Recovery Centre for cleaning supplies. Supplies of items remain plentiful and residents are encouraged to use them.

***BT Phone Kiosks***

The final submission has now been made to BT with regards the previous consultation for the transfer of the assets for use as defibrillator housing. Contact is expected to be received from BT in due course.

***Defibrillators***

The Clerk has now received the three defibrillators and cabinets. Quotations for installation at the three locations are being sought.

***Brunstock Lane***

Reports of dog fouling have been received at the above. This has been forwarded to the Environment Officers at Carlisle City Council. Blocked drains in the area have also been reported under call reference 32/1390561 and a repeated requested for street sweeping has been noted.

***Police and Crime Commissioner Elections***

The Clerk has displayed posters relating to the election of the above around the parish.

**SR 328/5/16 Flood Recovery**

**328.1 Update Report**

Cllr Fox had circulated a report alongside the agenda detailing progress to date. He noted also that a County Council website had been established containing useful data however it had not been widely publicised. Communication from the CPCA/CALC was also touched upon with concerns that information is not being widely disseminated by all connected groups.

County Cllr Mallinson updated Cllr's regarding plans for flood defenses for Rickerby. This allayed worries that Rickerby would not be included in future defense plans whilst being part of the Carlisle area reports.

Cllr Fox noted plans for a contract for a pump for the Penstock chamber at Crosby are

underway. He also noted that residents in Crosby are planning that a Christmas Tree be installed in the Village this year. Full details are still being planned and assistance will be offered where possible by the attending City/County Cllr's.

Cllr Nicholson noted Jim Ratcliffe (Environment Agency) is presenting to the CPCA meeting in June.

### **328.2 Flood Donation**

Cllr Fox noted that discussion in Crosby are underway regarding the previously received donation of funds from St. Andrews Church. Cllr Fox will liaise with the Village Hall and report back to a future meeting. It was agreed that some form of recognition of the donation's origins need to be incorporated into the final project.

MF

## **SR 329/5/16 Administration & Governance**

### **329.1 Appointment of Representative to Outside Bodies & Appointment of Working Groups**

**Resolved** to appoint the following representatives to outside bodies:

- Houghton Village Hall Committee – Cllr A Lightfoot.
- Crosby Village Hall Committee – Cllr M Fox
- Brampton & Beyond Community Trust – Cllr M Fox (Trustee)
- Broadband – No representative required.
- Airport Consultative Forum – No representative currently required although Cllr Nicholson will attend should any matters arise.

Also **Resolved** to appoint the following working groups:

- Finance/Risk - Cllrs M Fox, H Philips, R Gordon, A Lightfoot & C Nicholson
- Planning & Housing - Cllrs M Fox, C Nicholson & relevant ward Councillors
- Personnel - Cllrs M Fox & H Philips plus any other relevant Cllr if necessary
- Salary Review - Cllrs M Fox & H Philips
- Cllr Interview Panel - Cllrs H Philips, C Nicholson & A Lightfoot
- Complaints/Appeals - Relevant Selection based upon nature of complaint/appeal
- Environment & Recreation - Cllrs M Fox, H Philips & C Duncan
- Highways & Transport - Cllrs M Fox, H Philips & C Nicholson
- Community Plan - Cllrs M Fox & H Phillips

### **329.2 Programme of Meetings**

**Resolved** that all meetings, with the exception of December, will take place on the second Wednesday of the month. The meeting in December will take place on the first Wednesday to prevent intrusion into the festive period. No meeting is planned for August unless urgent business occurs. (A schedule of venues will be updated during the year when Crosby Village Hall re-opens).

### **329.3 Community Plan**

A report outlining the proposed timeline for the updated Community (Parish) Plan had been circulated alongside the agenda and was **noted**. A suggestion to involve local schools to ensure young people are heard was made. Cllr's Fox and Phillips will pursue this.

**Resolved:** To agree the proposed timetable for production of the above. The questionnaire wording, which will be posted to all households was also agreed.

MF/HP

## **SR 330/5/16 Village Matters**

### **330.1 Linstock Seating**

Consideration was given to a request for additional seating in Linstock, following the removal of the broken metal bench.

**Resolved:** To assess need during the Community Plan process and progress at a future meeting if necessary.

**330.2 Tree at The Garth, Crosby-on-Eden**

Noted that a dangerous tree at the above location had been removed; thanks were offered to County Cllr Mallinson for his assistance.

**330.3 Tree Risk Assessment**

A risk assessment of trees had been carried out with a recommendation for works required on 11 trees. Two quotations had been received for the works recommended, being £450 and £480.

**Resolved:** To proceed with tree surgery as recommended in the risk assessment using Radiata Trees at a price of £450.

**330.4 Bus Shelters, Houghton**

It was noted that the City Council had cleaned the bus shelters as requested and permission had been granted that the Parish Council could paint them to complete the renovation.

**Resolved:** To obtain quotations for the re-painting of two bus shelters in Houghton.

SK

**SR 331/5/16 Schedule of Correspondence, notices and publications**

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

**SR 332/5/16 Councillor Matters**

Cllr Phillips noted complaints regarding dog fouling in Houghton. The Clerk will liaise with the appropriate City Council team for advice and guidance.

SK

Cllr Phillips also presented photographs of the Queen's 90th birthday celebratory bonfire, recently held using Parish Council grant funding.

**SR 333/5/16 Date of Next Meeting**

The next meeting of the Parish Council will be held on Wednesday 8th June 2016 in St. John's Church Hall, Houghton at 7.30pm.

There being no further business, the Chairman closed the meeting at 20.55

WMAF  
8/6/16

**STANWIX RURAL PARISH COUNCIL**

**Minutes of a Meeting of Stanwix Rural Parish Council held on  
Wednesday 8 June 2016 in St. John's Church Hall, Houghton at 7:30 p.m.**

**Present:** The Chairman Cllr M Fox, C Duncan, A Lightfoot, R Gordon and C Nicholson.

**In Attendance:** County Cllr Mallinson, City Cllrs M Bowman and J Bainbridge. Two members of the public.

**SR 334/6/16 Apologies for absence**

Apologies were received from Cllrs H Phillips.

**SR 335/6/16 Minutes of the meeting of the Parish Council held on 11 May 2016**

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

**SR 336/6/16 Requests for Dispensations**

No requests for dispensations were received.

**SR 337/6/16 Declarations of Interest**

Cllrs Nicholson declared an interest in item 339.4 (Houghton Echo Grant Application) due to being a co-editor of the publication.

**SR 338/6/16 Public Participation**

Mr Woodmass, an attending member of the public, expressed concerns regarding:

- Drainage on the small Green in Linstock
- The condition of the surface of the tracks over the Village Green in Linstock
- The removal of a metal bench from Linstock
- The delay in the relocation, after refurbishment, of the goal posts on the Village Green
- The condition of various trees in Linstock
- The condition of various trees in Brunstock

Cllr Fox responded to each of the above points, noting that progress was being made with the drainage works with money set aside for work this year, and that track maintenance was due to be carried out imminently. He also noted that Mr Woodmass had been invited to be involved in discussions regarding the relocation of the goal posts. Cllr Fox requested that any other members of Linstock with concerns contact the Council directly. Cllr Fox agreed that both he and Cllr Gordon will meet with Mr Woodmass on-site to discuss the issues further.

MF/RG

Mr Coles, an attending member of the public, raised concerns the amount of tarmac at the police handling/parade ground, leading to surface water potentially being discharged directly into the catchment of the river Eden. This will be pursued with the landowner.

SK

**SR 339/6/16 Finance Matters**

**339.1 Resolved** that the following payments be approved:

NEST Pension, June pension	£73.31
Sarah Kyle, Salary and Reimbursements	£1,187.07
Cumbria Payroll, May Payroll	£15.00
Tech4 Office, May Printing	£22.11
HMRC, PAYE & NI	£184.54
YPO, Stationery	£41.04
Royal Mail Group Ltd, Response Plus License	£60.00
Airbounce, Houghton Fair	£374.00
Staples, Stamps	£30.24
Houghton Church Parochial Fund, Rental	£36.00
Float, Houghton Fair	£150.00

Newlands Adventure Centre, Houghton Fair	£380.00
William Strike Ltd, Houghton Fair	£75.00
Slaters Fun Fair, Houghton Fair	£725.00
B Hill, Reimbursements Houghton In Bloom	£351.12
Colvilles Grounds Maintenance, May grounds maintenance	£933.60
S Splinter, Tarraby refurbishment works	£200.00
<b>TOTAL</b>	<b>£4,769.03</b>

The Clerk to have the cheques counter-signed by Cllr Phillips after the close of the meeting.

**339.2 Noted:** balances at bank as at 31 May 2016:

Community Account	£4,201.32
Money Manager Account	£94,420.38
Expenditure to 31/05/16	£12,085.10

**339.3 Income Received**

**Noted** the receipt of:

- £50 donation towards the Houghton Fair from Lloyd Ltd
- £616.00 towards the Houghton Fair and Houghton in Bloom from Cumbria County Council
- £15 from Walton Parish Council, contribution towards Clerks SLCC membership
- £15 from Hethersgill Parish Council, contribution towards Clerks SLCC membership
- £15 from Scaleby Parish Council, contribution towards Clerks SLCC membership

**339.4 Houghton Echo Grant**

**Resolved** to pay a grant based on the difference between the cost of printing and advertising revenue received, up to a maximum of £400 over two editions. Cllr Nicholson did not take part in the discussion.

**SR 340/6/16 Planning Matters**

**340.1 Applications**

**16/0032S211 Land adjacent to Waterside Cottage, Tarraby - Tree 445 ash - remove lowest limb, Tree 446 sycamore - Fell, Birch - Fell**

**Resolved:** No representation to be made.

**16/0435 Ivy Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Replacement Of First floor PVCu Window In Rear Extension With Timber Casement Window; Amend Lintel Detail To Arched Soldier Course; Fitting Of Flood Gates To 3No. External Doors; Cover External Stair To Basement And Fit Aluminium Framed Glazed Lantern Over To Provide Natural Light; Raising Of Cill Height To 500mm Of Gable Window To Improve Flood Resistance Of Property (LBC) (Part Retrospective) Amendments To Previously Approved Consent 15/0075**

**Resolved:** The Parish Council cannot determine from the application the type of glass to be used in the proposed aluminium framed glazed lantern over the basement and it is unclear as to whether any basement access is to be retained. The Parish Council to recommend that the Fire Service and Health and Safety Executive be consulted before any consent is granted due to the possible fire and safety hazard presented.

**16/0440 Ivy Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Variation Of Condition 2 (Approved Documents) Of Previously Approved Application 15/0075**

**Resolved:** No representation to be made on this application but attention to be directed to the response of Appn. 16/0435.

**16/0450 The Beeches, Rickerby, Carlisle, CA3 9AA - Internal Alterations To Create Larger Kitchen/Dining Room, Utility And WC Together With Installation Of New Glazed Screen & Door To Existing Porch (LBC)**



**Resolved:** To recommend this application is determined in line with local and national planning policies.

**16/0485 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB - Erection Of Timber Building Adjacent To Entrance Of Garden Centre For The Sale Of Fruit And Vegetables**

**Resolved:** The Parish Council feel unable to comment on this application due to the plans being unable to view online as of 8 June 2016 and the printed plans lacking detailed information. Further details and an extension for response are to be requested.

**16/0486 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB - Creation Of Hand Car Wash With Package Recycling System**

**Resolved:** The Parish Council is unable to comment on this application due to the lack of information given. Specific concerns regarding the arrangements for the disposal of the water/detergent being used were expressed and it was agreed that the application fails to properly and clearly identify the arrangements for its discharge resulting in concerns that inadequate drainage may result in discharge into the nearby Brunstock Beck, a tributary of the River Eden.

Concerns were also expressed that there does not appear to be any consultation being made with either United Utilities or the Environment Agency.

Further details and an extension for response are to be requested.

**340.2 Permission Notices Received:-**

**16/0332 63 Millicroft, Carlisle, CA3 0HT - Erection Of Two Storey Rear Extension To Provide Extended Kitchen And Family Room On Ground Floor With En-Suite Bedroom Above And Balcony**

**16/0158 South Garth, Crosby on Eden, Carlisle, CA6 4QZ - Erection Of Boundary Fence**

**SR 341/6/16 Clerks Report**

*SR315.3/4/16 Houghton In Bloom*

Permission was granted to Houghton In Bloom to plant a tree in commemoration of the Queen's 90th Birthday following consultation with the Chair/Vice-Chair. A plan is to be submitted retrospectively.

*SR330.3/5/16 Tree Risk Assessment*

The appointed contractors for the tree works have confirmed that all works (subject to consent in Tarraby) will take place in August or slightly later, following the bird nesting season.

Other Matters

*Defibrillators*

Installation is due to take place before the end of June. Once the cabinets have been installed the Clerk will arrange the handover of the defibrillators. The Clerk will also investigate signage options.

SK

*Linstock Tree*

Discussion with the Tree Protection officer was held after concerns were raised following some private work to an oak tree in Linstock. A review of trees in the area may be necessary by the Environment and Recreation group in the future. The Clerk to arrange a meeting.

SK

*Cumbria Countryside Access Fund: Workshop Presentation*

Cllr Phillips attended the above on behalf of the Parish Council. An application to the fund will not be progressed due to the minimum grant being £100,000.

**SR 342/6/16 Flood Recovery**

Cllr Fox noted that the Cumbria Flood Partnership (a mix of local authorities, voluntary groups,

Environment Agency and flood groups) were currently creating a plan for the County with a 25 year life span. This is based upon the three areas of Eden, Derwent and Kent Rivers and incorporates a series of solutions to overcome flooding, such as up-stream storage and means of dissipating the flow. Concerns were expressed regarding the capacity of organisations to deliver based on the number of reports that must be written. It was also stressed that a more co-ordinated approach to ensure all groups are coherently working together is needed. Cllr Nicholson advised that the City Council is pressing the Environment Agency to implement actions before winter.

A Carlisle Flood Forum will take place at Crosby School on 29th June for residents, commencing at 6pm. Cllr Nicholson sent apologies for this meeting.

**SR 343/6/16 Administration & Governance**

**343.1 Community Plan**

It was noted that the questionnaire is due to be distributed soon to homes and that voluntary groups were also to be contacted separately. Cllrs Fox and Phillips are also speaking to local schools. Analysis will take place during August and dates for the September meetings around the parish will be made available in due course. Cllr Nicholson suggested the completion of the Community Plan should be used as a springboard for the production of a Neighbourhood Plan.

**SR 344/6/16 Village Matters**

**344.1 Bus Shelters, Houghton**

Only two quotations had been received to date to repaint the shelters. The Clerk to obtain a third quotation before progressing at the July meeting.

SK

**SR 345/6/16 Highways Matters**

**345.1 Highways England's Request for Evidence**

Resolved that Cllrs Fox and Nicholson will collate a response to the above before the submission deadline of end June 2016. Cllr Bainbridge is to forward an email containing a presentation on the future of the A69 and the Clerk is to obtain recent traffic data for the A69 and A689.

MF/CN  
SK

**SR 346/6/16 Schedule of Correspondence, notices and publications**

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

**SR 347/6/16 Councillor Matters**

Cllr Nicholson noted he had reported an overgrown hedge in Rickerby to Highways. He also passed on details of an overgrown hedge on Houghton Road - the Clerk to report.

SK

Cllr Fox noted that Electricity NW had been in contact for consent to undertake cable works on the White Moss Common. They are to be informed that the Parish Council have no objections however they will need to speak to Natural England, who are responsible for the SSSI.

MF

**SR 348/6/16 Date of Next Meeting**

The next meeting of the Parish Council will be held on Wednesday 13th July 2016 in St. John's Church Hall, Houghton at 7.30pm.

Councillors were reminded that the Houghton Fair is to take place on Saturday 2nd July.

There being no further business, the Chairman closed the meeting at 20.34.

WMAH  
13/7/16

**STANWIX RURAL PARISH COUNCIL**

**Minutes of a Meeting of Stanwix Rural Parish Council held on  
Wednesday 13 July 2016 in St. John's Church Hall, Houghton at 7:30 p.m.**

**Present:** The Chairman Cllr M Fox, C Duncan, A Lightfoot, M Sherriff, R Gordon and C Nicholson.

**In Attendance:** City Cllrs M Bowman and J Bainbridge.

**SR 349/7/16 Apologies for absence**

Apologies were received from Cllr H Phillips and County Cllr J Mallinson.

**SR 350/7/16 Minutes of the meeting of the Parish Council held on 8th June 2016**

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

**SR 351/7/16 Requests for Dispensations**

No requests for dispensations were received.

**SR 352/7/16 Declarations of Interest**

Cllr Duncan declared an interest in planning applications 16/0485, 16/0486 (at the time of the agenda items) as well as application 16/0597. He also declared an interest in item 358.5 (Tidy Garden scheme). Cllr Lightfoot also declared an interest in planning application 16/0597. Cllr Nicholson declared an interest in correspondence relating to Linstock Village Green. Cllr Fox declared an interest in matters relating to Crosby Parish Hall, being an appointed Committee member on behalf of the Council.

**SR 353/7/16 Public Participation**

No members of the public were present.

**SR 354/7/16 Finance Matters**

**354.1 Resolved** that the following payments be approved:

NEST Pension, July pension	£73.31
Sarah Kyle, Salary and Reimbursements	£1275.53
Cumbria Payroll, May Payroll	£18.00
Tech4 Office, May Printing	£28.15
HMRC, PAYE & NI	£184.54
Houghton Church Parochial Fund, hire June	£24.00
Play Inspection Company, Quarterly Inspections	£150.00
Croftlands Trust, Houghton Fair Printing	£87.89
P Short, PAT Testing	£48.00
John Williams Landscaping, BMX Track Repairs	£147.60
A Occomore, Houghton Fair Expenses	£203.39
YPO, Stationery	£40.11
Colvilles Grounds Maintenance, Grounds works	£1641.60
<b>TOTAL</b>	<b>£3922.12</b>

**354.2 Noted:** balances at bank as at 30 June 2016:

Community Account	£2,106.29
Money Manager Account	£93,128.03
Expenditure to 30/06/16	£16,854.13

**354.3 Income Received**

**Noted** the receipt of:

- £697.28 from HMRC (VAT Refund)
- £10.37 from HSBC (Bank Interest)

- £32.50 Houghton In Bloom (Fair receipts)
- £130 Return of Float less Expenses (Houghton Fair)
- £706.15 Houghton Fair Receipts from day
- £75.00 Return of Cheque 200049 William Strike Ltd (Houghton Fair Refreshments)

#### **354.4 August Payments**

Consideration was given as to arrangements for payments during August when no meeting is scheduled to take place.

**Resolved:** To defer all non-urgent payments until September. Any urgent payments requiring authorisation will be ratified at the next meeting.

#### **354.5 Quarterly Monitoring Report**

A report on income and expenditure for the period 1st April to 30th June 2016 was circulated alongside the agenda and **noted**.

#### **354.6 Clerks Salary**

**Resolved** to adopt new pay scales in accordance with National Joint Council salary scales, effective 1 April 2016 to 31st March 2018.

### **SR 355/7/16 Planning Matters**

#### **355.1 Ratification of Responses Made Prior to the Meeting**

**1/16/9004 Houghton C of E School, Houghton, Carlisle, Cumbria, CA3 OPA** - Single Storey extension at rear of school, to create provision for larger assembly/dining hall, two new classrooms and withdrawal/PPA spaces

**Resolved:** To approve the submitted response (previously circulated alongside the agenda). Particular concerns regarding parking and drainage were highlighted.

#### **355.2 New Applications**

**16/0485 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB** - Erection Of Timber Building Adjacent To Entrance Of Garden Centre For The Sale Of Fruit And Vegetables

**Resolved:** To note that there are still no detailed elevations, or clear photographic or artistic illustrations of the proposal and no meaningful descriptions of materials are given on the application form however, even without further detailed information, by virtue of its proposed location the Council consider that the timber framed building will intrude significantly upon the glazed façade of the garden centre, detracting considerably from the latter's symmetry of design. The balanced aspect of the glazed façade is fundamental to the integrity of the building's design; described in the officer report, relating to original Appn No 03/1024, as being – "...designed and finished to reflect a Victorian palm house. It would have 3 bays and would be entered through the central bay from the car park areas."

Also to note that the use of brown PPC roller shutters compounds the proposed building's clumsy design which, in conjunction with its siting, would create a wholly inappropriate clash of styles at what is the garden centre's most attractive elevation. For the above reasons the Parish Council urges the refusal of planning consent.

In addition, the application states that there are no protected and priority species or designated sites, important habitats or other biodiversity features on land adjacent to or near the proposed development. The package treatment plant attenuation pond that would serve the proposed development lies within approximately 25m-30m of Brunstock Beck, a tributary of the River Eden SSSI/SAC, yet no projected additional discharge volumes are given.

**16/0486 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB** - Creation Of Hand Car Wash With Package Recycling System

**Resolved:** To note that some documents on the LPA website are not in the customary PDF format and are inaccessible online. Also that the Parish Council has previously raised

specific concerns regarding the arrangements for the disposal of the water/detergent to be used and the application's failure to properly and clearly identify the arrangements for its discharge. The Parish Council also expressed concerns that inadequate drainage arrangements may result in discharges into the nearby Brunstock Beck, a tributary of the River Eden SSSI/SAC.

It is noted that the applicant, Klondyke Group Ltd, does not know how any foul sewage will be disposed of yet proposes to connect to the existing drainage system.

The Parish Council welcome the Environment Agency's comments relating to the disposal of foul waste water from the site and existing surface water drainage. It also notes the ES's comments regarding existing permitted levels of water abstraction and the existing Discharge Consent. The Parish Council recommends examination of the current actual volumes in order to ensure that these do not already exceed the permitted levels.

The application states that there are no protected and priority species or designated sites, important habitats or other biodiversity features on land adjacent to or near the proposed development. The package treatment plant attenuation pond that would serve the proposed development lies within approximately 25m-30m of Brunstock Beck, a tributary of the River Eden SSSI/SAC, yet no projected additional discharge volumes are given.

As strict compliance with EA requirements, for environmental safeguarding, cannot be fully guaranteed without continual on-site monitoring the Parish Council to urge refusal of consent.

**16/0597 Land at Orchard Gardens, Houghton, Carlisle, CA3 0LH - Erection Of 4no. Bungalows (Reserved Matters Application Pursuant To Outline Approval 13/0787)**

**Resolved:** The Parish Council to note that Outline Approval 13/0787, for 6 units, was subject to a s106 agreement to provide a contribution to affordable housing and that current application is for only 4. Clarification is therefore to be sought regarding the status of the previously agreed s106 agreement in view of the amended application and the Parish Council support the retention of the agreement, or a similar replacement agreement, in order to assist the delivery of affordable housing.

Also to stress that drainage problems in the area are being exacerbated by works already begun and to contend that Carlisle City Council, being responsible for granting the previous outline consent, has acquired a duty to ensure that the problems arising from the consequences of its decision, i.e. the worsened drainage issue, are fully resolved prior to the commencement of any further building work.

**355.3 Permission Notices Received:**

**16/0183 Brunstock House, Brunstock, Carlisle, CA6 4QG - Repair And Alterations To Existing Roof (LBC)**

**16/0348 Clubhouse, Eden Golf Club, Crosby on Eden, Carlisle, CA6 4RA - Replacement Marquee (Retrospective)**

**16/0032 S211 Land adjacent to Waterside Cottage, Tarraby - Tree 445 ash - remove lowest limb, Tree 446 sycamore - Fell, Birch - Fell**

**16/0435 Ivy Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Amendments To Previously Approved Consent 15/0075; Replacement Of First floor PVCu Window In Rear Extension With Timber Casement Window; Amend Lintel Detail To Arched Soldier Course; Fitting Of Flood Gates To 3No. External Doors; Cover External Stair To Basement And Fit Aluminium Framed Glazed Lantern Over To Provide Natural Light; Raising Of Cill Height To 500mm Of Gable Window To Improve Flood Resistance Of Property (LBC) (Part Retrospective)**

**355.4 Deferment Notices Received:**

16/0097 Land adj Croft House, Brunstock, Carlisle, CA6 4QG - Erection Of Dwellings (Outline)

**Resolved:** To submit a formal complaint regarding the procedures followed in handling the above application.

MF

**SR 355/7/16 Clerks Report**

*SR338/6/16 Linstock/Brunstock Issues*

Cllrs Fox and Gordon met with Mr H Woodmass to discuss issues raised in Linstock and Brunstock. An Environment and Recreation group meeting will be called to progress the issues.

CLERK

With regards to the matter raised in relation to surface water from the parade ground, this has been passed onto the Environment Agency.

*SR 347/6/16 Overgrown Hedge, Houghton Road*

The Clerk reported this matter and ownership of the hedge is being looked into. The reference number is 32/1397290.

Other Matters

*Defibrillators*

Installation has now been completed at both Crosby-on-Eden Parish Hall and Houghton Village Hall. Both of these defibrillators are now "live" on the ambulance system. The three volunteer guardians have all held a briefing session held by the North West Ambulance Service.

CLERK

The unit at Linstock has not yet been fitted due to concerns over the weight of the cabinet on the building. This matter is in hand.

*Tarraby Conservation Area*

Work has now been completed on the area as previously authorised. Permission has also been granted to remove the silver birch tree. One complaint has been received with regards to the new sign and two complaints have been received regarding parking on the common land.

*BMX Track*

Works to repair damage caused by the December 2015 floods has now been carried out.

*Play Area Inspections*

The operational inspections have been carried out. All items are on-going and low risk and will be dealt with by the Clerk in due course.

CLERK

*Traffic Data*

Limited traffic data has been obtained for the A69 and for the A689. This will be compared to previous figures obtained in due course.

CLERK

**SR 356/7/16 Flood Recovery**

Cllr Fox noted that he was engaged in ongoing dialogue with a Rickerby resident who is leading resilience work there. He also noted he had attended the Flood Recovery meeting in Crosby and the Crosby Flood Group are working together in response to the findings presented to formulate proposals to submit to the Environment Agency. These proposals will be circulated amongst members. Discussion had been previously held as to the Flood Group becoming a working party of the Parish Council and therefore it was noted that hall hire costs will be covered for their meetings.

City Cllr Bowman noted that the City Council are developing a "Winter Plan". Concerns were raised that this plan did not include the rural parishes. Cllr Bowman will keep the Parish Council updated.

WMAF  
14/9/16

**SR 357/7/16 Administration & Governance**

**357.1 Community Plan**

It was noted that over 100 questionnaires had been received. Analysis of these will be carried out prior to the September meeting.

**MF/HP/  
CLERK**

**357.2 Village Hall Reports**

Houghton Village Hall

Cllr Lightfoot expressed concerns regarding the arrangements for distribution of the defibrillator access code. It was explained that the code is only to be held by the Guardian and any member of the public should only receive the code in response to a 999 emergency. Training can be offered to the Committee members if required from Cumbria Fire and Rescue service. Cllr Lightfoot also confirmed that the tiling in the kitchen has been completed and work continues to obtain quotes for the replacement ceiling. He also noted that the Hall had agreed a contribution towards the new Houghton in Bloom sign. Finally he noted that arrangements for a potential supervisor for hall user groups were being discussed.

Crosby-on-Eden Parish Hall

Cllr Fox noted that the supper room and small meeting room were now re-opened following flood refurbishments, however rot had been found in the joists in the main hall which would not be covered by the insurance. An application had been made to the County Council to transfer grant funds from the purchase of new chairs to the required joist works and it was agreed by all that the funds the Parish Council have committed to chairs should also be used for this project. A new application for the chairs will be considered in the future. It was also agreed that a loan to the Hall to enable cash flow issues to be managed may need to be considered. A meeting will be called if this becomes necessary.

**357.3 Beck Burn Windfarm**

Cllr Fox had attended a meeting regarding grant payments in respect of the above, however funds are to only be paid to projects benefitting residents within a 5km radius, of which the Parish falls outside.

**SR 358/6/16 Village Matters**

**358.1 Houghton Fair 2016**

Thanks were offered to Cllrs Phillips, Sherriff and Duncan, as well as Ms Occomore, for their hard work in putting together a successful Fair once again. It was noted that the weather had a detrimental effect on attendance but those that did come had enjoyed the event. Final financial figures are still being collated but it is anticipated the costs will be well within budget. A letter of thanks is to be sent to the Fire Brigade for their attendance.

**CLERK**

**358.2 Defibrillator Signage**

**Resolved** to purchase defibrillator signage for Houghton and Crosby at a cost of £23.50 per sign.

**358.3 Bus Shelters**

Quotations had been received for the painting of two bus shelters in Houghton for £300, £680 and £685.

**Resolved:** To accept a quotation from Pattinson's decorators for £300.

**CLERK**

**358.4 Signage**

A report had been circulated alongside the agenda suggesting new signage for Houghton, Crosby and Linstock to highlight the new goal post safety regulations, as well as consolidate existing signage and issues (e.g. car parking) where appropriate.

**Resolved:** To accept a quotation from Cumbria County Council of £230.25 plus VAT for three new signs as above.

**CLERK**

WNAF

14/9/16

**358.5 Tidy Garden Scheme**

**Resolved** to contribute £56 towards plaques for the above. It was noted that the presentation ceremony will be on 29th September at Houghton Hall, arrival 5.30pm for a 6pm start. The event will be advertised on the Council website.

*Cllr Gordon left the meeting at 20.57.*

**358.6 Houghton Football Pitch**

It was noted that the Carlisle Centurions FC team will be using Houghton Village Green for their home games, generally with the U8 team and never older than the U10 team.

**358.7 Drainage, Houghton Village Green**

**Resolved:** To investigate the current state of repairs at the above and re-tender for works if necessary. The matter will be discussed fully at the September meeting.

CLERK

**SR 359/7/16 Highways Matters**

**Highways England's Request for Evidence**

**Resolved** to ratify the previously submitted response in regards to the above.

**SR 360/7/16 Schedule of Correspondence, notices and publications**

A schedule of correspondence, notices and publications received since the last meeting was received and noted. One supplementary item of correspondence had been received and related to a complaint regarding the moving of the Linstock Village Green goal posts. Cllr Fox will follow this up in person with the resident before providing a written response.

MF/  
CLERK

**SR 361/7/16 Councillor Matters**

**Cllr Duncan** noted a perceived increase in dog walkers on Houghton Village Green.

**SR 362/7/16 Date of Next Meeting**

The next meeting of the Parish Council will be held on Wednesday 14th September 2016 in the Parish Hall, Crosby-on-Eden at 7.30pm.

There being no further business, the Chairman closed the meeting at 21.11.

WMA  
14/9/16



## STANWIX RURAL PARISH COUNCIL

### Minutes of a Meeting of Stanwix Rural Parish Council held on Wednesday 14 September 2016 in the Parish Hall, Crosby-on-Eden at 7:30 p.m.

**Present:** The Chairman Cllr M Fox, H Phillips, A Lightfoot, M Sherriff, R Gordon and C Nicholson.

**In Attendance:** City Cllrs M Bowman and J Bainbridge. County Cllr J Mallinson and three members of the public.

#### SR 363/9/16 Apologies for absence

Apologies were received from Cllr C Duncan.

#### SR 364/9/16 Minutes of the meeting of the Parish Council held on 13th July 2016

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

#### SR 365/9/16 Requests for Dispensations

No requests for dispensations were received.

#### SR 366/9/16 Declarations of Interest

Cllr Phillips declared an interest in planning application 16/0686, the applicant being known to him. Cllr Fox declared an interest in planning applications 16/0787 and 16/078 due to the applicant being known to him. He also declared an interest in item 370/9 due to being involved in local flood recovery groups. Cllr Nicholson declared an interest in 370/9 due to also being involved in flood groups in his role as CPCA Chairman. He also declared an interest in 373.1, due to knowing a resident involved.

#### SR 367/9/16 Public Participation

Mr Coles noted concerns over bus stop provision relating to the Eden Gate development in Houghton, relating to planning application 16/0694.

#### SR 368/9/16 Finance Matters

**368.1 Resolved** that the following payments be approved:

Royal Mail, Community Plan questionnaires	£86.17
NEST Pension, July corrected amount to note	£76.24
NEST Pension, August	£74.05
NEST Pension, September	£74.05
Sarah Kyle, Salary and Reimbursements July & August	£2,256.61
Cumbria Payroll, July & August payroll plus pension compliance	£72.00
Tech4Office, July & August Printing	£38.53
HMRC, July & August PAYE & NI	£395.34
Houghton Parochial Church Fund, July rental	£36.00
Colvilles Grounds Maintenance, Grass cutting	£957.60
Matthew Flynn, Tree maintenance	£450.00
BDO Stoy Hayward, Audit	£360.00
Houghton Village Hall, hall hire for summer fun days	£105.00
Royal Mail, Community Plan questionnaires	£4.61
Houghton Village Hall, repayment of CPCA grant	£1500.00
Houghton Village Hall, grant payment 2015/16	£300.00
C Duncan, Reimbursements	£56.00
Carlisle Centurions FC, grant	£495.86
Linstock WI Hall, grant	£527.84
Pattinsons Decorators, bus shelter painting	£300.00
HTC Phillips, Website hosting	£100.00
1st Houghton Rainbows, grant	£50.00
H Phillips, Reimbursements	£32.22

**TOTAL £8,348.12**

**368.2 Noted:** balances at bank as at 31st August 2016:

Community Account	£1,320.77
Money Manager Account	£91,344.00
Expenditure to 31/08/16	£20,864.30

**368.3 Income Received**

**Noted** the receipt of:

- £100 from Carlisle City Council (Houghton Fair donation)
- £30 from Houghton Village Hall (Houghton in Bloom donation)
- £1,615.97 from HMRC (VAT refund)
- £8.99 from Houghton in Bloom (refund of purchases returned)
- £11.92 from HSBC (bank interest)

**368.4 Audit Commission Annual Return 2015/16**

**Noted** the successful completion of the intermediate external auditor annual return certificate and report 2015/16 with no matters to bring to the attention of the Council

**SR 369/9/16 Planning Matters**

**369.1 Ratification of Responses Made Prior to the Meeting**

**All responses formulated by the Planning Group and made under delegated powers of the Clerk had been circulated to members prior to the meeting.**

**16/0591 Dykeside Cottage, High Knells, Houghton, Carlisle, CA6 4JW - Change Of Use Of Land From Agricultural To Domestic & Formation Of A Gravel Topped Hardstanding**  
**Resolved** to ratify the submitted response.

**16/0686 55 Tribune Drive, Houghton, Carlisle, CA3 0LE - Demolition Of Existing Rear Conservatory; Erection Of Single Storey Rear Extension To Provide Additional Living Accommodation And W.C.; Conversion And Extension Of Existing Detached Garage To Form Enlarged Garage On Ground Floor With Annex Accommodation Above**  
**Resolved** to withdraw the submitted response.

**16/0551 Land opposite The Far Boot, Houghton, CA6 4JF - Erection Of 1no. Dwelling**  
**Resolved** to ratify the submitted response.

**16/0695 The Lilacs, 24 The Green, Houghton, Carlisle, CA3 0NF - Erection Of Garden Shed/Cabin To Front Elevation**  
**Resolved** to ratify the submitted response.

**16/0692 Whitrigg Lea, Crosby on Eden, Carlisle, CA6 4QY - Single Storey Side Extension To Provide Sunroom/Orangery**  
**Resolved** to ratify the submitted response.

**16/0017 TPO Little Croft, Linstock, Carlisle, CA6 4PY - Remove excessive foliage from around flue to improve venting**  
**Resolved** to ratify the submitted response.

**16/0694 Land at Hadrian's Camp, Houghton Road, Houghton, Carlisle, Cumbria, CA3 0LG - Removal Of Condition 33 Of Previously Approved Outline Application 12/0610 Regarding The Requirement For 2No. Bus Stops With Boarding Platforms And Link Footways**  
**Resolved** to ratify the submitted response.

**16/0721 Houghton Hall, Houghton, Carlisle, CA6 4JB - Installation Of 3No. Replacement**

SK

WRAF  
12/10/16

Windows And Doors (LBC)  
**Resolved** to ratify the submitted response.

**16/0703 E & N Farrer Ltd, Hangar 115, Carlisle Airport, Irthington, Carlisle CA6 4NW - Removal Of Existing Open Wagon Wash; Reformation Of Storage Yard And Erection Of Covered Wagon Wash**

**Resolved** to ratify the submitted response.

**16/0729 Fair Oaks, 28 Houghton Road, Houghton, Carlisle, CA3 0LA - Provision Of Pitched Roof Over First Floor Bay Window**

**Resolved** to ratify the submitted response.

### **369.2 New Applications**

**16/0778 Land at Lansdowne Close, Carlisle, CA3 9HN - Erection Of 19No. Dwellings**

**Resolved** to urge conditioning regarding inclusion of a condition to ensure compliance with the recommendations contained in paragraphs 8-8.1 of the Tree Survey Report and to ensure that any clearance of vegetation avoids the bird nesting/breeding season. The PC advocates that the advice of Natural England be obtained regarding any need for a Bat Survey, and possible opportunities for enhancing biodiversity; and that any recommended conditioning be imposed. The Council also urges conditioning to ensure full compliance with any recommendations made by Environment Agency, the Lead Local Flood Authority and United Utilities as relevant to significant discussion of drainage issues in respect of previously Application No 14/0778.

**16/0787 Eden Croft, Green Lane, Crosby on Eden, Carlisle, CA6 4QN - Conversion And Extension Of Barn To Create 1no. Dwelling (Revised Application)**

**Resolved** that in view of the restricted access, and the sites close proximity to neighbouring dwellings, the PC advocates conditioning to:

- Limit the hours of work, in order to ensure that works do not disturb the occupants of neighbouring property.
- Ensure that construction traffic and materials stored on or near the site do not have any adverse impact upon neighbouring dwellings, or other third party property.
- Ensure that no light pollution is allowed to occur and; that any permanent or temporary lighting installed, anywhere on the proposed dwelling and/or Eden Croft, should not cause a nuisance to neighbouring properties or to the highway.
- Ensure that the designated public footpath is not used as construction access and; that, prior to occupation of the proposed dwelling, that part of the designated public footpath, linking Green Lane with the field, is surfaced to a standard sufficient to permit the safe passage of emergency vehicles and; that this surface continues to the boundary of the proposed dwelling and; that emergency access be installed within the boundary at that point.
- Ensure consultation with Natural England regarding mitigation in respect of habitat and nesting of birds and bats, and;
- Ensure that any works undertaken avoid the bird nesting/breeding season.

Aside from the above, to recommend determination in accordance with national and local policy and conservation advice.

**16/0788 Eden Croft, Green Lane, Crosby on Eden, Carlisle, CA6 4QN - Conversion And Extension Of Barn To Create 1no. Dwelling (Revised Application) LBC)**

Refer to comments made above under 16/0787.

**16/0791 Woodside, Brunstock, Carlisle, CA6 4QG - Demolition Of Existing Dwelling And Erection Of 2No. Dwellings With Creation Of Additional Vehicular Access**

**Resolved** to object to the application due to concerns over access issues. The full submission to be made to the LPA to include diagrams to highlight the area of objection.

**369.3 Permission Notices Received:**

**16/0440 Ivy Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA** - Variation Of Condition 2 (Approved Documents) Of Previously Approved Application 15/0075

**16/0485 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB** - Erection Of Timber Building Adjacent To Entrance Of Garden Centre For The Sale Of Fruit And Vegetables

**369.4 Withdrawal Notices Received:**

**16/0486 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB** - Creation Of Hand Car Wash With Package Recycling System

**369.5 Whiteclosegate**

It was noted that the planning department had been notified of works being carried out, potentially without necessary consent. It is however understood that a planning application has now been submitted and will be discussed when received.

**SR 370/9/16 Clerks Report**

**SR355/7/16 1/16/9004 Houghton C of E School Planning Application**

Concerns raised following the publication of an article in the local newspaper have been responded to by the Chairman, both by means of writing to individually concern residents and also by writing to the Editor of the Cumberland News.

**16/0097 Land Adj Croft House, Brunstock**

The Chairman is continuing to correspond with Carlisle City Council regarding a formal complaint made over the process during the Development Control Committee.

**SR358.3/7/16 Bus Shelters**

The painting of the bus shelters has now been completed.

**SR358.4/7/16 Signage**

Signs have been received for Houghton, Crosby and Linstock. The Houghton and Crosby signs will be installed in due course. The Clerk is consulting with the City Council planning department with regards to the Linstock sign.

**SR358.7/7/16 Drainage, Houghton Village Green**

Information regarding the drainage is still in the process of being obtained. Quotations will be obtained as soon as possible.

**Other Matters**

**Audit**

The Clerk has arranged for the mid-year audit to be carried out on Thursday 5th October.

**Sport and Physical Activity Days**

Six days have been held at Crosby and Houghton. The numbers of those attending had been received and appeared to be much lower than in previous years. The matter will be discussed at the October meeting.

**SR 371/9/16 Flood Recovery**

A report had been circulated alongside the agenda for consideration. It was **resolved:**

- To support the Crosby Flood Group by writing to the Environment Agency to urge them to respond to their recommendations and comment on planned future actions.
- That City Cllrs Bowman and Bainbridge will determine progress regarding the City Council Flood plan.
- To write to MP Rory Stewart regarding the above issues.
- To support the installation of a Christmas Tree to mark "Storm Desmond+1". City Cllr Bowman will assist with the sourcing and erection of a tree. Funding has been applied for by

MF

SK

local groups to Cumbria Community Foundation however both City Cllrs and County Cllr Mallinson offered financial assistance if required.

- To donate the monies received from St. Andrews Church, Milton Keynes to Crosby Parish Hall for the provision of new blinds.
- Cllr Gordon to speak to the PCC regarding the possibility of the Church becoming a reception centre in case of future floods.

RG

#### SR 372/9/16 Administration & Governance

##### 372.1 Community Plan

Dates for meetings around the parish to follow up on the questionnaire results have been set as:

- 27th September at Crosby on Eden
- 29th September at Linstock
- 5th October at Kingmoor
- 6th October at Houghton

Councillors are asked to attend where possible and inform the Clerk of which they will be present at.

ALL

The prize draw for those who responded to the postal survey was drawn by City Cllr Marilyn Bowman, the winning resident being Mr N Holmes.

SK

##### 372.2 Community Right to Bid Member Training

Cllrs were reminded of the above training course, details of which had been previously circulated via email.

#### SR 373/9/16 Village Matters

##### 373.1 Greens and Open Spaces

A report had been circulated alongside the agenda and was noted with the following points:

- A suggestion to remove the goal posts in Linstock at the end away from the play area was made, to alleviate potential anti-social problems as reported from a concerned resident. Concerns were however raised regarding the impact on safety for those using the play area, and further concerns were raised regarding the goal posts in Linstock in general due to them not supporting butterfly clips for the nets. It was therefore resolved to look in detail at the situation as a whole prior to the next meeting. The resident who originally raised the complaint will be written to.
- Goal posts in Houghton have been re-sited following complaints.
- A memorial tree at Crosby Parish Hall had regretfully been felled mistakenly as the tree was actually under the Management Committee responsibility. An offer to plant a replacement has been made.
- Further works are suggested to trees in Linstock. A meeting has been held with the contractor and a quotation is being sought for the necessary works.
- A parcel of land at Crosby is under request to be passed over to the local residents. The Parish Council resolved to support this bid, at no cost or liability to itself.

MF/HP/  
SK

##### 373.2 Oak Trees, Linstock

Correspondence had been received to alert the Council that the Forestry Commission had received an application to fell 16 oak trees in between Linstock and Rickerby. Cllr Bainbridge stated that TPO's had now been placed on the oaks concerned. A letter of concern had been drafted from the Parish Council urging preservation of the oaks and it was resolved to ratify this for submission.

SK

##### 373.3 Linstock Drainage

Cllr Fox has arranged to meet with the Highways Inspector, following correspondence received that indicated that the Highways department did not feel the original drainage solution suggested was viable (min 284.4/2/16 refers) and that raising of the land in question was more suitable. Cllr Fox will report findings at the October meeting.

MF

**373.4 Linstock Defibrillator**

Following confirmation that the defibrillator cabinet would not attach safely to the WI Hall, it was **resolved** to proceed with installation on a custom made pole, subject to consent from the Hall Committee. County Cllr Mallinson offered to support the installation up to a maximum of £250.

SK

**SR 374/9/16 Schedule of Correspondence, notices and publications**

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

**SR 375/9/16 Councillor Matters**

**Cllr Phillips** requested an update on drainage works from 1-8 The Green. The Clerk is attempting to have quotations ready for the October meeting.

SK

**Cllr Lightfoot** noted that the Houghton Village Hall Management Committee are seeking a new treasurer.

**Cllr Nicholson** noted that a resident in Houghton is maintaining an area of registered Village Green. He is to be written to, to thank him for his endeavours, whilst reminding him that the land is registered Green and under the ownership of the Parish Council.

SK

**SR 376/9/16 Date of Next Meeting**

The next meeting of the Parish Council will be held on Wednesday 12th October 2016 in the Parish Hall, Crosby-on-Eden at 7.30pm (not at St. John's Church Hall, Houghton as previously advertised).

There being no further business, the Chairman closed the meeting at 21.25.

WMAFR  
14/10/16

## STANWIX RURAL PARISH COUNCIL

### Minutes of a Meeting of Stanwix Rural Parish Council held on Wednesday 19 October 2016 in the Parish Hall, Crosby-on-Eden at 7:30 p.m.

**Present:** The Chairman Cllr M Fox, H Phillips, A Lightfoot, M Sherriff, R Gordon, C Duncan, C Nicholson and A Coles (see item SR379/10/16).

**In Attendance:** City Cllrs M Bowman and J Bainbridge.

#### SR 377/10/16 Apologies for absence

Apologies were received from County Cllr J Mallinson.

#### SR 378/10/16 Minutes of the meeting of the Parish Council held on 14th September 2016

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

#### SR 379/10/16 Co-option of Councillor for Houghton Ward

Mr Coles left the room. A recommendation to co-opt Mr Coles was made by the recruitment working group following interview earlier in the month.

**Resolved** to co-opt Mr A Coles as member for Houghton Ward. Cllr Coles assumed his position immediately. The Clerk took receipt of the completed Declaration of Acceptance of Office and Register of Interest.

#### SR 380/10/16 Requests for Dispensations

No requests for dispensations were received.

#### SR 381/10/16 Declarations of Interest

Cllr Nicholson declared an interest in planning application 16/0808 due to the proximity of its location to his home. He also declared an interest in item 386/10 due to being a member of the Carlisle Flood Recovery Group. Cllr Fox declared an interest in all matters relating to Crosby Parish Hall, being an appointed member of the Village Hall Management Committee. Cllr Duncan declared an interest in item 389.3, Greens and Open Spaces.

#### SR 382/10/16 Public Participation

No members of the public were present.

#### SR 383/10/16 Finance Matters

##### 383.1 Resolved that the following payments be approved:

NEST Pension, October	£74.04
Sarah Kyle, Sept salary and reimbursements	£1,192.95
Cumbria Payroll, Sept payroll	£18.00
Tech4Office, Sept printing	£27.61
HMRC, Sept PAYE/NI	£189.84
B Hill, Reimbursements Houghton In Bloom	£220.53
Crosby Parish Hall, flood recover grant	£331.13
Colvilles Grounds Maintenance, grass cutting & goal post removal	£1,063.20
GLL, Summer Play Scheme provision	£2,400.00
Play Inspection Company, operational inspections	£210.00
Crosby Parish Hall, grant	£1,276.00
Craig Pattinson, replacement for cheque 200057	£300.00
<b>TOTAL</b>	<b>£7,303.31</b>

##### 383.2 Noted: balances at bank as at 30 September 2016:

Community Account	£2,118.10
Money Manager Account	£87,755.92

Expenditure to 30/09/16      £28,975.96

### **383.3 Income Received**

**Noted** the receipt of:

- £1500 Carlisle City Council (CPCA Grant to Houghton Village Hall)
- £300 return of cheque 200057

### **383.4 Quarterly Monitoring Report**

A report on income and expenditure for the period 1st April to 30th September 2016 was circulated alongside the agenda and noted. Full analysis will take place by the Finance working group at a meeting to be held on 31 October 2016.

### **383.5 Grant Scheme 2016/17 2nd Round**

Three applications had been received and the decisions were made as follows:

- a) Crosby Parish Hall, grant for new lighting - **Resolved** to award £1284.96. Cllr Fox took no part in the decision made.
- b) Houghton Toddler group, grant for ongoing costs - **Resolved** to defer to collect further information.
- c) Waverley Line Project - grant for re-opening the line as a bridleway - **Resolved** to discuss as part of agenda item 388.3

SK

## **SR 384/10/16 Planning Matters**

### **384.1 New Applications**

**16/0808 11 Whiteclosegate, Carlisle, CA3 0JA** - Single Storey Rear Extension To Provide Additional Living Accommodation; Two Storey Side Extension To Provide Utility On Ground Floor With Bathroom Above

**Resolved:** To seek conditioning to ensure that the first floor rear bedroom window is not able to be used as a door and to ensure prohibition of the use of the proposed extension's flat roof as balcony, or any other form of leisure or amenity area. Also to strongly object to the new boundary treatment and seek enforcement action requiring the use of materials appropriate and sympathetic to the context of their surroundings and local landscape character

**16/0848 45 Jackson Road, Houghton, Carlisle, CA3 0NP** - Demolition Of Conservatory And Proposed Single Storey Rear/Side Extension To Provide Utility/Shower Room, Kitchen And Dining

**Resolved:** That the application could not be accurately commented on due to the lack of information on elevations.

**16/0842 19 Millcroft, Carlisle, CA3 0HX** - Proposed Two Storey Side Extension And Single Storey Rear Extension To Provide Garage With 1no. bedroom Ensuite With Patio Deck And Kitchen/Dining Room

**Resolved:** To object to the proposal in its current form and urge consideration of an amendment removing the first floor patio deck and glass door. If such an amendment be forthcoming, to seek conditioning to ensure that the first floor rear bedroom window is not able to be used as a door and to prohibit the use of the proposed extension's flat roof as balcony, or any other form of leisure or amenity area.

**16/0828 21 Millcroft, Carlisle, CA3 0HX** - Two Storey Side Extension Providing Extended Kitchen Living Room, Wc And Garage To Ground Floor, With Two Bedrooms (One Ensuite) Above

**Resolved:** That no observations be made and recommend determination in accordance with national and local policy.

**1/16/9004 Houghton C of E School, Houghton, Carlisle, Cumbria, CA3 OPA** - Single Storey extension at rear of school, to create provision for larger assembly/dining hall, two



new classrooms and withdrawal/PPA spaces

**Resolved:** To submit a comprehensive response formulated by the Planning Group. In summary the Parish Council were to seek assurances that the proposed attenuation tank would be adequate in capacity in the long term. The Parish Council also to suggest that re-aligning the school perimeter to provide angled parking bays coupled with a one way system on Jackson Road, could provide the optimum solution to the parking issues.

A copy of the response will be placed on the Parish Council website and also on the two noticeboards in Houghton.

**384.2 Permission Notices Received:**

**16/0692 Whittrigg Lea, Crosby on Eden, Carlisle, CA6 4QY** - Single Storey Side Extension To Provide Sunroom/Orangery

**16/0695 The Lilacs, 24 The Green, Houghton, Carlisle, CA3 0NF** - Erection Of Garden Shed/Cabin To Front Elevation

**16/0591 Dykeside Cottage, High Knells, Houghton, Carlisle, CA6 4JW** - Change Of Use Of Land From Agricultural To Domestic Together With Formation Of A Gravel Topped Hardstanding

**16/0686 55 Tribune Drive, Houghton, Carlisle, CA3 0LE** - Demolition Of Existing Rear Conservatory; Erection Of Single Storey Rear Extension To Provide Additional Living Accommodation And W.C.; Conversion And Extension Of Existing Detached Garage To Form Enlarged Garage On Ground Floor With Annexe Accommodation Above

**384.3 Withdrawal Notices Received:**

**16/0551 Land opposite The Far Boot, Houghton, CA6 4JF** - Erection Of 1no. Dwelling

**16/0721 Houghton Hall, Houghton, Carlisle, CA6 4JB** - Installation Of 3No. Replacement Windows (LBC)

**384.4 Refusal Noticed Received:**

**16/0694 Land at Hadrian's Camp, Houghton Road, Houghton, Carlisle, Cumbria, CA3 0LG** - Removal Of Condition 33 Of Previously Approved Outline Application 12/0610 Regarding The Requirement For 2No. Bus Stops With Boarding Platforms And Link Footways

**SR 385/10/16 Clerks Report**

**SR358.4/7/16 Signage**

The Clerk has received confirmation that no planning consent is required for the Linstock sign and this will be installed in due course.

**SR373.4/9/16 Linstock Defibrillator**

A grant application has been submitted for the installation of the above and the works will be carried out as soon as possible following assessment of the application.

**SR373.1/9/16 Greens and Open Spaces**

Works have been authorised as part of the continuing project to prune trees in Linstock.

**SR373.2/9/16 Oak Trees, Linstock**

Confirmation has been obtained that 16 oak trees in Linstock have been given TPO's. No further information on the application to fell them has been received therefore the Clerk will speak to the Tree Officer for an update.

SK

**SR375/9/16 Houghton Village Green**

Residents of 1 - 10 The Green, Houghton were written to regarding grass cutting and other maintenance works. It has been stressed in follow up phone calls to a number of the residents that

WVAF  
2/11/16

no one particular resident was being targeted and that the letters were sent as a timely reminder that grass cutting is allowable however all other maintenance works must have express consent prior to being carried out.

**Other Matters**

**Audit**

Due to unforeseen circumstances, the mid-year audit will now be carried out on 10 November 2016.

**Sport and Physical Activity Days**

Six days were held at Crosby and Houghton. The numbers of those attending were 55 at Houghton (105 in 2015) and 76 at Crosby (115 in 2015). The lower numbers are being attributed to delays in publicity as well as changing demographics in the areas where the schemes are held. Numbers across the board in the City Council area are down, not just in Stanwix Rural parish. Different funding streams are being investigated for 2017/18 if the scheme is to run again.

**SR 386/10/16 Flood Recovery**

Cllr Fox noted:

- There had been no response from the Environment Agency with regards to Low Crosby, although a meeting had been held in Rickerby;
- Cumbria County Council had given assurances that installation of the pumping station in the Penstock chamber at Low Crosby would begin by the end of October 2016;
- The emergency plan requires updating - Crosby church had agreed to act as a reception centre in case of any future flooding;
- A draft flood plan had been produced by Carlisle City Council, Cllr Fox will lead discussions for the consultation.

MF

**SR 387/10/16 Consultations**

**387.1 Healthcare for the Future**

**Resolved** that Cllrs Fox, Nicholson, Duncan and Coles will form a working group, taking on local expertise for advice where relevant, to form a response on behalf of the Council.

MF/CN/  
CD/TC

**387.2 BT Phone Kiosk Removal**

**Resolved** that no objections would be made to the planned removal of telephone kiosks at Centurions Walk, Whiteclosegate and Crosby-on-Eden however an objection would be made regarding the Linstock kiosk. This is partly due to its proximity to the site of a planned defibrillator but also due to it being the nearest call box to Rickerby, in the event of future floods.

SK

**SR 388/10/16 Administration & Governance**

**388.1 Community Plan**

Four meetings had been held in various locations and the plan is now at a point that a draft can be written, with proposed ratification at the December meeting.

**Resolved:** Cllrs Fox, Nicholson and Duncan to formulate a draft community plan.

MF/CN/  
CD

**388.2 Village Hall Reports**

**Houghton Village Hall**

Cllr Lightfoot confirmed that the tiling and ceiling projects had now been completed. He also noted that the position of treasurer is to be filled, after having three potential volunteers back out. Thanks were offered to Crosby Parish Hall for the donation of 68 chairs.

**Crosby Parish Hall**

Cllr Fox noted that the renovation work was now completed and the portable stage had been installed. The Hall was back open and being used regularly.

**388.3 Waverley Line**

A grant application and request for support had been received for this project, with the aim of the restoration of the Waverley Line as an alternative route for pedestrians and cyclists in the

first instance. Concerns regarding the project of other parishes in the local area were noted.  
**Resolved:** To support the project undertaking a feasibility study and to maintain an interest in the concept, however no financial support to be made.

#### **388.4 Land Registry**

Discussion had been held with a solicitor regarding the potential for registering land at Crosby, Houghton, Park Broom and Tarraby with Land Registry. In the first instance it will be necessary for a councillor or individual with over twenty years notice of the parcels of land to be able to make a statutory declaration. Costs are unknown due to the complexities of the individual pieces of land but could be considerable.

**Resolved:** To progress as far as possible with the registration process, initial preparatory work as far as possible to be undertaken by the Clerk.

SK

#### **SR 389/10/16 Village Matters**

##### **389.1 Linstock Drainage**

Following the suggestion of Highways to build up with land to alleviate the flooding problem it was **resolved** to consult land drainage experts for alternative advice before progression at the November meeting.

MF

##### **389.2 1 - 8 The Green, Houghton**

Only one quotation for drainage works at the above had been received. As the drainage problems appear to now affect two specific properties it was agreed that the matter should be deferred until further information as to the cause of the problems can be fully identified.

##### **389.3 Greens and Open Spaces**

###### *Linstock*

Following previous discussions regarding whether or not one goal post with net would be acceptable, it was agreed that two posts, complete with nets to the appropriate safety standards, should be retained for the benefit of the children in the village.

**Resolved:** To lay out a pitch for under 7's and re-site the goal posts at the correct dimensions proportionate to the size of the posts. Also to ensure nets are fully safety compliant and to reinstate as soon as possible.

SK

###### *Houghton*

It was noted that some damage had been caused on the surface of the Green by a white transit van. Reports had also been received of a horse grazing in the area. The situation is to be monitored.

#### **SR 390/10/16 Schedule of Correspondence, notices and publications**

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

#### **SR 391/10/16 Councillor Matters**

**Cllr Duncan** noted that he had attended a meeting held by Cumbria Wildlife Trust in advance of a future planning application submission.

**Cllr Nicholson** reported that the hedge and footpath on the Houghton Road were in need of maintenance, as was the hedge, footpath and drain around the B2626 filling station to Hadrian's Camp.

SK

**Cllr Fox** noted that Mr B Hill had met with Highways on behalf of Houghton in Bloom regarding a new sign for Houghton. This will be placed on the November agenda for discussion.

**Cllr Coles** noted he had reported overhanging branches on a protected oak tree to the local power supplier.

#### **SR 392/10/16 Date of Next Meeting**

The next meeting of the Parish Council will be held on Wednesday 9th November 2016 in the Parish Hall, Crosby-on-Eden at 7.30pm. The meeting following this will be held on Wednesday 7th December in Linstock WI Hall. There being no further business, the Chairman closed the meeting at 21.25.

**STANWIX RURAL PARISH COUNCIL**

**Minutes of a Meeting of Stanwix Rural Parish Council held on  
Wednesday 9 November 2016 in the Parish Hall, Crosby-on-Eden at 7:30 p.m.**

**Present:** The Chairman Cllr M Fox, A Lightfoot, M Sherriff, R Gordon, C Duncan, C Nicholson and A Coles.

**In Attendance:** City Cllrs M Bowman and J Bainbridge. Two members of the public.

**ACTION**

**SR 393/11/16 Apologies for absence**

**Resolved** to receive and accept apologies from County Cllr J Mallinson.

**SR 394/11/16 Minutes of the meeting of the Parish Council held on 19th October 2016**

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

**SR 395/11/16 Requests for Dispensations**

Requests for dispensations in regards to precept setting were received from Cllrs Coles and Sherriff. The Clerk granted both requests up to 31<sup>st</sup> October 2019. Requests for dispensation in regards to precept setting had been previously authorised for Cllrs Fox, Nicholson, Gordon, Duncan and Lightfoot.

**SR 396/11/16 Declarations of Interest**

Cllr Nicholson declared an interest in planning application 16/0954, the applicant being known to him. He also declared an interest in item 402/11/16, being a member of the Carlisle Flood Group and Chairman of the CPCA. Cllr Lightfoot declared an interest in 399.4, 404.2 and 404.3, all relating to Houghton matters. Cllrs Nicholson, Lightfoot, Coles and Duncan all declared interests in planning application 16/0947. Cllr Fox declared an interest in item 399.6 and would take no part in the decision made.

**SR 397/11/16 Public Participation**

Ms J Thompson was in attendance to query action being taken in regards to drainage at 1 - 8 The Green. She informed Cllrs that the drain outside numbers 5 and 6 was overflowing and causing damage and risk to safety. Cllr Coles offered to carry out a site visit next time the water is visible and members agreed to investigate the issue raised, without any acceptance of liability.

**AC**

Mr A Gadman expressed thanks to the Council for previous correspondence regarding trees in Linstock and stated he was present due to concerns regarding the application to fell 16 oak trees in Rickerby (item 404.4 refers). A proposed draft response to the matter was shown to Mr Gadman. City Cllr Bainbridge is to confirm which officer at the City Council will be handling the case following the retirement of the current case officer, Mr Bennett. Cllr Gordon also noted that the Friends of Rickerby Park are formulating an objection to the felling of the trees - it was confirmed that increased public support would be beneficial for the case.

Mr Gadman also noted residents concerns over the way in which some environmental decisions are made and welcomed the mentioned opportunity to be involved in relevant locality working.

**SR 398/11/16 Governance Matters**

**398.1 Resignation of Councillor**

The resignation of Cllr Hamish Phillips was noted with regret.

**Resolved:** Cllr Fox to write to express the Council's sincere thanks.

**MF**

**398.2 Election of Vice-Chairman**

**Resolved** to elect Cllr Nicholson as Vice-Chairman for the remainder of the council year 2016/17.

*Two members of the public left the meeting.*

**399/11/16 Finance Matters**

**399.1 Resolved** that the following payments be approved:

NEST Pension, November	£74.04
Sarah Kyle, Oct salary and reimbursements	£1,145.83
Cumbria Payroll, Oct payroll	£18.00
Tech4Office, Oct printing	£33.98
HMRC, Oct PAYE/NI	£190.04
Colvilles Grounds, Grounds Maintenance	£891.60
YPO, Paper	£16.74
Houghton Village Hall, CP Rental	£14.00
<b>TOTAL</b>	<b>£2,384.24</b>

**399.2 Noted:** balances at bank as at 31 October 2016:

Community Account	£314.79
Money Manager Account	£79,374.95
Expenditure to 31/10/16	£35,979.27

**399.3 Income Received**

**Noted** the receipt of:

- £619.03 HMRC VAT Repayment

**399.4 Grant Scheme 2016/17 2nd Round**

Further information relating to a grant application made by the Houghton Parent and Toddler Group had been received and was considered.

**Resolved:** To make a donation to the group of £280 (£137) towards ongoing sustainability.

**399.5 Budget and Precept 2017/18**

A report had been circulated alongside the agenda containing forecasted income and expenditure levels for 2016/17; the proposed budget for 2017/18 and the estimated levels of financial reserves to be held on the 1st April 2017.

**Resolved:** To accept the recommendations of the finance group and accept the proposed budget for 2017/18; the precept to remain at £40,540.

**399.6 Crosby Parish Hall Loan Application**

Members were informed that Crosby Parish Hall had been instructed by their insurers to make purchases relating to contents destroyed in the flood, for which full reimbursement would be made. However due to cash flow difficulties relating to the total claim value, an interim loan was requested to enable the Committee to proceed.

**Resolved:** To suggest to the Parish Hall Committee that a bank loan be obtained, with the Parish Council acting as guarantor. If this is not possible, the Parish Council will consider making an interest free loan, up to a maximum of £3,000 at the next meeting. This will be dependent upon the Hall Committee obtaining an explicit written guarantee from the insurance company that the contents cover will be repaid in full and the timescales as to when it will be paid.

MF

**SR 400/11/16 Planning Matters**

**400.1 Ratification of Responses Made prior to the Meeting**

**Resolved** to ratify the responses made to the following applications:

**16/0848 45 Jackson Road, Houghton, Carlisle, CA3 0NP** - Demolition Of Conservatory And Proposed Single Storey Rear/Side Extension To Provide Utility/Shower Room, Kitchen And Dining

**16/0842 19 Millcroft, Carlisle, CA3 0HX** - Proposed Two Storey Side Extension And Single Storey Rear Extension To Provide Garage With 1no. bedroom Ensuite With Patio Deck And Kitchen/Dining Room

#### **400.2 New Applications**

**16/0914 Rickerby Cottage, Rickerby, Carlisle, CA3 9AA - Erection Of Detached Double Tandem Garage**

**Resolved:** That the Parish Council has no objection to the proposal, but requests conditioning to ensure that:

- No trees, shrubs or hedges are cleared during the bird breeding season between March and August and the vegetation should be checked for the presence of nesting birds and or hibernating wildlife species just prior to works being undertaken.
- Any re-planted trees which may die during the next 5 years are replaced at the earliest practicable opportunity.

Aside from the above conditioning, the Parish Council suggest that the application be determined in accordance with national and local planning policy and guidance.

**16/0954 Land to the Rear of South View, The Green, Houghton, Carlisle, CA3 0LN - Erection Of 1No. Dwelling (Reserved Matters Application Pursuant To Outline Approval 14/0679)**

**Resolved:** To object as the Parish Council consider that the form and scale of the proposed dwelling fail to respect the local character of the surrounding area, in that its overall height and massing would over-dominate existing dwellings adjacent to the site, contrary to Policy HO 3 - Housing in Residential Gardens. However, this objection might be overcome through a revision of the proposal and enable compliance with the above policy.

The Parish Council is concerned that the proposed shared treatment plant has significant potential to adversely affect the residential amenity of future occupiers of South View and of the proposed new dwelling, should it be approved. The Parish Council requests conditioning in respect of any approval, to ensure that the 2 dwellings retain independent means of sewage disposal.

The Parish Council is further concerned that the application, which proposes a large roof area and hard landscaping, does not provide sufficient detail with regard to surface water discharge. Parts of Houghton including the area north of the site suffer poor land drainage; the use of a soakaway has the potential to exacerbate the problems encountered in respect of neighbouring dwellings. The Parish Council therefore requests conditioning to ensure that any soakaway is sited some distance from the curtilage of adjacent dwellings.

*City Cllr Bainbridge left the meeting at 8.30pm.*

**16/0947 Hadrian's Camp, Houghton Road, Carlisle - Erection Of Dwellings (Outline)**

No formal consideration was made due to the application being received after the publication of the agenda, however a scoping discussion indicated concerns over access, traffic and school provision. The Council will initiate its "Community Consultation Policy in Respect of Matters of Wider Public Interest" Policy with a view to holding a public meeting as soon as practicable. Cllrs Fox, Nicholson and Coles will undertake preliminary research into the application and necessary planning policy.

MF/  
CN/  
AC

#### **400.3 Permission Notices Received:**

**16/0808 11 Whiteclosegate, Carlisle, CA3 0JA - Single Storey Rear Extension To Provide Additional Living Accommodation; Two Storey Side Extension To Provide Utility On Ground Floor With Bathroom Above**

#### **SR 401/11/16 Clerks Report**

*SR 388.1/10/16 Community Plan*

A meeting to begin writing the draft community plan is to be scheduled as soon as possible.

*SR388.4/10/16 Land Registry*

Preparatory work has begun with regards the land registration of the four parcels of land. The Clerk is seeking costings for land registry approved scaled maps to be drawn up and research into the

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necessary statutory declarations has begun.

#### **SR389.3 Greens and Open Spaces**

Following two letters of complaint regarding the provision of goal posts on Linstock Village Green, the Clerk has written to the resident concerned confirming that one post will be moved approximately five metres further away from their property to try and alleviate any perceived problems.

#### **Other Business**

##### ***Tripartite Meeting 24 October 2016***

The Chairman and Clerk attended the above. Topics included the Carlisle City Council Flood Plan as well as youth service provision. The CPCA AGM followed.

#### **SR 402/11/16 Flood Recovery**

Cllr Fox noted that a presentation regarding its Flood Plan had been made at the recent Tri-partite meeting by Carlisle City Council, although no copies of the said plan have yet been made available. Cllr Fox also noted he was to meet with Steve O' Keefe, along with the Clerk to Wetheral Parish Council, to discuss flood plans in the rural areas, following discussions with consultants. Pressure needs to continue to be exerted on the Environment agency and the City/County Councils for their plans for Rickerby and Low Crosby and the need to replace the emergency box was also reiterated.

#### **SR 403/11/16 Consultations**

##### **403.1 National Grid North West Coast Connections Project**

Cllr Coles informed members that he had attended a briefing seminar relating to the above and that the matter did not directly affect the Parish. He had taken the opportunity to report ongoing concerns over power supply in Houghton and contact details for follow up have been passed onto the Clerk.

#### **SR 404/11/16 Village Matters**

##### **404.1 Linstock Drainage**

Cllr Fox and the Clerk had met with a drainage expert onsite and a plan and quotation for works are expected for the December meeting.

##### **404.2 Houghton Signage**

Members were informed that Houghton In Bloom had been granted sponsorship from Story Homes to cover the cost of materials for making a new and slightly larger planter on the approach from Whiteclosegate. The County Council were willing to provide and install a new nameplate which would be higher than the existing one to allow for some more appropriate, taller planting and opinion was sought as to the preferred location for the new sign.

**Resolved:** Not to support the installation and relocation of a larger sign, as the present sign was considered to be appropriate for the rural village. No objection is to be made to any proposed improvements to the planter.

##### **404.3 Houghton Green Planting**

The Houghton in Bloom group requested permission to create a small area of permanent mixed landscaping on the area of the green adjacent to Riverside bungalows.

**Resolved:** To accept the provision of new planting on the land outside the Riverside bungalows, assuming that Riverside Housing gives its approval. There should no additional planting on the Village Green side.

##### **404.4 Oak Trees, Linstock/Rickerby**

A proposed response regarding the application to register 16 oak trees with TPO's had been previously circulated to members.

**Resolved:** To submit the circulated response noting that the Parish Council strongly objects to the proposed felling and, in the interests of openness and transparency, believes that, prior to determination, local communities and relevant public bodies should be afforded the opportunity to express a view. It therefore urges both the Forestry Commission and Carlisle City Council to co-operate with it in order to pursue this aim.

#### **SR 405/11/16 Schedule of Correspondence, notices and publications**

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

**SR 406/11/16 Councillor Matters**

**Cllr Duncan** noted concerns over faults with defibrillators. The Clerk confirmed that the models concerned were not those used at Houghton or Crosby.

**Cllr Nicholson** noted difficulties with the repair of a street light in Smithy Croft, Houghton. Cllr Nicholson will continue to pursue this.

*City Cllr Bowman left the meeting at 9.20pm.*

**SR 407/11/16 Date of Next Meeting**

The next meeting of the Parish Council will be held on **Monday 12th December in Linstock WI Hall.** Please note the change of date.

Working group meetings for the Community Plan and Healthcare consultations were scheduled.

There being no further business, the Chairman closed the meeting at 21.30.

CN

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12/12/16



## STANWIX RURAL PARISH COUNCIL

### Minutes of a Meeting of Stanwix Rural Parish Council held on Monday 12th December 2016 in the WI Hall, Linstock at 7:30 p.m.

**Present:** The Chairman Cllr M Fox, R Gordon, C Duncan, C Nicholson and A Coles.

**In Attendance:** One member of the public.

ACTION

#### SR 408/12/16 Apologies for absence

**Resolved** to receive and accept apologies from Cllrs A Lightfoot and M Sherriff. Apologies were also received from City Cllrs Bowman and Bainbridge.

#### SR 409/12/16 Minutes of the meeting of the Parish Council held on 9th November 2016

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

#### SR 410/12/16 Requests for Dispensations

No requests for dispensations were received.

#### SR 411/12/16 Declarations of Interest

Cllr Coles declared an interest in planning application 16/0947 due to him living in close proximity to the site. Cllr Nicholson also declared an interest in the application, due to the applicant being known to him. Cllr Gordon declared an interest in application 16/0791, due to the applicant being known to him and Cllr Duncan declared an interest in application 16/0947 due to living in Houghton, as well as in item 418.4 due to being a member of the Houghton in Bloom team.

#### SR 412/12/16 Public Participation

Ms J Thompson was in attendance to offer thanks to Cllr Coles for his prompt investigation of the drainage issues being experienced at 1 - 8 The Green, Houghton.

#### SR 413/12/16 Finance Matters

##### 413.1 Resolved that the following payments be approved:

NEST Pension, December pension	£74.05
Sarah Kyle, November salary and reimbursements	£1,223.90
Cumbria Payroll, November payroll	£18.00
Tech4Office, November printing	£40.73
HMRC, November PAYE & NI	£190.04
Houghton Toddler Group, grant	£280.00
Richmond Fellowship, Community Plan survey distribution	£951.50
YPO, Stationery	£15.26
B Hill, Houghton in Bloom reimbursements	£127.58
Green Urban, defibrillator mounting post	£240.00
SH Electrical, defibrillator installation	£378.08
Staples, Stationery	£40.63
SW McHale, Crosby hedge cutting	£84.00
G Airey, Internal Audit	£144.10
<b>TOTAL</b>	<b>£3,807.87</b>

##### 413.2 Noted: balances at bank as at 30 November 2016:

Community Account	£315.55
Money Manager Account	£76,989.95
Expenditure to 30/11/16	£38,363.51

##### 413.3 Income Received

**Noted** the receipt of:

- £250 Cumbria County Council, defibrillator installation grant

- £111 Carlisle City Council, Crosby Flood Commemoration grant
- £400 Cumbria County Council, Crosby Flood Commemoration grant

Thanks were also noted to City Cllr Bainbridge for his financial support for Crosby School.

#### **413.4 Internal Audit Report**

The report of the internal auditor for the period 1st April to 30th September 2016 was circulated prior to the meeting and considered.

**Resolved:** The internal audit report was noted and approved.

#### **413.5 Bank Signatories**

**Resolved:** To appoint Cllrs Gordon and Coles as new bank signatories with immediate effect.

SK

### **SR 414/12/16 Planning Matters**

#### **414.1 New Applications**

**16/0947 Hadrian's Camp, Houghton Road, Carlisle** - Erection Of Dwellings (Outline)

**Resolved:** To object to the application. A full response will be composed and an extension for submission requested to Friday 16th December.

CN

**16/1017 Gosling Sike Farm, Houghton Road, Houghton, Carlisle, CA3 0LD** - Erection Of Offices And Education Facilities With Associated External Works And Car Parking

**Resolved:** The Parish Council has no observations to make and recommends determination in accordance with national and local policy.

**16/0576 Holme Park, Crosby on Eden, Carlisle, CA6 4RA** - Erection Of Agricultural Workers Dwelling

**Resolved:** The Parish Council has no observations to make and recommends determination in accordance with national and local policy. Should the application be approved the Parish Council seeks robust conditioning to ensure that the dwelling permitted remains restricted to agricultural/rural use occupancy only.

**16/0577 Holme Park, Crosby on Eden, Carlisle, CA6 4RA** - Erection Of Replacement Dwelling

**Resolved:** The Parish Council has no observations to make and recommends determination in accordance with national and local policy. Should the application be approved the Parish Council seeks robust conditioning to ensure that the dwelling permitted remains restricted to agricultural/rural use occupancy only.

**16/0791 Woodside, Brunstock, Carlisle, CA6 4QG** - Demolition Of Existing Dwelling And Erection Of 2No. Dwellings With Creation Of Additional Vehicular Access

**Resolved:** The Parish Council draws attention to the previous submission regarding this application as concerns continue regarding the highways access. The Parish Council notes that the access ingresses into the extremely narrow section of road and that the visibility splays appear to transect the neighbouring property. Concerns are also expressed that the shared sewage treatment plant is not ideal.

**16/1031 Drawdykes Castle, Brampton Old Road, Carlisle, CA6 4QE** - Replacement Of 6No. Existing Timber Windows On South East (Rear) Elevation With Hardwood Double Glazed Windows (LBC)

**Resolved:** The Parish Council has no observations to make and recommend determination in accordance with national and local policy as well as relevant conservation advice.

**1/16/9010 James Rennie School, California Road, Kingstown, Carlisle, Cumbria, CA3 0BX** - Erection of a single storey residential autism unit and creation of a new internal access road and additional parking

**Resolved:** The Parish Council has no objections to this proposal, provided that the necessary statutory conditions are met and that the associated infrastructure needs can be met.

**414.2 Permission Notices Received:**

**1/16/9004 Houghton C of E School, Houghton, Carlisle, Cumbria, CA3 OPA** - Single storey extension at rear of school, to create provision for larger assembly/dining hall, two new classrooms and withdrawal/PPA spaces

It was noted that following a failure for the Officer determining this application to acknowledge the Parish Council response, a read receipt will need to be requested for all submissions going forward.

**16/0848 45 Jackson Road, Houghton, Carlisle, CA3 0NP** - Demolition Of Conservatory And Proposed Single Storey Rear/Side Extension To Provide Utility/Shower Room, Kitchen And Dining

**16/0842 19 Millcroft, Carlisle, CA3 0HX** - Proposed Two Storey Side Extension And Single Storey Rear Extension To Provide Garage And Kitchen/Dining Room On The Ground Floor With 1No. En-Suite Bedroom Above

**16/0032 Land to north east of Windsor Way, Carlisle, Cumbria** - Erection Of Road To Serve New Housing Estate (Application 14/0778) Including Crossing For Public Footpath

**SR 415/12/16 Clerks Report**

**SR388.4/10/16 Land Registry**

Work continues with the land registration of the parcels of land in Houghton, Crosby, Brunstock, Park Broom and Tarraby. The Clerk is to meet with land agents for scaled map production on Thursday 15th December and research continues into the necessary proofs. Further progress will be made with the production of statutory declarations in the new year.

**SR389.3/10/16 Greens and Open Spaces**

Following a further letter of complaint regarding the provision of goal posts on Linstock Village Green, the Clerk has again written to the resident concerned. One post has now been moved approximately five metres further away from their property to try and alleviate any perceived problems. Goal nets will be reinstated as soon as possible onto both sets of posts.

**SR399.6/11/16 Crosby Parish Hall Loan Application**

It is noted that an interest free loan to Crosby Parish Hall is no longer required.

**SR 415/12/16 Flood Recovery**

Cllr Fox noted that Carlisle City Council is currently discussing support for outlying communities in the event of another flood event, although no details have been made available. Cllr Fox also noted that the Environment Agency continue to work on measures at Willow Beck as well as flood relief schemes for Low Crosby and Rickerby, the latter being the most advanced due to its inclusion in the Carlisle plan. Progress is slow in all matters. Cllr Duncan noted the availability of grants for the reinstatement of sports pitches damaged in floods.

**SR 416/12/16 Consultations**

**416.1 Future of Healthcare in West, North, and East Cumbria**

A draft response had been circulated to members prior to the meeting.

**Resolved:** To submit the circulated response, following final comments from Cllr Nicholson.

**SR 417/12/16 Administrative Matters**

**417.1 Community Plan**

A draft plan had been circulated to members alongside the agenda.

**Resolved:** To agree the Community Plan 2017 - 2021.

Four prices for printing had been obtained (£219, £237, £262 and £621.99). The lowest price from Colophon will be accepted following a final proof edit. Delivery will be made by volunteer Cllrs early in the new year.

**SR 418/12/16 Village Matters**

SK

CN/  
SK

SK

**418.1 Linstock Drainage**

Cllr Fox and the Clerk had met with a drainage expert onsite and a plan and quotation for works had been received.

**Resolved:** To seek two further quotations in accordance with the financial regulations before considering further.

MF/  
SK

**418.2 Houghton Summer Fair**

Consideration was given as to whether to hold a summer fair in Houghton in 2017. Members were asked to research volunteer availability and give some consideration as to the best time of year to hold the Fair, if going ahead.

**Resolved:** To consider at the January meeting.

ALL

**418.3 1 - 8 The Green, Drainage**

Cllr Coles noted he had carried out a site visit to view the drains and confirmed there appeared to be two blockages in the land drain adjacent to the above properties.

**Resolved:** To request that Highways conduct a camera survey of all drains in Houghton due to reported blockages at the Riverside bungalows as well as the Village Hall. Whilst on site, the survey team is to be requested to also investigate the drain running adjacent to 1 - 8 The Green to enable a specific solution to be put forward.

SK

**418.4 Houghton In Bloom**

Following the November meeting (mins. SR 404.2/11/16 and SR 404.3/11/16 refer) further information had been provided by the Houghton in Bloom group with regards to the proposed new sign for Houghton.

**Resolved:** To agree a new sign for Houghton, to incorporate the wording "please drive carefully". Checks are to be made by the Houghton in Bloom group that the new sign will not impact upon the visibility splays should planning application 16/1017 be granted permission. Also noted that the positioning of the proposed planting adjacent to the Riverside bungalows has been confirmed as Village Green and therefore the earlier decision to refuse consent will stand.

SK

*One member of the public left the meeting at 21.06.*

**SR 419/12/16 Schedule of Correspondence, notices and publications**

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

**SR 420/12/16 Councillor Matters**

Cllr Nicholson reported continuing problems with the footpath and hedge on the C1012 and B2624. The Clerk will re-report as a matter of urgency.

SK

Cllr Duncan reported problems with a lack of street lighting in Orchard Lane. A full review of lighting in Houghton will be required, potentially necessitating a meeting with Highways to discuss both lighting and drainage, in the new year.

Cllr Coles noted the training course for new Cllrs had been very informative. He also noted the appreciation of the Houghton Parent and Toddler group for the recently agreed grant.

Cllr Gordon noted that consideration was being given to possibly spending the Linstock Golden Jubilee Fund on an item of street furniture. The Council agreed support in principle and will consider a financial contribution when the matter is discussed further by the group.

**SR 421/12/16 Date of Next Meeting**

**Resolved** that the next meeting of the Parish Council will be held on Wednesday 11th January 2017 in Crosby Parish Hall, Crosby-on-Eden. There being no further business, the Chairman closed the meeting at 21.16.

WMAK

11/17

**STANWIX RURAL PARISH COUNCIL**

**Minutes of a Meeting of Stanwix Rural Parish Council held on  
Wednesday 11th January 2017 in the Parish Hall, Crosby-on-Eden at 7:30 p.m.**

**Present:** The Chairman Cllr M Fox, R Gordon, A Lightfoot, M Sherriff, C Duncan and C Nicholson.

**In Attendance:** City Cllrs J Bainbridge & M Bowman. County Cllr J Mallinson.

**ACTION**

**SR 422/1/17 Apologies for absence**

**Resolved** to receive and accept apologies from Cllr A Coles.

**SR 423/1/17 Minutes of the meeting of the Parish Council held on 12 December 2016**

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

**SR 424/1/17 Requests for Dispensations**

No requests for dispensations were received.

**SR 425/1/17 Declarations of Interest**

Cllr Fox declared an interest in item 431.1, being a member of Crosby Parish Hall Management Committee. Cllr Lightfoot declared an interest in the same item due to him being a member of Houghton Village Hall Management Committee. Cllr Nicholson declared an interest in item 432.2/435.1, the resident being known to him.

**SR 426/1/17 Public Participation**

City Cllr Bainbridge informed Cllrs that the role of tree officer at the City Council was currently being supported by the building control inspectors. All enquires to be directed to Mr C Hardman at present.

**SR 427/1/17 Finance Matters**

**427.1 Resolved** that the following payments be approved:

NEST Pension, January pension	£74.05
Sarah Kyle, December salary and reimbursements	£1,106.90
Cumbria Payroll, December payroll	£18.00
Tech4Office, December printing	£16.46
HMRC, December PAYE & NI	£190.04
D Kinnaird, Hedge cutting, Brunstock	£60.00
Border Pest Control, mole catching, Linstock	£60.00
CALC, Training Cllr A Coles	£35.00
Colophon Printers, Community Plan	£249.50
Colville Grounds Maintenance, Various	£954.00
<b>TOTAL</b>	<b>£2,763.95</b>

**427.2 Noted:** balances at bank as at 31 December 2016:

Community Account	£579.36
Money Manager Account	£73,559.06
Expenditure to 31/12/16	£42,171.38

**427.3 Income Received**

**Noted** the receipt of:

- £8.11 from HSBC, bank interest
- £655 from GLL, summer play scheme income

**427.4 Quarterly Monitoring Report**

A report on income and expenditure for the period 1st April to 31st December 2016 was circulated alongside the agenda and noted.

**SR 428/1/17 Planning Matters**

**428.1 Permission Notices Received:**

**16/0914 Rickerby Cottage, Rickerby, Carlisle, CA3 9AA - Erection Of Detached Double Garage**

**16/0791 Woodside, Brunstock, Carlisle, CA6 4QG - Demolition Of Existing Dwelling And Erection Of 2No. Dwellings With Creation Of Additional Vehicular Access**

**SR 429/1/17 Clerks Report**

In addition to the items covered within the agenda, the following items were reported on:

***SR413.5/12/16 Bank Signatories***

The necessary documentation has now been completed for the addition of Cllrs Gordon and Coles as bank signatories. The necessary forms to be signed at the close of the meeting.

***SR388.4/10/16 Land Registry***

Work continues with the land registration of the parcels of land in Houghton, Crosby, Brunstock, Park Broom and Tarraby. The Vice-Chair and Clerk have met with H&H Land Agents to produce the necessary maps and work is due to commence to have the statutory declarations drawn up.

***SR416.1/12/16 Health Care Consultation***

The agreed response was submitted prior to the deadline for consideration.

***SR 418.1/12/16 Linstock Drainage***

The Chairman has met with two other drainage firms. The matter will be considered further at the next meeting.

***SR418.3/12/16 1 - 8 The Green, Drainage***

Due to the Christmas break, a delay has been experienced in arranging a meeting and works to consider the above (and street lighting in Houghton). Discussions commenced in January and are on-going.

***SR420/12/16 Footpath and Hedge C1012/B2624***

The Clerk reported the above matters to both the Highways and Police (regarding the section they own). Highways responded to confirm that their contractor had recently cut back the hedge between the garage at Houghton Road junction to the end of Brampton Road. No response was received regarding the footpath. The Police were also sending a member of their estates team out to survey their hedge and it was noted works had been carried out.

**SR 430/1/17 Flood Recovery**

Cllr Fox noted that a flood recovery scheme with proposed different options for Rickerby was being locally consulted on. He also noted that pressure is continuing to be applied for a response to the proposals suggested by the Low Crosby Flood Group. Details are to be made available regarding the proposed Environment Agency options and it is believed funding for these has been applied for recently.

Concerns were expressed that both Low Crosby and Warwick Bridge were not included in the Carlisle or other Eden catchment area plans. Cllr Fox has sought clarification of the criteria for inclusion but has not had any response.

Finally Cllr Fox noted that the City Council officer, Jack Dilly, has been working in Low Crosby with very positive feedback. He is encouraging the take up of resilience and other grant funding streams. Cllr Fox has arranged for him to also work in Warwick Bridge. Furthermore the National Flood Forum have also appointed Jessie Hope to work in local communities to support individuals and local groups.

**SR 431/11/17 Administrative Matters**

SK

WMAF  
8/2/17

**431.1 Village Hall Reports - Houghton and Crosby-on-Eden**

Houghton Village Hall

Cllr Lightfoot noted that a replacement treasurer and secretary have been appointed. A caretaker is required from March and work is ongoing to recruit someone in a volunteer role if possible. It was suggested that making the hirer responsible for setting-up and clearing away the chairs would simplify the role for any potential candidates.

Crosby Parish Hall

Cllr Fox noted that insurance issues regarding contents had been resolved although a dispute regarding services remains ongoing. All user groups are now operating in the Hall again and events are being planned to bring the community together. The Flood Commemoration day had proven to be very successful and thanks were given for Cllrs support.

**431.2 Rights of Way**

A briefing paper regarding the above had been circulated alongside the agenda and was noted.

**Resolved:** To support in principle the application for lost rights of way. Further information is to be sought before any commitment is made. Mr H Phillips and Mr P Duncan to be consulted following their work on footpaths in the area.

CN/  
SK

**431.3 Community Plan**

The Plan has been printed and Cllrs were given a copy. It was agreed to hand deliver the plans to all households in the parish. Cllr Nicholson will deliver to Whiteclosegate, Millcroft, Tarraby, Centurions Walk, Hadrian's Gardens and Brampton Old Road. Cllrs Duncan, Lightfoot and Sherriff co-ordinate delivery in Houghton and Cllrs Fox and Gordon will deliver to Linstock, Crosby, Rickerby and Brunstock. City Cllr Bainbridge very kindly offered to deliver in the Wolsty area.

**Resolved:** Cllr Fox to write a covering letter with the aim of having the plan delivered to all households by the end of January. Also, Cllrs Fox and Nicholson, alongside the Clerk, to form a working group to formulate an annual action plan for 2017/18.

ALL

MF/  
CN/  
SK

**SR 432/11/17 Village Matters**

**432.1 Houghton Summer Fair**

Further consideration was given to the arrangements for a 2017 Houghton summer Fair.

**Resolved:** To consider Saturday 10th June 2017 as a provisional date. Cllr Duncan to speak to the dog handling team at Cumbria Constabulary and Cllr Nicholson to speak to Mr Phillips regarding school and sports liaison. The Clerk to progress all other arrangements, including grant funding.

CD/  
CN/  
SK

**432.2 Linstock Village Green**

**Resolved** that the above item should be considered as confidential and to defer discussion until the end of the meeting so that members of the press and public could be excluded under the Local Government Act 1972.

**423.3 Whitemoss Red Squirrel Project**

Consideration was given to a request for permission to conduct an observational project to monitor red squirrel activity at the above.

**Resolved:** To support the project, with the knowledge that Natural England as land owners have no objections.

**SR 433/1/17 Schedule of Correspondence, notices and publications**

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

**SR 434/1/17 Councillor Matters**

Cllr Fox proposed sending a letter of congratulations to Mrs S Aglionby on her recent OBE award. The Clerk to action.

SK

Cllr Nicholson noted that a revised planning application is anticipated for 16/0808 following dialogue

with concerned neighbours.

Cllr Lightfoot noted complaints over some updated street lighting in Houghton. It was noted that this subject is currently already under review following the December meeting (min. 420/12/16 refers).

**Part B Item**

Consideration of the following item is confidential and members of the press and public were excluded under the Local Government Act 1972.

**SR 435/1/17 Linstock Village Green**

Ongoing correspondence with a resident in Linstock regarding the above was noted and considered. **Resolved:** That the Council should seek to end the continuing correspondence amicably and that legal advice can be sought if necessary. Cllr Nicholson took no part in any of the discussion.

**SR 436/1/17 Date of Next Meeting**

**Resolved** that the next meeting of the Parish Council will be held on Wednesday 8 February 2017 in the Parish Hall, Crosby-on-Eden. Consideration will be given as to how to ensure meetings can take place every other month in Houghton from May 2017.

There being no further business, the Chairman closed the meeting at 20.50.

WMAF  
8/2/17



**STANWIX RURAL PARISH COUNCIL**

**Minutes of a Meeting of Stanwix Rural Parish Council held on  
Wednesday 8th February 2017 in the Parish Hall, Crosby-on-Eden at 7:30 p.m.**

**Present:** The Chairman Cllr M Fox, R Gordon, A Coles A Lightfoot, C Duncan and C Nicholson.

**In Attendance:** City Cllrs J Bainbridge & M Bowman. County Cllr J Mallinson.

**ACTION**

**SR 437/2/17 Apologies for absence**

**Resolved** to receive and accept apologies from Cllr M Sherriff.

**SR 438/2/17 Minutes of the meeting of the Parish Council held on 11 January 2017**

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

**SR 439/2/17 Requests for Dispensations**

No requests for dispensations were received.

**SR 440/2/17 Declarations of Interest**

Cllr Lightfoot declared an interest in planning application 16/0954 due to the proximity of his property to the application site.

**SR 441/2/17 Public Participation**

No members of the public were in attendance.

**SR 442/2/17 Finance Matters**

**442.1 Resolved** that the following payments be approved:

NEST Pension, February pension	£74.05
Sarah Kyle, January salary and reimbursements	£1,120.85
Cumbria Payroll, January payroll	£18.00
Tech4Office, January printing	£16.25
HMRC, January PAYE & NI	£190.04
YPO, Stationery	£16.77
Colophon, Community Plan Printing	£135.60
Houghton Village Hall, Grant Houghton Echo	£400.00
Houghton Village Hall, Rental	£22.60
Crosby On Eden PCC, Grant Crosby Magazine	£150.00
<b>TOTAL</b>	<b>£2,144.16</b>

**442.2 Noted:** balances at bank as at 31 January 2017:

Community Account	£342.83
Money Manager Account	£71,559.06
Expenditure to 31/01/17	£44,935.33

**442.3 Income Received**

**Noted** the receipt of:

- £8.05 from electricity northwest (wayleave)
- £400 from Cumbria County Council (Crosby flood commemorations)

**442.4 Review of Internal Audit Arrangements**

**Resolved** that the internal audit plan, including the internal auditor terms of reference, be approved for 2016/17 and continuation into 2017/18 until further review. Also **resolved** that the Council's internal audit procedures be considered effective and that the current internal auditor, Mrs G Airey, continue to be appointed until further notice.

**442.5 Grant Scheme 2017/18**

**Resolved** to open the grant scheme for 2017/18. Two amendments were proposed and accepted to the criteria. Applications are to be received by 4 April to be considered at the meeting to be held later that month.

**SR 443/2/17 Planning Matters**

**443.1 Permission Notices Received:**

**16/1017 Gosling Sike Farm, Houghton Road, Houghton, Carlisle, CA3 0LD** - Erection Of Offices And Education Facilities With Associated External Works And Car Parking

**16/0791 Woodside, Brunstock, Carlisle, CA6 4QG** - Demolition Of Existing Dwelling And Erection Of 2No. Dwellings With Creation Of Additional Vehicular Access

**443.2 Deferment Notices Received:**

**16/0954 Land to the Rear of South View, The Green, Houghton, Carlisle, CA3 0LN** - Erection Of 1No. Dwelling (Reserved Matters Application Pursuant To Outline Approval 14/0679)

**443.3 Withdrawn Applications Received:**

**16/0576 Holme Park, Crosby on Eden, Carlisle, CA6 4RA** - Erection Of Agricultural Workers Dwelling

**16/0778 Land at Lansdowne Close, Carlisle, CA3 9HN** - Erection Of 19No. Dwellings

**443.4 To Consider New Applications:**

**17/0079 Park Broom Lodge, Park Broom, Carlisle, CA6 4QH** - Two Storey Rear Extension To Provide Additional Living Space To Owner's Accommodation On Ground Floor; Erection Of 2no. Hotel Bedrooms With En-Suites Including Rear Balconies At First Floor Level

**Resolved:** The Parish Council has no observations to make and recommend determination in accordance with national and local policy.

**17/0074 The Croft, 143 Houghton Road, Houghton, Carlisle, CA3 0LD** - Existing Temporary Classroom And Office Building To Become Permanent With Installation Of Kitchen Area, Together With Cladding Treatments To Existing Elevations And Roof, Including Upgrade Of Thermal Performance

**Resolved:** The Parish Council recommend that, should this application be approved, conditioning is applied to prevent the discharge of any water onto the adjoining highway. Surface water at the access point to the temporary building tends to pool onto the highway and it is suggested that proper drainage across the driveway would prevent this from continuing. Other than the above condition, the Parish Council has no observations to make and recommend determination in accordance with national and local policy.

**SR 444/2/17 Clerks Report**

In addition to the items covered within the agenda, the following items were reported on:

**SR418.3/12/16 1 - 8 The Green, Drainage**

Discussions are continuing with Highways regarding a survey of the drains in Houghton.

SK

**SR431.2/1/17 Rights of Way**

The Clerk will liaise with the group organising the applications for the above and will report at a future meeting as to how the Council can progress.

SK

**SR431.3/1/17 Community Plan**

Copies of the Community Plan have been distributed to Councillors for delivery to all households in the Parish.

WMAF  
8/3/17

**Other Matters**

**Linstock Defibrillator**

The mounting pole for the defibrillator cabinet has been delivered to the Clerk's home and has now been collected by the electricians to be fitted as soon as possible.

**SR 445/2/17 Flood Recovery**

Cllr Fox noted that a meeting will be held in Crosby Parish Hall presenting the S19 report by Cumbria County Council on 1 March 2017. The meeting will also provide an opportunity to ask questions regarding progress to date. It is also believed that the Environment Agency will be suggesting options for Crosby during March/April, at the same time as options for Warwick on Eden and other local areas are to be made available.

Cllr Fox noted that Cumbria County Council has placed a shed on the bank over the Penstock Chamber in Low Crosby. No pump has however been installed and it is believed it may take a number of months to solve cost and discharge issues.

It was also noted that locally some anxiety exists regarding privately installed flood defences that have not been subject to planning consent. The Environment Agency have been made aware however it was agreed that the Council should write to the LPA to seek clarification over necessary permissions.

MF

**SR 446/2/17 Administrative Matters**

**446.1 Risk Assessment 2016/17**

**Resolved** that the risk assessment, including financial risk assessment, for 2016/17 be agreed as circulated alongside the agenda.

**446.2 Financial Regulations and Standing Orders**

A report had been circulated alongside the agenda outlining a review of the Standing Orders with no changes recommended and one change to the Financial Regulations, namely to increase the threshold for three quotations required to £500.

**Resolved** to agree and update the Financial Regulations and agree a review of the Standing Orders with no changes required.

**446.3 Land Registry**

Proposed maps for Tarraby, Brunstock and Park Broom, as produced by H&H Land Agents for submission by Burnetts to Land Registry had been circulated alongside the agenda for consideration. A map for Houghton, with suggestions for amendments had also been circulated. Issues into wayleave and liability are to be investigated prior to final confirmation of the suggested amended areas.

**Resolved:** To agree maps as circulated with agreed amendments in Houghton.

CN/  
SK

**446.4 Community Action Plan 2017/18**

A proposed action plan for 2017/18 had been circulated alongside the agenda.

**Resolved:** To agree the Community Action Plan 2017/18 with the inclusion of flood group establishment in Crosby and Rickerby.

**446.5 Tree Risk Assessment/Mapping**

It was noted that one tree in Houghton required re-assessment for risk in 2017, however the Council had the option to undertake a re-examination of all trees, alongside a tree mapping exercise on land owned by the Council for an additional £230 plus £170 OS license Fees.

**Resolved:** To progress with re-examination and mapping of trees at a cost of £620 plus VAT.

SK

**SR 447/2/17 Village Matters**

**447.1 Houghton Summer Fair**

Cllr's were informed that the original chosen date (min 431.1/1/17 refers) was unsuitable due to pre-existing bookings, therefore Saturday 1<sup>st</sup> July was proposed as a suitable alternative.

**Resolved:** To hold the Houghton Summer Fair on Saturday 1<sup>st</sup> July. A working group meeting of all known volunteers to be held as soon as possible.

CN/  
SK

#### **447.2 Summer Play Scheme**

Consideration was given to the hosting of summer play days in 2017.

**Resolved:** To hold six summer play days as per the agreed budget. Full details to be agreed at a future meeting.

#### **447.3 Crosby Bus Shelter**

Cllr Fox informed members that flood resilience works were to take place at the property adjacent to the Crosby bus shelter and the Council had been asked to ensure that the bus shelter was subject to the same resilience works to prevent it becoming a weak spot in the event of a future flood.

**Resolved:** Investigations are to be made into the ownership of the bus shelter before any firm commitment is made. If ownership can be proven without question to be that of the Parish Council then a decision to support financial assistance was agreed in principle.

SK

#### **447.4 Houghton Street Lighting**

Following complaints regarding the poor street lighting in some areas of Houghton it was agreed to undertake a review of the situation to take forward to the relevant authority.

**Resolved:** To undertake a site visit at 7pm on Wednesday 8<sup>th</sup> March, meeting at Houghton Village Hall.

#### **SR 448/2/17 Schedule of Correspondence, notices and publications**

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

#### **SR 449/2/17 Councillor Matters**

Cllr Duncan noted reported incidences of excessive speeding in Houghton. This issue is to be taken forward as part of the Community Action Plan with the Police and Crime Commissioner.

Cllr Gordon noted a resident's complaint over the reduced size of the existing football playing area in Linstock.

Cllr Coles enquired as to progress with the motorway noise sound survey. The Clerk is to follow up.

SK

*City Cllrs Bainbridge and Bowman as well as County Cllr Mallinson left the meeting at 20.46.*

#### **Part B Item**

Consideration of the following item was confidential and members of the press and public were excluded under the Local Government Act 1972.

#### **SR 450/2/17 Linstock Drainage**

Three tenders had been received for the drainage works required in Linstock following ongoing discussions regarding ownership of the road drain with United Utilities and Highways.

**Resolved:** The Finance/Risk Group to consider the tenders for recommendation of a chosen supplier at the next meeting.

#### **SR 451/2/17 Date of Next Meeting**

**Resolved** that the next meeting of the Parish Council will be held at 7.30pm on Wednesday 8 March 2017 in Houghton Village Hall, Houghton. A site visit to assess street lighting in the area will be carried out from 7pm.

There being no further business, the Chairman closed the meeting at 21.00.

**STANWIX RURAL PARISH COUNCIL**

**Minutes of a Meeting of Stanwix Rural Parish Council held on  
Wednesday 8th March 2017 in the Village Hall, Houghton at 7:30 p.m.**

**Present:** The Chairman Cllr M Fox, R Gordon, A Coles A Lightfoot, M Sherriff, C Duncan and C Nicholson.

**In Attendance:** City Cllrs J Bainbridge & M Bowman. One member of the public.

**ACTION**

**SR 452/3/17 Apologies for absence**

**Resolved** to receive from County Cllr J Mallinson.

**SR 453/3/17 Minutes of the meeting of the Parish Council held on 8 February 2017**

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

**SR 454/3/17 Requests for Dispensations**

No requests for dispensations were received.

**SR 455/3/17 Declarations of Interest**

Cllr Nicholson declared an interest in planning application 17/0087 due to the proximity of his residence to the site; he also declared an interest in item 460/3/17 due to being a member of the Carlisle Flood Forum. Cllr Duncan declared an interest in item 463.2/3/17.

**SR 456/3/17 Public Participation**

One member of the public was in attendance to discuss concerns over parking and traffic management on the Village Green adjacent to the Village Hall, with particular regards to the change of use application currently being applied for in planning application 17/0001COU. He requested consideration of making the track over the Green in that particular area a one-way system to increase safety and to prevent ongoing damage to the surface of the grass.

City Cllr Bowman noted that success had been achieved in the provision of a bin at Tarraby Common land. It was stressed that it is essential that residents use the bin to prove its necessity. City Cllr Bowman also noted that she was not present at the Flood Forum meeting in Crosby on 1st March as she had other commitments and that City Cllr Bainbridge represented them both.

**SR 457/3/17 Finance Matters**

**457.1 Resolved** that the following payments be approved:

NEST Pension, March pension	£74.05
Sarah Kyle, February salary and reimbursements	£1,119.25
Cumbria Payroll, February payroll	£18.00
Tech4Office, February printing	£30.67
HMRC, February PAYE & NI	£189.84
St. Peters church, Kingmoor hire	£18.00
Linstock WI Hall, Hire 2016	£54.00
Newlands Activity Centre, climbing wall hire deposit	£100.00
Rhythm, 2016 Houghton Fair audio equipment	£102.00
Houghton Community Fund, grants payable	£445.35
Airbounce, deposit for inflatable's	£80.00
Crosby Parish Hall, grant lighting	£1,284.96
Crosby Parish Hall, hire 2016/17	£320.00
Houghton Village Hall, Rental	£17.20
H&H Land, Maps	£320.28
Savills UK Ltd, Linstock Green rental	£10.00
B Hill, Houghton in Bloom Reimbursements	£346.11
Houghton Guides, Grant	£500.00
<b>TOTAL</b>	<b>£5,029.71</b>

**457.2 Noted:** balances at bank as at 28 February 2017:

Community Account	£86.67
Money Manager Account	£70,528.92
Expenditure to 28/02/17	£47,079.49

**457.3 Income Received**

Noted the receipt of:

- £519.86 VAT reimbursement from HMRC
- £200 sponsorship donation from Story Homes

**457.4 Asset Register**

Resolved that the asset register be accepted and approved.

**457.5 Asset Inspection**

Resolved to undertake maintenance on one bench on Houghton Village Green and Crosby Moor bus shelter at a total cost of £180.

**457.6 Fidelity Insurance Guarantee**

Resolved that the level of Fidelity Guarantee insurance cover is adequate at £125,000.

**457.7 Grants 2016/17**

Resolved to extend the deadline for grant completion for the Linstock noise survey. The monies allocated for the project will be carried forward to the 2017/18 budget.

**SR 458/3/17 Planning Matters**

**458.1 Consideration of New Applications:**

**17/0093 Land at Lansdowne Close, Carlisle, CA3 9HN - Erection Of 19No. Dwellings (Revised Application)**

**Resolved:** The Parish Council recommends that the application should not be approved until the results of further independent review are known. A full draft of the submission had been circulated prior to the meeting and was agreed.

**17/0080 Land at Knells Cottages, The Knells, Houghton, Carlisle - Erection Of 1no. Agricultural Workers Dwelling (Outline)**

**Resolved:** The Parish Council has no objection to the proposal; however, should the development be permitted, the Parish Council recommends conditioning in accordance with paragraphs 5.51 and 5.52 of Policy HO 6. It also seeks further conditioning to ensure full compliance with the recommendations of Cumbria Highway Authority and Cumbria County Council's Countryside Access Officer.

**17/0087 11 Whiteclosegate, Carlisle, CA3 0JA - Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 16/0808 To Inset Wall In Extension To Accommodate Fire; Timber Cladding To Front; Insertion Of Flue In Roof; Replacement Lights; Door At First Floor Level In Lieu Of Approved Window**

**Resolved:** The Parish Council:

- strongly objects to the issue of the door at first floor level to which it considers to be a significant breach of a planning condition;
- has no objection, in principle, to the substitution of replacement roof lights;
- requests that, if possible, consent for the timber cladding on the front elevation be refused;
- considers that the wall extension to accommodate a fire is essentially a matter for consideration under Building Regulations.

**17/0102 The Old Schoolhouse, Rickerby, Carlisle, CA3 9AA - Proposed Conversion Of School House To Residential Dwelling; Single Storey Rear And Side Extension With Glazed**

SK

Link Providing Kitchen/Dining/Family Room; Detached Double Garage

**Resolved:** The Parish Council supports the principal of the proposal however the Council takes the view that, considering the prominence of the site, the proposed extension's flat roof fails to respect the character and setting of the conservation area. The Council suggests that a more empathetic treatment of the proposed roof profile would better integrate the extension with the existing building, while affording greater respect to its location. Similarly, it is felt that the proposed garage would benefit from an amended roof line.

**16/0097 Land adj Croft House, Brunstock, Carlisle, CA6 4QG - Erection Of Dwellings (Outline)**

**Resolved:** To object to the application. A full draft of the objection had been circulated prior to the meeting and was approved for submission.

**17/0091 Harker Grange Nursing Home, Houghton, Carlisle, CA6 4HY - Change Of Use From Care Home (Class C2) To 1No. Dwelling (Class C3)**

**Resolved:** The Parish Council has no objections to the application and recommend it is determined in accordance with national and local planning and conservation policy.

**17/0078 29 Beech Grove, Houghton, Carlisle, CA3 0NU - Erection Of Garage (Retrospective Application)**

**Resolved:** The Parish Council has no objections to the application and recommend it is determined in accordance with national and local planning and conservation policy.

**17/0001COU 27 The Green, Houghton, Carlisle, CA3 0NF - Temporary Change Of Use From A1 (Retail) To A3 (Cafe/Restaurant)**

It was noted that this application for change of use had not included the Parish Council as a consultee. Concerns over this, especially in relation to the proximity of the Village Green, were noted. Concerns regarding the application also exist in terms of both parking and the suitability of the premises in a residential area to be a cafe/restaurant.

**Resolved:** To submit representations in accordance with the above comments.

MF/  
CN

**17/0104 63 Millcroft, Carlisle, CA3 0HT - Variation Of Condition 2 (Approved Documents) To Enclose Passageway Between Garage And Building; Reroof And Modification Of Garage To Form Enlarged Garage And Office Area Of Previously Approved Planning Application 16/0332**

**Resolved:** The Parish Council has no objections to the application and recommend it is determined in accordance with national and local planning and conservation policy.

#### **458.2 Permission Notices Received:**

**16/0954 Land to the Rear of South View, The Green, Houghton, Carlisle, CA3 0LN - Erection Of 1No. Dwelling (Reserved Matters Application Pursuant To Outline Approval 14/0679)**

**16/0788 Eden Croft, Green Lane, Crosby on Eden, Carlisle, CA6 4QN - Conversion And Extension Of Barn To Create 1no. Dwelling (Revised Application) LBC)**

**16/0787 Eden Croft, Green Lane, Crosby on Eden, Carlisle, CA6 4QN - Conversion And Extension Of Barn To Create 1no. Dwelling (Revised Application)**

#### **SR 459/3/17 Clerks Report**

In addition to the items covered within the agenda, the following items were reported on:

**SR442.5/2/17 Grant Scheme 2017/18**

The grant scheme for the forthcoming financial year has been opened. Previous applicants have been emailed and posters displayed around the parish.

#### **SR431.2/1/17 Rights of Way**

No progress has yet been made with the above. The Clerk will action in due course and report back

SK

at a future meeting. Work remains ongoing to secure copies of the previously compiled footpath leaflets to be considered in conjunction with the above.

**SR446.5/2/17 Tree Risk Assessment**

The tree risk assessment was due to be carried out during the week commencing 27/2/17.

**Crosby School Parking**

A complaint received from a parishioner regarding Parking in Crosby in the area around the school was responded to by the Chairman and will be considered as part of the Community Action Plan.

**Speedwatch Training**

The Police have offered speed training to anyone interested in taking part. The Police have visited suitable locations and completed site risk assessments and will undertake the training for volunteers over the coming weeks in using the equipment and the process for the scheme.

**SR447.2/2/17 Summer Play Scheme**

The Clerk has arranged six summer play days as follows:

**Crosby**

- Wed 2nd Aug
- Wed 16th Aug
- Wed 30th Aug

**Houghton**

- Wednesday 26th July
- Wednesday 9th August
- Wednesday 23rd August

Costs per session per participant as well as the exact times are to be confirmed as soon as possible so that marketing materials can be produced and distributed early.

**SR 446.3/2/17 Land Registry**

The agreed maps for the land registration have been passed onto the solicitors and it is now necessary to progress with compilation of statutory declarations. The Clerk will undertake this with Cllrs Nicholson and Lightfoot in due course.

CN/  
AL/  
SK

**Houghton Pavement**

Concerns over the state of pavements in Houghton around the Beech Grove area were passed onto Cumbria Highways.

**Houghton Summer Fair**

Following a public meeting held on 28 February with only 2 Councillors in attendance alongside the Chairman and Clerk, concerns about both a lack of community engagement and a lack of necessary volunteers were repeated. Plans have however progressed well with new attractions booked and a draft schedule will be published in due course.

**Noise Survey**

Contact has been made with the contractor employed to undertake a sound survey in numerous locations within the Parish. It is anticipated that the survey will be received by the Council imminently.

**SR 460/3/17 Flood Recovery**

Cllr Fox noted disappointment at the publication of the County Council report on 28 February for a Forum taking place on 1 March. He reported inadequacies in the data in the report and a feeling of frustration among residents as well as concern over the funding packages proposed. He did note that the Flood Group in Crosby were increasing efforts following the event. City Cllr Bainbridge fully supported the view and also expressed dissatisfaction with the lack of progress being made. City Cllr Bainbridge is also to forward information regarding privately constructed flood defenses to the Clerk.

*City Cllr Bainbridge left the meeting at 20.45.*



**SR 461/3/17 Administrative Matters**

**461.1 Community Action Plan/Working Group Membership**

A paper had been circulated to members asking for consideration as to how best to carry out the action plan for the forthcoming year.

**Resolved:** To progress as a working group made up of all members, to attend where relevant and available. All Cllr's to inform the Clerk of their particular strengths to enable tasks to be best allocated.

**462.2 Clerk's Salary**

**Resolved** that the Clerk will progress to salary point 28 on the LC2 scale, effective 1 April 2017, following the completion of a satisfactory appraisal.

**SR 463/3/17 Village Matters**

**463.1 Houghton Village Green Traffic Management**

This item had been covered under both public participation and planning application 17/0001COU. Contact will be maintained with the resident who had made the initial complaint.

**463.2 Houghton Village Green Gas Installation**

Contact was being sought with the Northern Gas Network to ensure retrospective easements could be negotiated for works currently being undertaken, seemingly without consent. Cllr Coles is to continue liaison with the Gas board in conjunction with the Clerk.

AC/  
SK

**463.3 Linstock Drainage**

Cllr Fox reported that Highways had investigated a request for permission for the use of their land drain for proposed works as considered by the Finance Group, however no permissions had yet been granted. A report will be made at the next meeting.

**463.4 Houghton Village Green Drainage**

Cllr Coles had met on-site with the Highways inspector for a full briefing and discussion of the drainage system.

**Resolved:** The Parish Council to carry out investigatory work into the current state of the drains adjacent to 1 - 8 The Green, on the basis of making no admission of liability or responsibility for either the drain or any subsequent necessary repair. The Council will also take legal advice into longer term solutions for the investigation into responsibilities.

SK

*Cllr Gordon along with one member of the public left the meeting at 21.16.*

**463.5 Houghton Bus Shelter**

A request had been received to increase the hard-standing at the bus shelter adjacent to The Croft.

**Resolved:** To take this issue, along with drainage and lighting issues, to a meeting with the Highways authority.

SK

**SR464/3/17 Highways Matters**

**464.1 Street Lighting in Houghton**

Prior to the meeting, Cllr's had conducted an on-site review of the street lighting provision in the centre of Houghton.

**Resolved:** To meet with Highways to consider additional provision of street lights in various locations.

SK

**464.2 A689 Safety**

Following a fatal road traffic accident on the A689, two letters of concern from residents had been received. Contact had been attempted with Connect Roads to discuss safety, particularly at junctions, however no response had yet been received. The Clerk will continue to pursue.

SK

**SR 465/3/17 Schedule of Correspondence, notices and publications**

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

**SR 466/3/17 Councillor Matters**

**Cllr Sherriff** raised concerns over dog fouling in Houghton. He is to report details to the Clerk who will follow up with the environmental health team at Carlisle City Council.

MS/  
SK

**Cllr Nicholson** reported concerns over the future of the Houghton Echo. The next edition will be printed mid-May.

AC/  
SK

**Cllr Coles** offered to deliver copies of the Community Plan to the Eden Gate houses.

*City Cllr Bowman left the meeting at 21.33.*

**Part B Item**

Consideration of the following item was deemed to be confidential and members of the press and public were excluded under the Local Government Act 1972.

**SR 467/3/17 Crosby Bus Shelter**

It was noted that ownership of the bus shelter had been proven to be that of the Parish Council. Quotations for flood defence schemes had been provided to the Council and a donation was to be considered, however the owner of the adjacent property had politely declined any financial contribution.

**SR 468/3/17 Date of Next Meeting**

**Resolved** that the next meeting of the Parish Council will be held on Wednesday 12 April 2017 in the Parish Hall, Crosby-on-Eden. The meeting will follow the follow the Annual Parish Meeting which will begin at 7.20pm.

There being no further business, the Chairman closed the meeting at 21.40.

WMA62  
12/04/2017

**STANWIX RURAL PARISH COUNCIL**

**Minutes of a Meeting of Stanwix Rural Parish Council held on  
Wednesday 12th April 2017 in the Parish Hall, Crosby-on-Eden at 7:30 p.m.**

**Present:** The Chairman Cllr M Fox, R Gordon, A Coles M Sherriff, C Duncan and C Nicholson.

**In Attendance:** City Cllrs J Bainbridge & M Bowman.

**SR 469/4/17 Apologies for absence**

**Resolved** to receive apologies from Cllr A Lightfoot and County Cllr J Mallinson.

**ACTION**

**SR 470/4/17 Minutes of the meeting of the Parish Council held on 8 March 2017**

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

**SR 471/4/17 Requests for Dispensations**

No requests for dispensations were received.

**SR 472/4/17 Declarations of Interest**

Cllr Coles declared an interest in item 480.6 as a potential future user. Cllr Coles also declared an interest in item 474.4 (Houghton Community Group) during the meeting. Cllr Nicholson declared an interest in matters relating to the Houghton Echo during item 474.4. Both Cllr Nicholson and Coles also declared an interest in the Air Training Corps grant request as previous members of the group. Cllr Nicholson also declared an interest in planning application 17/0087 due to the proximity of his own property to the application.

**SR 473/4/17 Public Participation**

No members of the public were in attendance. City Cllr Bowman noted the litter bin at Tarraby was now in place, as previously discussed.

**SR 474/4/17 Finance Matters**

**474.1 Resolved** that the following payments be approved:

NEST Pension, April pension	£87.17
Sarah Kyle, March salary and reimbursements	£1193.61
Cumbria Payroll, March payroll	£18.00
Tech4Office, March printing	£25.41
HMRC, March PAYE & NI	£190.04
YPO, Stationery	£7.56
Cumbria County Council, Signage	£223.50
S Splinter, Repairs & Sign Installation	£125.00
Play Inspection Company, Quarterly Inspection	£198.00
Colvilles Grounds Maintenance, Grass Cutting	£370.80
B Hill, Houghton in Bloom Reimbursements	£104.56
Solway Communications, Phone Rental	£64.80
Houghton Village Hall, Rental	£8.60
BHA Trees, Risk Assessment	£744.00
<b>TOTAL</b>	<b>£3,361.05</b>

**474.2 Noted:** balances at bank as at 31 March 2017:

Community Account	£0.91
Money Manager Account	£66,482.35
Expenditure to 31/03/17	£54,436.91

**474.3 Income Received**

**Noted** the receipt of the following income during 2016/17 financial year:

- £250 from the Cumberland Building Society as sponsorship for the Houghton Fair
- £8 from Red Hedgehog for Houghton Fair table top stall
- £8 from L Spirey for Houghton Fair table top stall

- £500 from Cumbria County Council for Houghton Fair
- £5.43 bank interest from HSBC

2017/18

- £100 private donation for Houghton in Bloom

The Clerk to confirm with Mr Hill if the Council needs to write with thanks for the above donation.

SK

#### **474.4 Grants 2017/18**

A report, with recommendations for payments had been circulated prior to the meeting.

**Resolved:** To create a second round of grant funding and award the following grants:

- Carlisle Centurions, new equipment, £500 (Local Government Misc. Provisions) 1976 s19
- Crosby Parish Hall, notice board, £422.80 (LGA 1972 s133)
- Houghton Community Group, bonfire, £320 (LGA 1972 s145)
- 1<sup>st</sup> Houghton Rainbows, summer trip, £150 (LGA 1972 s145)
- 2<sup>nd</sup> Houghton Scouts, summer trip, £400 (LGA 1972 s145)
- Houghton Village Hall (Houghton Echo), 2 publications, £400 (LGA 1972 s142)
- Houghton Village Hall, damp/heating repairs, £5000 (LGA 1972 s133)
- Houghton in Bloom, planting expenses, £370 (Public Health Act 1875 s164)

An application from the 1862 (City of Carlisle) Squadron Air Training Corps will be considered at a future meeting when additional information in support of the application is received. The Finance/Risk group will consider whether additional grant funds should be recommended to be made available later in the year.

SK

*Cllr Bainbridge entered the meeting at 19.49.*

#### **474.5 Training Course**

**Resolved** to authorise expenditure on the Clerk attending a Village Green training course on 18 July. The Clerk to request that her other Parish Councils contribute towards the course where relevant.

#### **SR 475/4/17 Planning Matters**

##### **475.1 Ratification of Responses Submitted Prior to the Meeting:**

**17/0001COU 27 The Green, Houghton, Carlisle, CA3 0NF - Temporary Change Of Use From A1 (Retail) To A3 (Cafe/Restaurant)**

**Resolved:** To agree the response (circulated alongside the agenda). Two minor additions were proposed and agreed, should the decision not already be made, regarding both drainage and signage about parking at the Village Hall.

SK

##### **475.2 Permission Notices Received:**

**17/0091 Harker Grange Nursing Home, Houghton, Carlisle, CA6 4HY - Change Of Use From Care Home (Class C2) To 1No. Dwelling (Class C3)**

**17/0102 The Old Schoolhouse, Rickerby, Carlisle, CA3 9AA - Proposed Conversion Of School House To Residential Dwelling; Single Storey Rear And Side Extension With Glazed Link Providing Kitchen/Dining/Family Room; Detached Double Garage.**

**17/0079 Park Broom Lodge, Park Broom, Carlisle, CA6 4QH - Two Storey Rear Extension To Provide Additional Living Space To Owner's Accommodation On Ground Floor; Erection Of 2no. Hotel Bedrooms With En-Suites Including Rear Balconies At First Floor Level**

**17/0104 63 Millcroft, Carlisle, CA3 0HT - Variation Of Condition 2 (Approved Documents)**

To Enclose Passageway Between Garage And Building; Reroof And Modification Of Garage To Form Enlarged Garage And Office Area Of Previously Approved Planning Application 16/0332

**17/0078 29 Beech Grove, Houghton, Carlisle, CA3 0NU - Erection Of Garage (Retrospective Application)**

**17/0087 11 Whiteclosegate, Carlisle, CA3 0JA - Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 16/0808 To Inset Wall In Extension To Accommodate Fire; Timber Cladding To Front; Insertion Of Flue In Roof; Replacement Lights; Door At First Floor Level In Lieu Of Approved Window (Retrospective)**

**SR 476/4/17 Clerks Report**

In addition to the items covered within the agenda, the following items were reported on:

**SR431.2/1/17 Rights of Way**

The Clerk is still attempting to make progress with determining future liabilities. Work is progressing on the footpath leaflets, with thanks to Mr H Phillips, which will be considered in conjunction with the above.

SK

**SR 446.3/2/17 Land Registry**

Statements of Truth have been compiled by Cllrs Nicholson and Lightfoot and are being amended following consultation with the solicitor. Work has commenced with data collection for evidence.

SK

**SR 457.5 Asset Maintenance**

Pattinson's decorators have been given consent to begin painting jobs on one bench in Houghton and the Crosby Moor bus stop at their earliest convenience.

**SR 463.2 Houghton Village Green Gas Installation**

Cllrs Fox and Coles, along with the Clerk, met a representative from Northern Gas Networks to discuss concerns over the lack of notification for recent gas works carried out on Houghton Village Green. Negotiations took place over the granting of easements on the Green and the matter has been handed to respective solicitors for progression. NGN will pay all of the Parish Council's legal costs and will donate £200 to the Houghton In Bloom group for the restoration of damaged bulbs.

**SR 463.5 Houghton Tribune Drive Bus Shelter**

The Clerk has referred this to the Highways authority for consideration. No response has yet been received.

SK

**SR464.2 A689 Safety**

After being referred from the County Council to Connect Roads, we have been referred back to the County Council and are still awaiting a response to progress safety discussions. The Clerk to forward all emails to Cllr Nicholson for input from a CPCA viewpoint.

CN/  
SK

**Play Inspection Reports**

The Play Inspection Company has completed their safety checks at both Crosby and Linstock play areas. The reports have been sent to the grounds maintenance contractor for consideration of necessary repairs. The Clerk has authorised the purchase of necessary replacement parts at Linstock.

**SR466/3/17 Dog Fouling**

Dog fouling in both Houghton and Linstock has been reported and forwarded to the Environmental Health team at Carlisle City Council.

**Defibrillator, Linstock**

It was noted that the defibrillator at Linstock was now operational. An attempt will be made to find a local guardian. Cllr Duncan stated that the defibrillator at Houghton had been used; the Clerk was unaware of this and would follow the statement up with NWAS urgently.

SK

**SR 477/4/17 Flood Recovery**

Cllr Fox expressed concerns that proposed meetings to be held by the Environment Agency are scheduled to take place at Tullie House and Greystone Road. This will follow an invitation only meeting to be held at Crosby Golf Course on 21<sup>st</sup> May. It was agreed with City Cllrs Bainbridge and Bowman that the matter does not appear to be being handled as effectively as possible. Cllr Fox also noted that completion of a survey of the properties affected in the village was nearing completion for inclusion in the s19 report. City Cllr Bainbridge will re-forward information via email relating to those properties that were given council tax reductions.

**SR 478/4/17 Consultations**

**478.1 Consultation on the draft Cumbria Minerals and Waste Local Plan Main Modifications and Sustainability Appraisal Update**

Although the site at Hespian Wood is outside of the Parish, it was agreed that the impact on the Parish, particularly with regards to traffic, should be considered and in conjunction with ongoing A689 safety concerns. Noise and dust issues will also be considered.

**Resolved:** A working group to consider the issue and put forward a response for submission.

MF

**SR 479/4/17 Administrative Matters**

**479.1 Village Hall Reports**

*Houghton Village Hall*

Cllr Lightfoot had informed the Clerk prior to the meeting that work remains on-going to find a replacement caretaker. He had also noted that significant refurbishment works were required to rectify heating and damp issues.

*Crosby on Eden Parish Hall*

Cllr Fox informed members that the Hall was back to running normally. A gardening day had been held that had been a success. It was anticipated that electrical work would be required in the future; this was being investigated.

**SR 480/4/17 Village Matters**

**480.1 Linstock Drainage**

Cllr Fox noted that no progress had been made again as the County Council was insistent on taking the matter to the Making Space for Water group. Potential issues relating to future liabilities using the road drain were complicating the matter further.

MF

**480.2 Houghton Village Green Drainage**

Cllr Coles outlined plans to undertake a drainage survey adjacent to 1 – 8 The Green had been delayed due to both the holidays of the chosen drainage company as well as difficulty with determining the location of the rodding hole. Further investigations will be carried out with an on-site meeting with the contractor due to be held imminently. Cllr Coles will also review the file for relevant notes from previous investigations.

AC

**480.3 Trees**

A risk assessment of all of the trees in the Parish had been undertaken, highlighting numerous works to be carried out. Two quotations had been obtained in the first instance for one oak tree in Houghton, deemed to require urgent works to comply with the Council's duty of care; one for the complete removal of the tree and the second for remedial works to try and preserve it.

**Resolved:** To accept a quotation from Orchard Tree Surgery for remedial works to one oak tree in Houghton (and associated necessary crown uplifting of the adjacent two lime trees). Further analysis to take place of the quotations obtained for category 2 and 3 trees will be carried out in due course.

SK

**480.4 Goal Post Inspection (Houghton)**

**Resolved:** To appoint the Play Inspection Company to begin quarterly inspections of the Houghton goal posts at an annual cost of £140. Cllr Duncan will begin to carry out a weekly written visual inspection.

WMAF  
10/5/17

**480.5 Houghton Street Lighting**

The Clerk had held a site meeting with a representative from Highways in order to discuss concerns regarding the perceived inadequate lighting in numerous parts of Houghton. Agreement had been reached that the provision appeared to be non-compliant in some areas and further discussions would be necessary.

MF/  
CN/  
AC

**Resolved:** To create a working group to examine the situation. Cllrs Fox, Coles and Nicholson nominated.

**480.6 Application to add a Public Right of Way at Centurions Walk to Houghton Road (Wildlife And Countryside Act 1981 Section 53)**

Consideration was given to the above application. Cllr Nicholson outlined comprehensive evidence outlining that the pathway had always been known by the Parish Council to be a permissive footpath only and that obstructions have been regularly placed on the pathway to ensure that it could never become anything more than a permissive footpath.

CN

**Resolved:** Cllr Nicholson to compile the evidence as presented to members for submission against the application. Cllr Nicholson will forward to all members prior to it being submitted.

**SR481/4/17 Schedule of Correspondence, notices and publications**

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

**SR 482/4/17 Councillor Matters**

**Cllr Duncan** reported a caravan on the road, north of the church in Houghton. Cllr Duncan is to contact the Clerk if the caravan remains so that Highways can be notified.

CD

*City Cllrs Bowman and Bainbridge left the meeting at 20.55.*

**Cllr Nicholson** noted that a resident had reported a potentially dangerous verge in Rickerby. He will investigate and report to Highways if appropriate.

CN

**Cllr Nicholson** also noted a request to lengthen the distance between the goal posts in Linstock. The matter was deferred to a future meeting.

**Cllr Nicholson** reported concerns regarding the extent of the cycle path in Rickerby. The matter will be forwarded to the ward Councillors for consideration prior to the May meeting.

SK

**Cllr Coles** noted that a bus stop was currently being installed at the Eden Gate estate in Houghton. He also noted that he had exchanged correspondence regarding a BT fibre optic cable at Eden Gate and expressed concerns regarding the Green opposite the shop in Houghton being damaged by badly parked cars.

**Part B Item**

Consideration of the following item was deemed to be confidential and members of the press and public were excluded under the Local Government Act 1972.

**SR 483/4/17 Linstock Village Green**

**Resolved:** To authorise expenditure on a risk assessment of Linstock Village Green, to be carried out by the Play Inspection Company at a cost of £295. Also resolved to enquire about the cost of a duplicate inspection at Houghton and to authorise if reasonable.

SK

**SR 484/4/17 Date of Next Meeting**

**Resolved** that the Annual Meeting of the Parish Council will be held on Wednesday 10 May 2017 in the Village Hall, Houghton. Cllrs Sherriff and Gordon gave apologies in advance.

There being no further business, the Chairman closed the meeting at 21.08. A Finance/Risk group will be held prior to the May meeting.

WMAF  
10/5/17