



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY  
[www.stanwixrural.co.uk](http://www.stanwixrural.co.uk) [clerk@stanwixrural.co.uk](mailto:clerk@stanwixrural.co.uk) Tel: 07548 981 009

1<sup>st</sup> November 2023

A meeting of Stanwix Rural Parish Council is to be held on Wednesday 8th November 2023 at 7.30pm in Linstock WI Hall. Please note the change venue from previously published.

This is a public meeting and all members of the press and public are welcome to attend.

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

Yours faithfully

A handwritten signature in black ink, appearing to be 'S. Kyle', written over a light blue horizontal line.

Sarah Kyle

**Clerk & Responsible Financial Officer**

### **Agenda**

#### **1. Apologies for Absence**

To receive written apologies and approve reasons for absence

#### **2. Minutes of the Meeting of the Parish Council held on 18<sup>th</sup> October 2023**

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

#### **3. Declarations of Interest and Request for Dispensations**

- a) The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest and to
- b) receive declarations by members of interests in respect of items on this agenda

#### **4. Public Participation**

In accordance with [Standing Orders](#) 3e – 3k, the Chairman will, at his discretion:

- a) invite members of the public to address the meeting in relation to the business to be transacted at this meeting; and
- b) receive reports from Cumberland Councillors

#### **5. Planning Matters**

##### **5.1 To ratify responses to Planning Applications made prior to the PC Meeting:**

**23/0696 6 Green Lane, Houghton, Carlisle, CA3 0NT** Demolition Of Rear Conservatory; Erection Of Single Storey Rear Extension To Provide Additional Living Accommodation

##### **5.2 To Consider Additional Planning Matters**

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

To receive a verbal update

**22/0297 Land to the east of Lansdowne Close/Lansdowne Court, Carlisle** - Erection Of 101no.

Dwellings With Associated Parking, Landscaping, Drainage And Surface Water Attenuation, Public Open Space And Access  
To receive a verbal update

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

## **6. Administrative Matters**

### **6.1 Community Led Plan**

To consider how to progress the above

## **7. Clerk's Report**

To receive a verbal report regarding updates from the last meeting

## **8. Highways Matters**

### **8.1 Jackson Road**

To receive a verbal report from the meeting held with Highways

## **9. Finance Matters**

### **9.1 Payments**

To consider the authorisation of payments as detailed in the schedule

### **9.2 Bank Reconciliation**

To note the bank reconciliation to 31 October as detailed in the schedule

## **10. Councillor Matters**

An opportunity for Councillors to raise issues on behalf of residents in their ward.

*Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council.*

## **11. Date of Next Meeting**

To resolve that the next meeting of the Parish Council be held on Wednesday 13th December 2023 at 7.30pm in Houghton Village Hall.

*Future agenda items should be submitted to the Clerk by 4<sup>th</sup> December 2023.*

**STANWIX RURAL PARISH COUNCIL**  
**Minutes of a meeting held on Wednesday 18<sup>th</sup> October 2023**  
**at 7:30 in the Parish Hall, Crosby on Eden.**

**PRESENT**

The Chairman Cllr C Nicholson, Cllr E Leitch, D Milburn, P Nedved, A Robinson and C Savory.

**IN ATTENDANCE**

One member of the public. The Clerk, S Kyle.

**SR 347/10/23 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr's A Coles and N Watson. Apologies were also noted from Cumberland Cllrs J Mallinson and H Davison.

**SR 348/10/23 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 13 SEPTEMBER 2023**

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

**SR 349/10/23 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST**

A request for dispensation for all matters relating to The Park, Rickerby, was received and granted to Cllr Leitch.

**SR 350/10/23 PUBLIC PARTICIPATION**

**350.1 Members of the Public**

One member of the public was in attendance to lodge concerns regarding planning matters at The Park, a Grade II listed property in the Conservation Area of Rickerby. He outlined significant concerns regarding the apparent breach of planning conditions, specifically relating to the windows and doors which appear to be the wrong material and installed contrary to the conditions applied. He raised concerns over the lack of enforcement being applied by Cumberland Council and requested that the Parish Council object to the ongoing works and request a stop notice be applied to works.

It was noted that although Cumberland Council had been approached, it is believed that only one member of staff remains in the enforcement team.

**350.2 Cumberland Cllrs**

No Cumberland Cllrs were present.

**SR 351/10/23 PLANNING MATTERS**

**351.1 Resolved** to ratify responses made prior to the meeting:

**23/0654 Houghton House Farm, Houghton, Carlisle, CA6 4DX.** Demolition Of Bothy (Retrospective); Erection of Facsimile of Demolished Bothy

**23/0664 Old Clydesdale Stud, Tarraby, Carlisle, CA3 0JS.** Erection Of Agricultural Building

**23/0058/S211 Rickerby Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA.** Removal Of 3no. Beech Trees

### **351.2 To Consider Planning Applications Received:**

**23/0701 Fairholme Farm, Birky Lane, Walby, Carlisle, CA6 4QL.** Change of Use of Former Poultry Units To 4no. Units for Use Class B8 (Storage & Distribution)

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

**23/0706 21 Whiteclosegate, Carlisle, CA3 0JA.** Erection Of Single Storey Rear Extension to Provide Enlarged Living/Dining/Kitchen Together with First Floor Side Extension to Provide Bathroom

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

### **351.3 Resolved to note decision notices received:**

**23/0530 145 Tribune Drive, Houghton, Carlisle, CA3 0LF.** Erection Of Single Storey Rear Kitchen Extension

**23/0506 48 Pennington Drive, Carlisle, CA3 0PF.** Relocation of Existing Boundary Fence to Incorporate Additional Land into Domestic Curtilage

**23/0599 Whiteclosegate Service Station, Brampton Old Road, Carlisle, CA3 0JN** Installation Of 2no. Permanent Timber Clad Containers Conjoined to Create Larger Shop Selling Area, Storeroom and Staff Room; Installation Of 2no. Customer Toilets at Rear

### **351.4 Additional Planning Matters**

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

Cllr Nedved reported that an updated drainage scheme had still to be submitted and a revised nutrient neutrality response from Natural England was still awaited. The application is not expected to be heard at Committee before December at the earliest. The Chairman reported that no other updates were available although the Action Group remain active.

**22/0297 Land to the east of Lansdowne Close/Lansdowne Court, Carlisle - Erection Of 101no. Dwellings with Associated Parking, Landscaping, Drainage and Surface Water Attenuation, Public Open Space and Access**

Cllr Robinson reported that progress is still lacking. He also reiterated the concerns raised at the September meeting regarding the lack of note taking by Cumberland Council in meetings held with the developers (a matter he is dealing with as a member of the public).

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

Further to the representation heard in public participation, Cllr Leitch reiterated concerns over the apparent breach of planning conditions in the above application. She also noted

concerns that recent amendments to the original application had been submitted with no public consultation period. It was noted that the planning Case Officer has now visited the site and that Cllr Leitch has attempted to involve the Heritage Officer for their input also.

The Chairman noted that he had spoken with the Case Officer who believed the windows were timber based, although installed against conditions in terms of layout. Photographs of the door and windows were distributed with concerns raised over the apparent standard of workmanship. Concerns were also raised that if enforcement from Cumberland Council is not possible due to staffing issues, it creates potential for breaches to be made County wide.

**Resolved** to write to Cumberland Council to object to the ongoing works and to request a stop notice be placed on works. Also to suggest that if Cumberland Council cannot deal with enforcement issues at present, then planning decisions should be suspended until systems are re-established.

*8.01pm one member of the public left the meeting.*

#### **SR 352/10/23. Administrative matters.**

##### **352.1 Houghton Village Hall**

A summary of ongoing fundraising and refurbishment works was provided to members. It was also noted that an upcoming quiz night will be held in November.

##### **352.2 Recording and Data Retention Policies**

Further to the purchase of recording equipment, it was noted that a sign was displayed at the meeting entrance and notification will be made on subsequent agendas.

**Resolved** to update the retention policy to include audio recordings; these will be stored for twelve months following the signing of the minutes.

##### **352.3 Clerk's Annual Appraisal**

**Resolved** to note the successful completion of the above. The next appraisal to be held in October 2024.

#### **SR 353/10/23 VILLAGE MATTERS**

##### **353.1 Brunstock Pond**

It was noted that an on-site meeting had been held with the contractor. Work was due to take place to complete works imminently following a period of ill-health, however due to the expected inclement weather, a further delay was anticipated.

#### **SR 354/10/23 CLERK'S REPORT**

A verbal report was provided by the Clerk, noting:

##### *Jackson Road*

A meeting will be held with Highways to consider traffic management at the above; the Chairman will attend and will report back at the November meeting.

### *Noticeboards*

Work remains ongoing to access the boards at Crosby on Eden and Crosby Moor.

### *Grounds Maintenance*

Three applicants have requested tender packs; no response to the Cumberland News advert had been received to date. Tenders will be considered at a Finance/Risk working group meeting in November before being considered by full Council in December.

## **SR 355/10/23 HIGHWAYS MATTERS**

### **355.1 Speed Indication Device**

A comprehensive half-year report had been circulated alongside the agenda and was noted. It was highlighted that the number of vehicles is similar month-on-month, with significant differences in traffic volumes in each direction (~38 000 south to north, ~51 000 north to south). The maximum speed recorded is 55mph south to north, and 60mph north to south. Speed distribution is generally higher north to south than south to north. Real time observations show most speeding vehicles slow down approaching the speed sign) but often not to the legal limit) however the speed sign is clearly having an effect as in 2012 the percentage of speeding vehicles was ~80% and is now 5-11%. Further, the 85%ile was ~40 mph and is now 33/34 mph. A further report will be made at the April meeting when comparative data will be provided.

### **355.2 Speedwatch**

After requesting the speed gun for some time, it was received in early October to allow three one-hour observation sessions to be completed. These recorded a total of 17 speeding vehicle which is fewer than the historical average (ca. 10 per one hour session). As ever, the presence of the team resulted in a noticeable reduction in vehicle speeds.

### **355.3 Road closures**

## **SR 356/10/23 FINANCE MATTERS**

### **356.1 Payments**

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

Sarah Kyle	October Salary & Reimbursements	£1,189.16
HMRC	October PAYE	£116.24
NEST	October Pension	£88.23
A Kyle	October Salary	£210.60
HVH	Rental	£68.00
Moore East Midlands	Audit	£378.00
Houghton Scouts.	Grant	£436.50
Unity Bank	Quarterly Charge	£18.00

### 356.2 Bank Reconciliation

Resolved to note the bank reconciliation at 31 August 2023:

Current A/C (Unity)	£1,111.95
Savings A/C (Unity)	£72,497.49
<b>Balance at bank 30.09.23</b>	<b>£73,609.44</b>
plus cheques still to be deposited	£1,005.15
Balance 30.09.23	<b>£74,614.59</b>

### 356.3 Receipts

**Resolved** to note the receipt of £497.49 bank interest from Unity Bank.

### 356.4 Audit

**Resolved** to note the completion of the external audit, with no major issues to report to Council.

### SR 357/10/23 COUNCILLOR MATTERS

**Cllr Nicholson** reported that concerns had been raised by a resident regarding the upkeep of a piece of land in Tribune Drive, leading to reports of vermin in the area. The resident is to be advised to refer the matter to the landowner and/or Cumberland Council.

**Cllr Savory** noted a resident's concern regarding the temporary portacabin on Whiteclosegate that was obstructing visibility for oncoming traffic. Cllr Nicholson will raise this in his meeting with Highways.

**Cllr Nedved** reported that he had attended the Border Fellside and North Carlisle Community Panel and noted that improved broadband in rural areas is a priority.

### SR 358/10/23 DATE OF NEXT MEETING

**Resolved** that the next meeting of the Parish Council will be held on Wednesday 8<sup>th</sup> November at 7.30pm in the Linstock WI Hall (please note the change of venue from the originally published schedule). Agenda items to be submitted to the Clerk before 30<sup>th</sup> October.

There being no further business the Chairman closed the meeting at 8.38pm.

<b>Schedule of Payments to be Authorised 13 November 2023</b>		
<b>Payee</b>	<b>Details</b>	<b>Gross Amount</b>
Sarah Kyle	November Salary & Reimbursements	£1,189.16
HMRC	November PAYE	£116.24
NEST	November Pension	£88.23
A Kyle	November Salary	£210.60
Houghton Toddlers	Grant	£175.00
S Kyle	Reimbursement	£261.36
		<b>£1,952.36</b>
<b>Bank Reconciliation</b>		
Cash Book	Balance at 01.04.2023	£48,554.48
	Receipts to 31.10.23	£55,528.82
		<b>£104,083.30</b>
	Expenditure to 31.10.23	£32,216.80
	Cash book balance 30.09.23	<b>£71,866.50</b>
Represented by:	Current A/C (Unity)	£363.86
	Savings A/C (Unity)	£70,497.49
	<b>Balance at bank 30.09.23</b>	<b>£70,861.35</b>
	plus cheques still to be deposited	£1,005.15
	Balance 30.09.23	<b>£71,866.50</b>