



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY
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7th September 2023

A meeting of Stanwix Rural Parish Council is to be held on Wednesday 13th September 2023 at 7.30pm in the Parish Hall, Crosby on Eden.

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

Yours faithfully

A handwritten signature in black ink, appearing to be 'SK', written over a horizontal line.

Sarah Kyle
Clerk & Responsible Financial Officer

Agenda

1. Apologies for Absence

To receive written apologies and approve reasons for absence

2. Minutes of the Meeting of the Parish Council held on 19th July 2023

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

3. Co-option of Councillor

To consider the co-option of David Milburn to the Parish Council

4. Declarations of Interest and Request for Dispensations

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

5. Public Participation

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

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

6. Planning Matters

6.1 To ratify responses to Planning Applications made prior to the PC Meeting:

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

23/0521 The Orchard, Houghton House, Houghton, Carlisle, CA6 4DX. Erection Of Single Storey Side Extension To Provide Additional Living Accommodation; Raising Of Roof To Provide Second Floor

Accommodation And Addition Of 1no. Dormer Window To Provide 2no. Bedrooms (1no. En-Suite)

23/0514/5 (LBC) Eden Grove, Crosby on Eden, Carlisle, CA6 4QJ. Conversion & Extension To Stable Block To Provide 3no. Holiday Cottages With Associated Parking; Construction Of Sewage Pumping Station & Treatment Plant

23/0496 Land to west of Tower Farm, Rickerby, Carlisle CA3 9AA. Erection Of 1no. Dwelling And Demolition Of Barn

23/0501 Rose Cottage, Crosby Moor, Crosby on Eden, Carlisle, CA6 4QX Demolition Of Existing Dwelling; Erection Of 1no. Replacement Dwelling With Detached Garage

22/0929 Land to the North of Moor Cottage, Crosby Moor, Crosby-on-Eden, Carlisle CA6 4QX Proposal: Change Of Use From Agricultural Land To Dog Exercising Field & Associated Fencing; Construction Of 5m x 10m Hardcore Hard Standing To Provide Off Road Parking

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

6.2 To consider planning applications:

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, Store Room And Staff Room; Installation Of 2no. Customer Toilets At Rear

6.3 To Note Decision Notices Received:

23/0363 Edenlin, Brampton Old Road, Carlisle, CA6 4QE - Roofing Over Existing Middenstead And Cattle Feeding Area; Concreting Part Of Existing Farmyard

23/0424 The Villa, Brunstock, Carlisle, CA6 4QG. Installation Of Foul Water Package Treatment Plant

23/0335 3 Eden Mews, Green Lane, Crosby on Eden, Carlisle, CA6 4RB Relocation Of Wood Burning Stove Flue From West To North

23/0462, Land adjacent to Meadow Cottage, Tarraby, Carlisle, CA3 0JS. Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 22/0680 (Erection Of 2no. Dwellings) To Allow Amended Garage Details, Including Solar Panels To Roof, And Stairs To Form A Study In Roof Space

23/0521 The Orchard, Houghton House, Houghton, Carlisle, CA6 4DX -Erection Of Single Storey Side Extension To Provide Additional Living Accommodation; Raising Of Roof To Provide Second Floor Accommodation And Addition Of 1no. Dormer Window To Provide 2no. Bedrooms (1no. En-Suite)

6.4 To note Withdrawn Applications

23/0558 Houghton House Farm, Houghton, Carlisle, CA6 4DX Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 22/0222 (Refurbishment Of Existing Farmhouse, Bothy & Cart Shed To Non-Residential; Demolition Of Woodstore, Barn & Shed; Erection Of 1no. Dwelling, New Garaging, Landscaping & Rerouted Public Footpath) For The Partial Removal And Rebuilding Of Sections Of Existing Store Attached To Farmhouse

6.5 To Consider Additional Planning Matters

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

7. Administrative Matters

7.1 Risk Assessment

To consider approval of the Risk Assessment for the current Council year - [attached](#)

7.2 DLUHC Consultations

To consider:

- a) Local Plan Consultation
- b) ratification of a complaint raised regarding the timescale for notification of the commencement of the consultation; and
- c) Nationally Significant Infrastructure Project Consultation

7.3 Linstock Play Area

To note the moderate risk of large play equipment

7.4 Recording Equipment

To consider an update with the purchase of the above

8. Village Matters

8.1 Houghton Village Hall Car Park

To consider works undertaken

8.2 Tarraby Common Land

To consider damage incurred

9. Clerk's Report

To receive a verbal report regarding updates from the last meeting

10. Highways Matters

10.1 Speed Indication Device

To receive a verbal update with traffic data

11. Finance Matters

11.1 Payments

To consider the authorisation of payments– [schedule attached](#)

11.2 Bank Reconciliation

To note the bank reconciliation to 31 August 2023 – [on payment schedule](#)

11.3 Receipts

To note the receipt of the VAT repayment of £7349.00

11.4 Grant Awards 2023/24

To consider the finance/risk working group recommendations regarding the second-round grant awards – [recommendations attached](#)

11.5 Greens Maintenance Contract

To consider authorisation of expenditure on advertising the opening of the tender process for the ground's maintenance contract for 2024 - 2027

12. 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.

13. Date of Next Meeting

To resolve that the next meeting of the Parish Council be held on Wednesday 11th October 2023 at 7.30pm in Linstock WI Hall. *Future agenda items should be submitted to the Clerk by 2nd October 2023.*

STANWIX RURAL PARISH COUNCIL
Minutes of a meeting held on Wednesday 19th July 2023
at 7:30 in the Parish Hall, Crosby on Eden.

PRESENT

The Chairman Cllr C Nicholson, Cllr's A Coles, E Leitch, P Nedved, C Savory and N Watson.

IN ATTENDANCE

Two members of the public. Cumberland Cllrs H Davison, B Wernham and J Mallinson (arrived 8.10pm). The Clerk, S Kyle.

SR 322/07/23 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr A Robinson. Apologies were also noted from Cumberland Cllr J Mallinson who was in attendance at a neighbouring parish council meeting (preceding his later arrival).

SR 323/07/23 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 14 June 2023

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

SR 324/07/23 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST

A request for dispensation was granted to Cllr A Coles in respect of planning application 23/0347. No declarations of interest were made.

SR 325/07/23 PUBLIC PARTICIPATION

325.1 Members of the Public

Prior to the public update, it was explained that Cumberland Cllrs J Mallinson and B Wernham were both shadow members of the Cumberland Planning Committee, however this did not prevent discussion of any application if they are in attendance.

Resident A updated members regarding the 'Stop Gleeson Houghton Action Group' with regards to planning application 23/0347. He reported the submission of approximately 280 objections and the proposal to engage a planning consultant to submit a technical objection on their behalf. Fundraising for the consultant was underway. It was also noted that a public drop-in had been held by Gleeson's which had been attended by both members of the public and Cllrs.

Resident B queried whether the planning action group would be eligible for Parish Council grant funding; they were advised to consult the website for all details of the current monies available, although a bank account and constitution would be required.

It was noted that the action group have a Facebook page; this is to be shared by the Council for the benefit of residents.

325.2 Cumberland Cllrs

Cllr H Davison reported that she had previous experience in objecting to a Gleeson Homes Development and would be willing to speak to residents to share her experience. She also suggested that individual case histories are useful to present at planning committee meetings. Cllr Davison expressed concern and disappointment at the removal of objections from the Cumberland Council planning website. She stated she planned to take up the matter with the authority as it was a deviation from best practice.

Cllr Wernham provided advice for residents for the establishment of bank accounts, necessary for grant applications. He also noted he had previously expressed comment on planning application 22/0297 so would not feature as part of the planning committee with regards to that particular application.

Both Cumberland Cllrs noted their attendance at the recently held Community Panel, which was to be considered later in the meeting.

SR 326/06/23 PLANNING MATTERS

326. 1 To Consider Additional Planning Matters

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

The Parish Council response was still being written and will be circulated in due course. Several Cllrs had attended the public drop-in meeting which had proven informative. Additional comments regarding education and biodiversity were noted.

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

A written synopsis of the matter to date had been circulated to members prior to the meeting, noting that objections continue to be lodged, including United Utilities.

Proposed Upgrade of Existing Telecommunications Mast At Vf 83315 – Brunstock

The above pre-application notification had been received and will be considered further with a request for additional information to be made.

LPA Planning Website

The removal of public comments from the Cumberland Council planning website was reported. Concerns were raised regarding the transparency, best practice and honesty of such a practice. Additional concerns regarding discrimination of those, particularly in rural areas without access to public transport, were also expressed.

Resolved: to write a letter of complaint to Cumberland Council.

326.2 Resolved to ratify responses made prior to the meeting:

23/0428 Land to the West of Walby Farm & Fairholme Farm, Birky Lane, Crosby on Eden, Carlisle, CA6 4QL - Erection of Agricultural Workers Dwelling On Land Associated With

Walby Farm, Together With The Replacement Of The Existing Septic Tank With A Package Treatment Plant At Fairholme Farm, Walby

23/0335 3 Eden Mews, Green Lane, Crosby on Eden, Carlisle, CA6 4RB - Relocation Of Wood Burning Stove Flue From West To North Elevation (LBC)

23/0462 Land adjacent to Meadow Cottage, Tarraby, Carlisle, CA3 0JS - Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 22/0680 (Erection Of 2no. Dwellings) To Allow Amended Garage Details, Including Solar Panels To Roof, And Stairs To Form A Study In Roof Space

326.3 Resolved to note decision notices received:

23/0220/21 Old School Cottage, Rickerby, Carlisle, CA3 9AA – Widening of Existing Doorway Together with Fixed Lights Either Side, Rearrangement of Existing Parking Bays & Erection of 1m High Fence & Gates (LBC)

SR 327/07/23 ADMINISTRATIVE MATTERS

327.1 Agenda for Border, Fellside and North Carlisle Community Panel, Thursday, 29th June, 2023

Cllr Nedved had attended the above and reported the planned arrangements for the panels, which are to consider co-option of up to three external representatives. It was also reported that each Cllr will have a discretionary grants budget for their distribution. The next meeting is to be held in September.

327.2 CALC Civility and Respect Project

Resolved to take a pledge to commit to the above project, details of which had been circulated alongside the agenda.

Cumberland Cllr J Mallinson entered the meeting at 8.10pm.

327.3 Summer Play Scheme

It was reported that all places at both Houghton and Crosby were fully booked.

SR 328/06/23 VILLAGE MATTERS

328.1 Houghton Village Green Drainage (1 – 8 The Green)

It was reported that Riverside Housing had now completed the removal of the post that had pierced the pipe. Correspondence had therefore been exchanged with the local resident who was to excavate a cavity to enable the drainage camera survey to be re-attempted. Safety barriers will be provided if the resident does not have access to any.

328.2 Brunstock Pond

It was reported that the pond was now filled with water and both the inlet tap and overflow appeared to be working successfully. Works to lay the turf around the edges was expected imminently. It was also reported that the monthly risk assessment procedure had been reactivated. Confirmation that the willow tree was to remain in place was given.

SR 329/07/23 CLERK'S REPORT

A verbal report was provided by the Clerk, noting:

Goal Posts

Nets had now been installed on the new goal posts in Crosby, Linstock and Houghton.

Centurions Football Event

Permission had been granted for the use of Houghton Village Green for the above.

Crosby On Eden Noticeboard

The key for the above had been deposited with the joiner to enable repair of the board.

Crosby Moor Noticeboard

Work continued to obtain the board from the garage, although it was noted it would not be possible to re-install upon the refurbished building due to its glass frontage.

SR 330/07/23 HIGHWAYS MATTERS

330.1 Speed Indication Device

An updated data summary had been circulated alongside the agenda. It was reported that current speeding vehicles amounted to approximately five percent, compared to eighty-five percent in 2015. Additional statistical analyses are available via Cllr Savory if desired. The board had now been rotated and was now recording speeds for vehicles exiting Houghton towards Whiteclosegate.

SR 331/07/23 FINANCE MATTERS

331.1 Payments

Resolved to authorise the payment of invoices below:

Payee	Details	TOTAL
Sarah Kyle	July salary and reimbursements	£1228.58
HMRC	July PAYE	£149.16
NEST	July Pension	£93.26
A Kyle	July Salary	£251.48
Houghton PTA	Grant	£100.00
Houghton Village Hall	CPCA grant	£765.00
Steve Splinter	Pond	£1571.00
Houghton village hall	Rental	£85.00
Unity bank	Fees	£18.00

331.2 Bank Reconciliation

/-Balances at bank as of 30st June 2023:

Cash Account	£1,005.15
Unity Bank (current a/c)	£1,803.33
Unity Bank (savings a/c)	£74,322.33
Income to 30/06/23	£47,682.33

Expenditure to 30/06/23

£19,106.00

Cumberland Cllr B Wernham left the meeting at 8.17pm.

331.3 August Payments

Resolved to confirm authorisation for the Finance Working Group to authorise any urgent or pre-approved expenditure in August.

331.4 Summary of expenditure against budget April to June 2023

The summary of income and expenditure against budget from 1 April 2023 to 30 June 2023 had been circulated alongside the agenda and was **noted**.

SR 332/07/23 COUNCILLOR MATTERS

Before progressing with the above, Cumberland Cllr J Mallinson was invited to provide a report; he noted that he had also attended the Community Panel.

Cllr Coles noted that the drain at the end of Eden Gate was once again blocked and overflowing.

SR 333/07/23 DATE OF NEXT MEETING

Resolved that the next meeting of the Parish Council will be held on Wednesday 13th September at 7.30pm in the Parish Hall, Crosby-on-Eden.

Exclusion of Press & Public - Part B Item

The following item is considered confidential and the exclusion of members of the public or press as permitted under the Local Government Act 1972 is necessary.

SR 332/07/23 Staff Arrangements

The Clerk left the meeting for this item.

333.1. Staffing Arrangements

Consideration was given to the on-going temporary appointment of an employee to provide administrative support to enable the Clerk to reduce their working hours each week.

Resolved to make substantive the temporary appointment of Mr A Kyle, on a fixed term contract of twenty hours per month, to 31.08.2025, subject to the standard probationary period and local government employee regulations. The Clerk to initially reduce hours to seventy-eight per month; to be reviewed in due course.

There being no further business the Chairman closed the meeting at 8.29pm.

STANWIX RURAL PARISH COUNCIL RISK ASSESSMENT 2023/24								
Bus Shelters								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
Low	Absence of Highway Authority	Maintain register of licence requirements and carry obtain for new shelters.	email confirmation obtained	None	n/a	n/a	Low	Low
Medium	Provision of adequate insurance cover.	Ensure all risks are reviewed annually.	Insurance review to be undertaken annually - prior to policy renewal.	Insurance review undertaken May 2023. Asset register to be reviewed March 2024	Clerk	08/03/2024	Medium	Medium
Medium	General wear and tear leading to fabric deterioration	Monitor sites	Annual asset inspection.	Asset register to be reviewed March 2024	Clerk	08/03/2024	Medium	Medium
Low	Vandalism	Arrange regular monitoring of sites	Clerk to inspect periodically when doing notice boards	Ongoing	Clerk	Ongoing	Low	Low
Code of Conduct								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
Medium	Failure to maintain/update register of interests/gifts	Ensure all council members are aware of their statutory responsibilities. Maintain appropriate registers.	Agenda item every April - advising Cllrs of requirement to disclose.	As resolution.	Clerk	01/04/2024	Medium	Medium
High	Failure to declare an interest when appropriate	Ensure all council members are aware of their statutory responsibilities.	Cllrs to be reminded at meeting to leave room if appropriate	Chairman and Clerk to undertake appropriate training if offered	Chair/Clerk	if offered	High	High
Commons & Common Pastures								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
Medium	Provision of adequate insurance cover	Carry out annual review to ensure appropriate insurance cover held	Public liability cover to be held for £10 million	Reviewed annually at audit time	Risk Group	01/05/2024	Medium	Medium
Medium	Grass cutting	Ensure subject to tender bids, enforce conditions of contract and inspect contractors documentation.	Ensure all necessary documentation held	To be reviewed summer 2023 in anticipation of needing to re-tender as per contract requirements	Clerk		Medium	Medium
Medium	Dog Fouling	Lobby relevant authority to ensure appropriate signage in place, bins are provided and dog fouling laws enforced	Work with dog enforcement teams	Asset inspection February 2024 to check adequacy	Clerk	08/03/2024	Medium	Medium
Low	Inadequate maintenance of footpaths and bridle paths	Define responsibility for areas and who responsible for maintenance.	Determine who responsible for each footpath.	Maintain working relationship with Footpaths officer and report issues when known	Clerk	ongoing	Low	Low
High	Poor Drainage	Define responsibility for drainage and provide for PC assets emergency work and periodic inspection.	Clerk to determine which areas we own	Ongoing.	Clerk	ongoing	High	High
Medium	Inadequate maintenance of trees & hedges	Ensure contracts in place for maintenance work and urgent repairs are in place		Tree inspection undertaken August 2022, valid for 3 years.	Clerk	01/12/2024	Medium	High
Computing								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
Low	Loss arising from theft/misappropriation	Allocate responsibility for security of equipment.	Office Equipment included as standard cover on Came & Company Insurance Policy.	Reviewed at insurance renewal April 22	Clerk	01/04/2024	Low	Low
High	Crash of IT System	Ensure regular back-up of data & maintenance of equipment. Maintain effective anti-virus software.	External disc drives and anti-virus software purchased.	Documents stored in "the cloud" and virus software installed by computer annually	Clerk	01/04/2024	High	High
Low	Hacking of website	Ensure controls are in place to protect website	Confirm cyber insurance for the Council	Confirmed Council is covered for cyber attacks under current policy	Clerk	ongoing	Low	Low
Low	Personal Injury	Ensure controls are in place to minimise risk of injury to officers.	Undertake risk assessment of working conditions and PAT electrical testing undertaken	PAT testing to be undertaken as priority due to lapse over COVID	Clerk	01/04/2024	Low	Medium
Medium	Breakdown of IT system	Ensure budget in place for necessary repairs/replacement	Allocate budget for maintenance and plan for future renewal	Deferred budget allocation to 2024 - 35	Finance/Risk	30/10/2024	Low	low
Council Property & Documents								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
Medium	Loss of Assets	Maintain adequate Asset Register and ensure appropriate insurance cover is held.	Maintain Asset Register and ensure new additions are incorporated onto register and insurance cover.	Review by council in March 2024	Clerk	08/03/2024	Medium	Medium
Provision of Office Accommodation								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
Low	Defective Electrical Equipment/Machinery	Arrange regular inspection of equipment and maintenance contracts in place	Arrange periodic inspection of equipment (PAT)	See IT above	Clerk	ongoing	Low	Low

Low	Inadequate Office Space	Ensure adequate office space provision for Clerk	Confirm Home Office Size and Layout	Clerk confirmed	Clerk	achieved	Low	Low
Provision of Website/Internet Access								
Risk Level	Hazard	Control	Resolution	Further Action Required	Action by	Date	Identified Risk Level	Recommended Risk level Current Year
High	Virus Control	Purchase of anti-virus package	Package purchased	Continue subscription	Clerk	01/04/2024	High	Low
Employment of Staff								
Risk Level	Hazard	Control	Resolution	Further Action Required	Action by	Date	Previous Risk Level	Recommended Risk level Current Year
Low	Failure to comply with employment law	Issue contracts of employment to all employees & review annually.	Contract issued to Clerk as of TBC	Clerk signed at September 2015 meeting. Annual review necessary.	Clerk	31/03/2024	Low	Low
Medium	Loss of key staff	Ensure procedures for key functions are documented	Implement documented procedures	Ongoing	Clerk	Ongoing	Medium	Medium
Low	Inability to retain staff	Regular Staff appraisals and complete exit questionnaire	Staff appraisal scheme to be implemented	Annual appraisal due April 2024	Chair	01/04/2024	Low	Low
Low	Use of own Vehicle for Council Business	Is Employees car insured for business use?	Insured for Business use; costs borne by Clerk (included in mileage rate payment)	Confirm annually	Clerk	01/04/2024	Low	Low
Low	Inability of Clerk to display posters on boards due to ill health	Provide alternative means of having posters displayed in required date timescales	Purchase spare keys for designated councillors in case of emergency	Purchase new spare keys for new locks and distribute to cllrs	Clerk	Ongoing	Low	Low
Land								
Risk Level	Hazard	Control	Resolution	Further Action Required	Action by	Date	Previous Risk Level	Recommended Risk level Current Year
High	Maintenance and security of deeds of ownership etc	Ensure deeds are held in fire proof cabinet/safe or deposited with appropriate 3rd party for safekeeping	Clerk to copy deeds and lodge in CCC Archives	Ongoing	Clerk	ongoing	High	Medium
Medium	Maintenance of land including grass cutting	Ensure service contracts signed. Maintain records of inspection to insure contract conditions have been met.	Ensure contracts signed and necessary documentation copies held on file.	Review at contract renewal	Clerk	31/03/2024	Medium	Medium
Medium	Public/Personal Injury	Ensure all risks to public are minimised. Ensure the council holds adequate insurance cover.	SRPC holds £10 million public liability insurance. Clerk to confirm annually with grass contractor.	Review needed annually.	Clerk	31/03/2024	Medium	Medium
Low	Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained.	Accident book purchased Aug 08	Maintain accident register	Clerk	Ongoing	Low	Low
Low	Bonfires & Firework Displays	Ensure risk assessments are undertaken	Undertake risk assessments if bonfires/displays are undertaken on PC land & notify insurance provider.	None unless a bonfire is held then see control	Clerk	Ongoing	Low	Low
Shelters & Seats								
Risk Level	Hazard	Control	Resolution	Further Action Required	Action by	Date	Previous Risk Level	Recommended Risk level Current Year
Medium	Provision of inadequate standards of seating	Carry out inspection and maintenance of seating	Inspect condition of and note on maps locations of seats. Also include on asset register.	Included in asset review	Clerk/Risk Group	08/03/2024	Medium	Medium
Village Signs								
Risk Level	Hazard	Control	Resolution	Further Action Required	Action by	Date	Previous Risk Level	Recommended Risk level Current Year
Low	Identification of signs belonging to SRPC	Determine location of signs and include on Asset Register	All signs to be included on Asset Register.	Included in asset review	Clerk	08/03/2024	Low	Low
Play Areas & Equipment								
Risk Level	Hazard	Control	Resolution	Further Action Required	Action by	Date	Previous Risk Level	Recommended Risk level Current Year
High	Danger to users from inadequately maintained equipment	Carry out regular safety & maintenance inspections.	Play Inspection Company quarterly inspection undertaken.	Clerk to continue fortnightly inspections of Linstock and Crosby Play Area.	Clerk/Chair	Ongoing	High	High
High	Goal posts inadequately maintained - incl. Houghton site.	Carry out regular safety & maintenance inspections.	Play Inspection Company quarterly inspection undertaken of Crosby and Linstock but Houghton remains uncovered.	Quarterly inspections undertaken at Houghton	Play Inspection Company	Ongoing	High	High
Risk Assessment								
Risk Level	Hazard	Control	Resolution	Further Action Required	Action by	Date	Previous Risk Level	Recommended Risk level Current Year
High	Risk Assessment not undertaken by Clerk	Council to prepare a Risk Assessment and review it annually.	Annual Risk assessment to be undertaken.	Agenda item by March 2024 meeting.	Clerk	31/03/2024	Medium	Medium
Medium								
Financial Procedures								

<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
High	Full Financial Risk Assessment not undertaken for audit purposes	Council to prepare financial risk assessment and review in annually	Annual stand-alone financial risk assessment to be undertaken	Agenda item by March 2024 meeting.	Clerk	31/03/2024	High	High
Council Members								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
High	Insufficient Council members to function legally	Council to actively recruit new volunteers and to ensure Councillors respect the legal summons to attend meetings when called	Recruitment for new councillors to be undertaken as part of Community Plan working arrangements	As control. Diary of meetings to be repeated throughout year.	Clerk	ongoing	High	High
Public Buildings and Village Halls								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
Low	Inadequate representation on management committee	Arrange appointment of council representative on Hall Committee.	To maintain representation on village hall committee	To be done at Annual Meeting in May	Clerk	ongoing	Low	Low
Medium	Collapse of Village Hall Committee leading to responsibility passing to Parish Council	Council remain Custodian Trustees for Houghton Village Hall and a risk exists that if the Management structures collapse due to insufficient volunteers, the PC MAY need to consider becoming the Sole Managing Trustee	Maintain working relationship with existing Committees to ensure that support structures are offered if necessary to prevent collapse.	As resolution	Rep for Hall	ongoing	Low	Low
COVID-19								
<u>Risk Level</u>	<u>Hazard</u>	<u>Control</u>	<u>Resolution</u>	<u>Further Action Required</u>	<u>Action by</u>	<u>Date</u>	<u>Previous Risk Level</u>	<u>Recommended Risk level Current Year</u>
High	Exposure to virus in confined spaces	Social distances, windows open	No current COVID guidelines applicable	Ongoing in response to risk	Clerk	Until powers cease	High	Low
High	Exposure to members of public in play areas/green spaces	Posting of signs in play areas	Play areas to be closed in specific alert levels. Parents to retain responsibility for hand cleaning after using equipment.	Act in accordance with current government guidelines. Ensure signage remains adequate and responses are swift.	Clerk	ongoing	High	Low
High	Inability of clerk to host online meeting due to ill health	Normal sickness procedure applies	As control	As resolution	Clerk	ongoing	High	Low
High	Non-attendance of Councillors due to ill health	Clerk to remain in electronic contact with Cllrs - quorum is 5	Maintain contact to allow time to change meeting as necessary	As resolution	Clerk	ongoing	High	High
High	Exposure to virus once meetings recommence	Full risk assessment per meeting venue to be conducted	No longer applicable	As resolution	Clerk	ongoing	High	Low
Items removed from the Parish Council Risk Assessment								
Medium Management Committee's.	Absence of service level Council		Responsibility of Village Hall	Responsibility of Village Hall	n/a	N/a	None to	None to Council agreements Management Committee's. Management
High Council place.	Fire	Provide extinguishers and ensure	Responsibility of Village Hall	Responsibility of Village Hall	n/a	N/a	None to	None to Council tested. Ensure appropriate signage in Management Committee's. Management Committee's.
High Council	Electrical Equipment safety	Ensure PAT Testing in place for all	Responsibility of Village Hall	Responsibility of Village Hall	n/a	N/a	None to	None to Council electrical items Management Committee's. Management Committee's.
Low Vat	Houghton Hall Clock	Bought by SRPC in 2000 for £1600 +	Removed from asset register	Removed from Risk Register	N/a	No PC action	Low	None
High Management Committee's.	2015/16. Village Hall made aware it Public Liability Cover		Responsibility of Village Hall	None	n/a	No PC action	None to PC	None to PC
High Management Committee's.	Inadequate Insurance Cover	necessary	Responsibility of Village Hall	None	n/a	No PC action	None to PC	None to PC
High necessary surfaces Medium Management Committee's.	Personal Injury, & Theft from Car Parks	necessary	Responsibility of Village Hall	None	n/a	No PC action	None to PC	None to PC maintenance of car park Management Committee's.

Schedule of Payments to be Authorised 13 September 2023			
Payee	Details	Method	Gross Amount
Sarah Kyle	August Salary & Reimbursements	BACS	£1,218.60
HMRC	August PAYE	BACS	£137.31
NEST	August Pension	DD	£91.45
A Kyle	August Salary	BACS	£251.48
Houghton village hall	Rental May	BACS	£16.00
Cluaran	Grass cutting	BACS	£2,196.00
Houghton Village Hall	Grant	BACS	£314.16
			£4,225.00
Sarah Kyle	September Salary & Reimbursements	BACS	£1,227.96
HMRC	September PAYE	BACS	£116.44
NEST	September Pension	DD	£88.23
A Kyle	September Salary	BACS	£210.60
HVH	Grant	BACS	£314.16
Play inspection	Inspection	BACS	£234.00
HVH	Hall rental	BACS	£244.00
Linstock WI Hall	Rental	BACS	£20.00
Savills	Linstock Green Rent	BACS	£20.00
GLL	Summer Play Scheme	BACS	£480.00
			£2,955.39
Bank Reconciliation			
Cash Book	Balance at 01.04.2023		£48,554.48
	Receipts to 31.08.23		£55,031.33
			£103,585.81
	Expenditure to 31.08.23		£26,809.48
	Cash book balance 31.08.23		£76,776.33
Represented by:	Cash Account (CBS)		£0.00
	Current A/C (Unity)		£771.18
	Savings A/C (Unity)		£75,000.00
	Balance at bank 30.06.23		£75,771.18
	plus cheques still to be deposited		£1,005.15
	Balance 31.08.23		£76,776.33

Budget						
General grants	£3,900.00					
Magazine	£100.00					
Fairs/events	£1,000.00					
S137	£1,000.00					
	£6,000.00	amount remaining	£2,610.00			
Round 1						
Applicant	Project	Total Cost of Project	Amount Requested	Amount Awarded	Comments	
Houghton School PTA	Coronation	£775.00	£775.00	£100.00	£100.00	Paid
Houghton in Bloom	Coronation	£116.00	£116.52	£116.52	£116.52	Paid
Houghton Village Hall	Replacement Lights	£428.68	£428.68	£428.68	£314.16	Paid
Houghton in Bloom	Annual Planting	£600.00	£600.00	£600.00	£600.00	Paid
Round 2						
Applicant	Project	Total Cost of Project	Amount Requested	Amount Recommended	Comments	
Susan's Farm	Community Bonfire	£485.00	£485.00	£400	Max amount contingent upon the receipt of further information	
Houghton Scouts	Replacement tent	£485.00	£485.00	£436.50		
Houghton Toddler	Halloween Party	£328.00	£175.00	£175.00		
Houghton Guides	Christmas Panto	£1,372.00	£1,372.00	£1,000.00		
Houghton Village Hall	Replacement kitchen equipment	£719.80	£719.80	£647.82		