



Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY  
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7<sup>th</sup> June 2024

A meeting of Stanwix Rural Parish Council is to be held on Wednesday 12<sup>th</sup> June at 7.30pm in Crosby Parish Hall. 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 1<sup>st</sup> May 2024**

To resolve to authorise the Chairman to sign to approve the accuracy of the **attached** 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 submitted prior to the meeting:**

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

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

**24/0304 42 Whiteclosegate, Carlisle, CA3 0JB** - Erection Of Two Storey Rear Extension To Provide Dining Area On Ground Floor With Extended Bedroom Above

**24/0248 Garden Cottage, Crosby on Eden, Carlisle, CA6 4QZ** - Change Of Use Of Existing Garage To Provide 1no. Dwelling; Single Storey Front Extension And Changing Flat Roof To Pitched Roof

## **5.2 To Consider New Applications:**

**24/0342 Lea Cottage, Linstock, Carlisle, CA6 4PZ** - Erection Of Single Detached Garage

## **5.3 To Receive Permission Notices:**

**24/0145 59 Millcroft, Carlisle, CA3 0HT** - Erection Of Single Storey Extension To Rear To Provide Additional Living Accommodation; Front Extension To Provide Porch On Ground Floor With New Roof Over To Create First Floor Area; Installation Of Solar Panels To Rear Elevation; Extension To Driveway (Revised Application) (Part Retrospective)

**24/0176 1 Whiteclosegate, Carlisle, CA3 0JA** - Erection Of Rear Single Storey Extension To Provide Kitchen, Utility, Diner & Lounge Extension

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

**23/0378 Stonedale Farm, The Green, Houghton, Carlisle, CA3 0LN** - Siting Of A Residential Caravan To Be Occupied In Conjunction With The Existing Equestrian/Agricultural Business

## **5.4 To Receive Refusal Notices:**

**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

## **5.5 To Receive Updates**

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

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

## **6. Administrative Matters**

### **6.1 Community Led Plan**

To consider agreement for the deferment of the plan

## **7. Village Matters**

### **7.1 Linstock Trees**

To consider a request for tree maintenance in Linstock

### **7.2 Crosby Parish Hall Gate**

To consider the purchase of a replacement gate and authorise installation costs

### **7.3 D-Day Bench**

To consider the purchase of a replacement bench for Linstock, to be in commemoration of D-Day

#### **7.4 Replacement Noticeboards**

To authorise the expenditure of two replacement noticeboards (utilising already secured grant funding)

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

To receive a verbal report detailing updates from the last meeting

#### **9. Highways Matters**

##### **9.1 Speedwatch**

To consider an update regarding recent sessions

##### **9.2 Bus Stop, Houghton Road**

To consider the persistent flooding at the above

##### **9.3 Footpath**

To consider a request received for a footpath on Brampton Old Road

#### **10. Finance Matters**

##### **10.1 Payments**

To consider the authorisation of payments as detailed in the [attached schedule](#)

##### **10.2 Bank Reconciliation**

To note the bank reconciliation to 30<sup>th</sup> May 2024

#### **11. Annual Governance and Accountability Return 2023/24**

##### **11.1 Internal Auditors Report**

To consider accepting the attached end of year internal auditors report for the financial year 2023/24-  
[To follow](#)

##### **11.2 Annual Governance Statement**

To approve the attached Annual Governance Statement 2023/24 and authorise the Chairman to sign the Annual return - [To follow](#)

##### **11.3 Accounting Statements**

To approve the attached Accounting Statements for 2022/23 and authorise the Chairman to sign the annual return - [To follow](#)

#### **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 10<sup>th</sup> July at 7.30pm in Crosby Parish Hall. *Agenda items should be submitted to the Clerk by 4<sup>th</sup> July 2024*

**STANWIX RURAL PARISH COUNCIL**  
**Minutes of a Meeting held on Wednesday 1<sup>st</sup> May 2024**  
**at 7.10pm in the Parish Hall, Crosby-on-Eden**

**PRESENT**

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

**IN ATTENDANCE**

One member of the public. Cumberland Cllr J Mallinson. The Clerk, S Kyle.

**SR 416/5/24 ELECTION OF CHAIRMAN**

**Resolved** unanimously to elect Cllr C Nicholson as Chairman for the Council year 2024/25. Cllr Nicholson signed the Declaration of Acceptance of Office.

**SR 417/5/24 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr's E Leitch and A Robinson. Apologies were also received from Cumberland Cllr's H Davison and B Wernham.

**SR 418/5/24 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 10<sup>th</sup> April 2024**

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

**SR 419/5/24 CO-OPTION OF PARISH COUNCILLORS**

**Resolved** to co-opt Angela Bell and Barry Bell to the Parish Council. Cllr's Bell and Bell signed the Declaration of Acceptance of Office and took their seats immediately.

**SR 420/5/24 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST**

Cllr's Nicholson and Nedved both declared a pecuniary interest in item 426.1, due to being reimbursed for purchases made for the community meet & greet event.

**SR 421/5/24 PUBLIC PARTICIPATION**

***Members of the Public***

One member of the public was in attendance to make representations regarding planning application 24/0230. He noted that he believed the application to contain inaccuracies, portraying the site as being easily accessible to local amenities and services. He also noted the site's archaeological importance along with being ancient woodland. He further noted the absence of a pavement, street lighting, bus service and adequate drainage. Further concerns were raised regarding the lack of catchment school within walking distance and the winding road that would need to deal with up to potentially eighteen regular additional vehicles.

***Cumberland Councillors***

Cllr Mallinson thanked the Chairman for his comments in the Annual Parish Meeting, which had preceded this Parish Council meeting. Cllr Mallinson considered concerns regarding the

administration of Cumberland Council and in particular, the Highways service currently being delivered.

## **SR 422/5/24 PLANNING MATTERS**

### **422.1 To Consider New Applications**

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

**Noted** that the response continues to be drafted. It will be circulated to members before submission.

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

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

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

A draft objection had been circulated to members which was agreed, however, given the additional information provided by the resident during public participation, the submission will be amended and re-circulated before submission.

**Resolved** to object to the application.

### **422.2 To Receive Permission Notices:**

**24/0018 S211 Woodland to the rear of Eden View, 5 Rickerby Court, Rickerby, Carlisle, CA3 9BF** - Works To 1no. English Oak Tree, 1no. Ash Tree & 1no. Sycamore Tree in Rickerby Conservation Area

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

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

### **422.3 To Receive Updates**

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

It was noted that the application is now unlikely to be presented to the June Development Control Committee as some issues remained unresolved.

**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

No update was available.

## **SR 423/5/24 Administrative Matters**

### **423.1 Appointment of Vice Chairman**

**Resolved** unanimously to appoint Cllr C Savory as Vice-Chairman for the Council year 2024/25/

### **423.2. Community Led Plan**

It was noted that the Community Meet and Greet had been hosted in Houghton Village Hall on 24<sup>th</sup> April with approximately twenty local groups in attendance, including Cumberland Council engagement team, Cumbria Police, and many local hall users. Positive feedback had been received from the groups in attendance and Cumberland Cllr Mallinson also praised the efforts made to engage with the attending public. Consideration will be given to the feedback regarding the community ideas that were received and whether to host a repeat event in 2025.

### **423.3 Programme of Meetings**

The calendar of meetings had been circulated to members, with meetings expected to revert to the customary second Wednesday of each month, excluding August and January. Dates and venues will be confirmed on each agenda.

### **423.4 Review of Policies and Procedures**

**Resolved** to note the Clerk's review of the Council's Standing Orders; Financial Regulations, complaints procedure; procedures and practices in respect of freedom of information, General Data Protection Regulations; and policy for dealing with the press/media, with no amendments suggested.

### **423.5 Linstock Play Equipment**

It was reported that a supporting post on the multi-play equipment at Linstock play area required replacement. Quotations had been sought from three suppliers.

**Resolved** to purchase a replacement post at TG Norman Timber, Longtown, with installation to be conducted as soon as practicable.

## **SR 424/5/24 CLERK'S REPORT**

In addition to the items on the agenda, the following items were also noted:

### *Linstock Traffic Detection Unit*

Following concerns raised regarding speeding traffic in Linstock, Cumberland Highways will place a traffic detection unit in Linstock during May. Results will be presented to the Parish Council in due course.

### *Tarraby Dog Walking Signs*

No progress had been made with the request to Highways to install advisory signage for dog walkers during lambing season. This is to be followed up with Cumberland Cllr Mallinson.

### *Whiteclosegate Noticeboard*

Contact had been made with the householder adjacent to the safety barriers preventing access to the above noticeboard. The Council had been informed that the barriers form part of the building and planning conditions and therefore will remain in place until works are completed.

#### *Millcroft Footpath*

Following the application to register the footpath as a registered right of way, legal notices are to be placed at either end of the lane, as the application progresses.

### **SR 425/5/24 HIGHWAYS MATTERS**

#### **425.1 Jackson Road Parking**

A report had been circulated alongside the agenda, noting the results of the recent survey the Parish Council had undertaken as a facilitator for feedback to send to Highways. It was considered that there had been no strong overall agreement for any of the consultation suggestions, with many concerned that the problem was exacerbated at the start and end of the school day but that the school grounds should not be encroached onto. Further concerns regarding parking along Jackson Road were also noted. A suggestion was given to the employment (by a third party) for a parking warden, as used in other areas nearby.

**Resolved** to discuss the consultation outcomes with Highways and lobby for the most suitable solution. Also to encourage Highways to engage with interested parties to resolve the issues as a matter of priority and to further encourage other parties to consider what they might do to alleviate the parking issues.

#### **425.2 Speed Camera, Houghton Road**

**Noted** that Cumberland Highways had considered the request for the placement of a speed camera on Houghton Road and had rejected the proposal due to cost implications.

#### **425.3 Bus Stop, Houghton Road**

Consideration was given to the ongoing drainage issues being experienced at the bus stop on Houghton Road. Information was provided regarding the drainage in the area, and the nearby Gosling Syke.

**Resolved** that Cllr's Nicholson and Small will meet to consider potential solutions to present to Cumberland Highways.

*One member of the public left the meeting at 8.06pm.*

### **SR 426/5/24 FINANCE MATTERS**

#### **426.1 Payments**

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

<b>Payee</b>	<b>Details</b>	<b>Method</b>	<b>Gross Amount</b>
Sarah Kyle	May Salary	BACS	£1,304.40
HMRC	PAYE	BACS	£140.35
NEST	Pension May	DD	£93.69

A Kyle	May Salary	BACS	£232.40
Craig Nicholson	Reimbursements	BACS	£111.47
Paul Nedved	Reimbursements	BACS	£28.80
Clear Council	Insurance	BACS	£929.33
			<b>£2,840.44</b>

#### **426.2 Receipts**

**Resolved** to note the receipt of £2000 from Cumberland Council (grant payment) and £46,500 precept from Cumberland Council.

#### **426.3 Internet Banking**

**Resolved** to reconfirm approval for the Clerk to authorise Internet banking payments; also to confirm approval for the direct debit for ICO and pension payments to continue.

#### **SR 427/5/24 COUNCILLOR MATTERS**

**Cllr Nicholson** noted complaints received regarding construction vehicles using a small unclassified track for access to Crosby Golf Club. The matter was being dealt with in conjunction with Cumberland Planning and Highways. A letter is to be sent to Cumberland Council and will be ratified in June.

**Cllr Nicholson** also reported that the cones used to assist with parking control at Houghton School had been damaged or needed general replacement. The matter is to be brought to the attention of Houghton School.

**Cllr Savory** reported that a request for a footway between Linstock and Brunstock had been received via the website enquiry service. The matter will be brought to the next meeting. It was noted that the matter may indirectly relate to the proposed Cumberland Council: Draft Climate & Nature Strategy.

**Cllr Nedved** requested that consideration be given to commemoration of the D-Day landings. He will provide costings and suggestions to the Chair and Clerk as soon as possible.

**Cllr Coles** requested an update regarding the Linstock drainage quotation (min. SR 411/4/24 refers). No update was available, and the matter will be put on the agenda when the quote is received.

**Cllr Small** requested clarification over the temporary 10mph speed limit near to Burtholme Avenue. Cllr Mallinson is to investigate this.

#### **SR 428/5/24 DATE OF NEXT MEETING**

**Resolved** that the next meeting of the Parish Council will be held on Wednesday 12<sup>th</sup> June at 7.30pm in the Parish Hall, Crosby-on-Eden. Agenda items to be submitted to the Clerk before 3rd June 2024.



## Schedule of Payments to be Authorised 12th June 2024

<b>Payee</b>	<b>Details</b>	<b>Method</b>	<b>Gross Amount</b>
Sarah Kyle	June Salary	BACS	£1,294.50
HMRC	PAYE	BACS	£140.35
NEST	Pension June	DD	£93.69
A Kyle	June Salary	BACS	£232.40
Houghton Village Hall	Hall Hire	BACS	£95.00
Linstock Village Hall	Hall Hire	BACS	£20.00
Craig Nicholson	Flyer reimbursement	BACS	£79.00
Sarah Kyle	Reimbursements	BACS	£237.13
Parish Online	Mapping Software	BACS	£228.00
Houghton in Bloom	Grant payment	BACS	£500.00
Houghton PTA	Grant payment	BACS	£500.00
TG Norman	Post	BACS	£31.20
			<hr/> <b>£3,451.27</b> <hr/>

### **Bank Reconciliation**

Cash Book	Balance at 01.04.2024	£54,817.42
	Receipts to 31.05.24	£48,500.00
		<hr/> £103,317.42 <hr/>
	Expenditure to 31.05.24	£5,968.84
		<hr/> <b>£97,348.58</b> <hr/>
Represented by:	Current A/C (Unity)	£2,979.86
	Savings A/C (Unity)	£93,363.57
	<b>Balance at bank 31.05.24</b>	<hr/> £96,343.43 <hr/>
	plus cheques still to be deposited	£1,005.15
	less payments still to be made	0
		<hr/> <b>£97,348.58</b> <hr/>