



STANWIX RURAL PARISH COUNCIL

Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY
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12th September 2024

A meeting of Stanwix Rural Parish Council is to be held on Wednesday 18th September at 7.30pm in Linstock WI 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

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 10th July 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:

24/0457 Greenside, Brunstock Mews, Brunstock, Carlisle, CA6 4QG Replacement Of Existing Garage Roof With New Structure Incorporating 2no. Roof Dormers Together With Creation Of Bedroom Within Garage Roof Space

24/0471 82 Longlands Road, Carlisle, CA3 9AF - Erection Of Two Storey Side Extension To Provide Living Room, Utility Room, Snug, And Shower Room On Ground Floor With 2no. Bedrooms (1no. En Suite) Above Together With Erection Of Detached Outbuilding

24/0182 5 Smithy Croft, Houghton, Carlisle, CA3 0NS - Erection Of Detached 4no. Bedroom Dwelling Together With New Vehicular Access To Neighbouring Property

5.2 To Consider New Applications Received:

24/0543 8 Beech Grove, Houghton, Carlisle, CA3 0NU - Erection Of Single Storey Side And Rear Extension To Provide Additional Living Accommodation; Erection Of Front And Rear Dormers To Roof To Provide 1no. Additional Bedroom At First Floor Level

5.3 To Receive Permission Notices:

24/0233 Eden Meadows, Linstock, Carlisle, CA6 4PY Demolition Of 1no. Bungalow; Erection Of 1no. Replacement Two Storey Dwelling

24/0377 Cavalaire, The Knells, Houghton, Carlisle, CA6 4JG - Demolition Of The Building Formerly Known As 'Rose Cottage' & Erection Of Replacement Dwelling (Revised Application)

24/0199 Fairholme Farm, Birky Lane, Walby, Carlisle, CA6 4QL - Change Of Use Of Former Poultry Units To 4no. Units For Use Class B8 (Storage & Distribution)

24/0369 28A Beech Grove, Houghton, Carlisle, CA3 0NU Variation of Condition 2 (Approved Details) Together With The Removal Of Condition 11 (Protective Tree Fencing) Of Previously Approved Application 20/0081 (Erection Of Detached Dwelling & Garage Together With Associated Access & Landscaping)

24/0182 5 Smithy Croft, Houghton, Carlisle, CA3 0NS - Erection Of Two Storey Side Extension To Provide Living Room, Utility Room, Snug, And Shower Room On Ground Floor With 2no. Bedrooms (1no. En Suite) Above Together With Erection Of Detached Outbuilding

5.4 To Note Withdrawn Applications

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

5.5 To Receive Updates regarding Ongoing Planning Issues:

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

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 Emergency Plan

To consider a verbal update regarding progress with the revisions to the above

6.2 Proposed Reforms to the National Planning Policy Framework

To consider the Parish Council Response

7. Village Matters

7.1 Linstock Playground

To consider an update with the quotation and grant application process

7.2 Street Furniture

To consider arrangements for the Whiteclosegate notice board and Crosby Moor bus shelter

8. Clerk's Report

To receive a report detailing updates from the last meeting (attached)

9. Highways Matters

9.1 Updates

To report on outstanding issues, following Highways meetings concerning Linstock/Brunstock/Houghton

9.2 Speedwatch

To receive a verbal update

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 31st August 2024

10.3 Quarterly Budget Update

To receive the above statement of income and expenditure against budget from 1st April 2024 to 31st August 2024 – **to follow**

10.4 Audit 2023/24

To note an amendment to the AGAR and ratify the submission

11. 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.

12 Date of Next Meeting

To resolve that the next meeting of the Parish Council be held on Wednesday 9th October at 7.30pm in Linstock WI Hall. *Agenda items should be submitted to the Clerk by 30th September 2024*

STANWIX RURAL PARISH COUNCIL
Minutes of a Meeting held on Wednesday 10th July 2024
at 7.30pm in the Parish Hall, Crosby-on-Eden

PRESENT

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

IN ATTENDANCE

The Clerk, S Kyle.

SR 442/7/24 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr A Coles. Apologies were also noted from Cumberland Cllr's Mallinson, Davison and Wernham.

SR 443/7/24 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 1st May 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 444/7/24 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST

A dispensation regarding planning appn. 22/0672 remains active for Cllr Leitch. Cllrs A Bell and B Bell declared an interest in item 447.2, Linstock Drainage due to the location of their property.

SR 445/7/24 PUBLIC PARTICIPATION

No members of the public or Cumberland Cllrs were present.

SR 446/7/24 PLANNING MATTERS

446.1 Resolved to ratify responses submitted prior to the meeting:

24/0343 Green Acres Caravan Park, High Knells, Houghton, Carlisle, CA6 4JW - Change of Use of Agricultural Land to Form 12no. Additional Caravan Pitches & Associated Infrastructure Together with Extension to Existing Shower Block

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

24/0369 28A Beech Grove, Houghton, Carlisle, CA3 0NU - Removal Of Condition 11 (Protective Tree Fencing) Of Previously Approved Application 20/0081 (Erection Of Detached Dwelling & Garage Together With Associated Access & Landscaping)

24/0377 Cavalaire, The Knells, Houghton, Carlisle, CA6 4JG - Demolition Of The Building Formerly Known As 'Rose Cottage' & Erection Of Replacement Dwelling (Revised Application)

446.2 To Receive Permission Notices:

24/0192 7 Green Lane, Houghton, Carlisle, CA3 0NT - Erection Of Two Storey Side Extension To Provide Carport On Ground Floor With En-Suite Bedroom Above

446.5 To Receive Updates

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

It was reported that three new documents had been submitted as part of this application that

were now under consideration. It was also noted that the Environment Agency had now removed their concerns and were now satisfied with plans in principle. Similarly, United Utilities had also declared satisfaction in principle, although were advocating for harsh conditions until finished floor levels were confirmed. It was further reported that the essential nutrient neutrality statement had still not been submitted. The application will not be heard at the July Development Control Committee.

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

An update to the application was provided, noting that Cumberland Council's Director of Place, Sustainable Growth and Transport, Darren Crossley, had now been involved and had confirmed he would take a detailed look at the issues. Residents were advised that approximately twenty-one business days appeared an appropriate amount of time to allow for this response. Concerns were raised that the properties, which are nearing completion despite the lack of consent, are to be used for holiday let accommodation. It was reported that residents are considering taking the matter to the Planning Ombudsman.

24/0086 Eden Golf Club, Crosby on Eden, Carlisle, CA6 4RA - Discharge of Conditions Of Previously Approved Permission 21/0111

Members were informed that a construction compound had been created and vehicles were using a prohibited minor lane for access. Concerns were also raised that tree felling was currently underway in Black Wood, despite its listing as Priority Habitat Deciduous Woodland and it being bird nesting season.

Resolved that the matter be progressed as required including notification to Natural England.

SR 447/7/24 Administrative Matters

447.1 Play Equipment/Street Furniture Maintenance Contract

Resolved to advertise for a handy person to be engaged on a self-employed basis to undertake routine maintenance of the Council's street furniture and play equipment. Members were encouraged to recommend suitable contractors to the Clerk.

447.2 Routine Inspectors Course

Members were advised that the above course was available should anyone be interested in taking an active role in play area inspection.

447.3 Street Furniture Painting

Resolved to accept a quotation that had been received for the painting of the bus shelters and noticeboards in the parish.

447.4 Summer Arrangements

Resolved that payments during the summer will be made where pre-authorised at a previous Council meeting or where contractually arranged. Also noted that the planning working group will draft recommendations for the Clerk under delegated powers in relation to new applications. A Council meeting will be held in August only should any major and urgent business arise.

447.5 Hadrian's Wall Buffer Zone Stanwix Carlisle

Cllr Nicholson reported that it had been brought to his attention at a recent Development Control Committee meeting that the above was incorrectly marked on Cumberland Council planning maps. The matter had implications for future development therefore it had been taken up with Historic England; a response is awaited.

SR 448/7/24 Village Matters

448.1 Linstock Green Boundary Hedge

It was reported that a householder adjacent to Linstock Village Green has recently removed the boundary hedge to replace with a yew hedge. Concerns were expressed that as the boundary is shared, consultation should have been initiated by the resident prior to the works. As householders may be unaware of the Council's status as land owner, it was suggested that all properties abutting the boundaries should be written to with a polite reminder of the need for communication prior to works occurring. It was noted that the letter is likely to raise concerns over hedge maintenance and this matter will be fully investigated before any correspondence is issued. It was also noted that the trees in Linstock are inspected every three years as required. Maintenance is then carried out following this inspection report, or when required. Residents are encouraged to contact the Council if they believe works are required.

Resolved to write to all householders where properties are adjacent to Council land.

448.2 Linstock Drainage

Cllrs A Bell and B Bell left the meeting for this item only.

Members were informed that investigative works have been undertaken on the main Village Green in Linstock. Works are also required to the drains on the smaller Greens. Cllr Nicholson noted that he had archived documents seeming to detail the drains status as Parish Council owned.

Resolved to obtain an estimate for further investigation of the drains on the smaller Greens.

SR 449/7/24 CLERK'S REPORT

Linstock Trees

An email was sent to the householder detailing the Parish Council decision regarding tree maintenance. The resident was advised that no action can be taken until the Council receives and approves a detailed proposal from an approved contractor.

Crosby Parish Hall Gate

The gate has now been purchased and installed.

D-Day Bench

Two benches were purchased and fixings are now on order. One bench will replace the damaged bench in Linstock, adjacent to the play area. The second bench was offered to Crosby Parish Hall, which they declined. It will therefore replace the bench in Crosby-on-Eden near to the church. The existing bench will be reviewed for refurbishment (costs to be considered, if applicable, at a future meeting).

Replacement Noticeboards

Two boards have been ordered and will be installed in Crosby on Eden and Houghton in due course.

Houghton Village Green

A complaint was received regarding the wildlife area on Houghton Village Green. This has been referred to the Wildlife Group and the area will be kept under review.

Brunstock A689 tree maintenance

The obstructed view at the above was attended to promptly by Highways.

Linstock Play Area

Two quotes have been received for replacement equipment at the above and a third is imminently expected. Grant funding will be researched and the matter will be fully considered by the Council in the autumn.

Bus Stop, Houghton Road

The matter has been referred to Highways. It is noted that in a separate report, a resident reported drainage issues at 1 & near no. 12 Houghton Road. Highways have now jetted the gully which required cleaning, this gully and is now functioning, however, upon inspection there was a blockage further into the drain which will require further investigation and works. These works have been added to Highways package of minor works. They have all works programmed for this financial year however it will remain on the list for the coming financial years.

Footpath Linstock to Brunstock

The request was referred to Highways and they have confirmed the footpaths have been added to their list of requests to be completed should funding become available.

Jackson Road Traffic Management

The traffic survey and report was forwarded to Highways. They have confirmed they will add a request for a One-way system and a request for parking restrictions to their Traffic Regulation Order Requests (TRO) list, which they will assess when carrying out our next TRO review of the area. When carrying out their assessments, they will take into consideration the knock on impact of implementing such restrictions. For example the introduction of a One-way system is likely to cause an increase in traffic speed and the introduction of parking restrictions in a particular area is likely to exacerbate the issue on the next un-restricted street. Their next TRO review of the area is expected to take place during the summer next year (2025).

Highways Issues

A number of Highways issues have been report to the Council including at Linstock, Brunstock and Houghton. These have been referred to Highways, however both Cllr's and members of the public are reminded that the Highways service can be accessed directly. It was also reported that Cllr Nicholson had an appointment to meet with a resident and Cumberland Cllr Mallinson to discuss ongoing issues.

SR 450/7/24 HIGHWAYS MATTERS

450.1 Speedwatch Report June 2024

Cllr Savory reported that the team had undertaken seven sessions and caught thirty-seven drivers speeding. Their details have been passed onto the Police. Eight sessions are planned for

July with two carried out to-date (sixteen speeders identified). The device will be returned to the Police at the end of the month.

450.2 Speed Indication Device Figures

It was reported that the above figures for the last quarter showed 100 per cent increases in traffic volumes travelling south to north. The next update will be provided in November. It was also confirmed that traffic figures for Linstock have not yet been received.

450.3 Rickerby Speed Signage

Further to a request at the last meeting for assistance with obtaining the above, it was reported that the road in question is unadopted yet remains subject to Highway's legislation. As such, consent for installation of any signage will be required to be obtained by Highway's before any works can commence. Residents are therefore to be advised to contact Highways before returning with a request for financial assistance in the future if required/applicable.

It was also reported by Cllr Leitch that the request for road markings has been reported to Highways and that residents have also written to the Rickerby Gardens Management Committee. Further to this, Cllr Small requested assistance with plans/maps in view of a potential Tarraby View management committee formation. Cllr Nicholson will provide these and any further assistance necessary to residents.

450.4 Vehicle Parking, Pond Lane, Brunstock

Concerns over abandoned vehicles had been raised at the June meeting, however it was reported that the problem had been resolved. Residents are however advised that the only course of action if the problem should reoccur is to report the matter to the Police.

450.4 Proposed Diversion of Public Footpath No 132015/Temporary Closure

Resolved that no objection is made to the above application.

SR 41/7/24 FINANCE MATTERS

451.1 Payments

Resolved to authorise the payment of invoices below:

Sarah Kyle	July Salary	BACS	£	1,309.80
HMRC	PAYE	BACS	£	140.35
NEST	Pension July	DD	£	93.69
A Kyle	July Salary	BACS	£	232.40
Linstock WI Hall	Grant	BACS	£	1,500.00
Gordon Consultancy Ltd	Audit	BACS	£	120.00
S Splinter	Maintenance	BACS	£	278.40
TG Norman	Gate	BACS	£	115.80
Solway Recycling	Benches	BACS	£	1,186.80
Play Inspection Company	Inspection	BACS	£	234.00
Equiphase	Website	BACS	£	20.00
Unity Bank	Service Charge	DD	£	18.00
Rod Hind Drainage	Linstock Green	BACS	£	604.20
				£5,853.44

451.2 Bank Reconciliation

Resolved to note the bank reconciliation on 31st May 2024:

Cash Book	Balance at 01.04.2024	£54,817.42
	Receipts to 30.06.24	£49,077.28
		<hr/>
		£103,894.70
		<hr/>
	Expenditure to 30.06.24	£12,404.52
		<hr/>
	Cash book balance 30.06.24	£91,510.18
		<hr/>
Represented by:	Current A/C (Unity)	£64.18
	Savings A/C (Unity)	£90,440.85
	Balance at bank 30.06.24	<hr/>
		£90,505.03
		<hr/>
	plus cheques still to be deposited	£1,005.15
	less payments still to be made	0
		<hr/>
		£91,510.18
		<hr/>

SR 452/7/24 COUNCILLOR MATTERS

Cllr Nedved reported that he and Cllr Leitch had attended a summer preparedness workshop with numerous agencies discussing risks and hazards. They will feed this back into the emergency and community plans, involving Cllr A Bell.

Cllr Nedved also reported on the multiple instances of parking/safety signage evident at nearby schools. Cllr Nicholson will discuss the potential of these for Houghton with a school representative.

Cllr A Bell raised concerns again regarding the grass cutting at Linstock. Members were advised that the grounds maintenance contractor is paid following each cut and it is therefore in their interests to adhere to the schedule. The exceptionally wet weather was also noted.

Cllr Watson reported the road in Brunstock opposite the new development requires maintenance. This is to be reported to Highways in conjunction with planning condition information.

SR 453/7/24 DATE OF NEXT MEETING

Resolved that the next meeting of the Parish Council be held on Wednesday 11th September at 7.30pm in Linstock WI Hall. Agenda items should be submitted to the Clerk by 2nd September 2024. There being no further business the Chairman closed the meeting at 8.25pm.

Clerk's Report – September 2024

Grass cutting

A number of complaints were received regarding the grass cutting in the parish. The Council have actively worked with the contractor to resolve the situation.

School Safety Signs

Information regarding the availability of safety signage for schools experiencing parking issues was forwarded to Houghton PTA for onward consideration to the school.

Linstock Village Green

The drainage issue is ongoing with an update to be provided once further investigative work has been undertaken. A number of complaints have been received regarding moles and action has been taken to remove them. A letter was sent to all residents adjacent to the Village Green regarding hedge maintenance. One letter of concern has been received. A further letter detailing suggestions for traffic calming measures in Linstock has also been received and will be reviewed prior to consideration at the October meeting.

Brunstock Pond

Work remains to be completed at the Pond and the Council are actively seeking resolution to have the works finished.

Hadrian's Wall Buffer Zone

The Chairman has contacted Historic England regarding concerns raised regarding the incorrect boundaries available on official planning correspondence. Dialogue remains ongoing.

Noticeboards

Two new noticeboards have been received and are due for installation (1 at Low Crosby, 1 at Houghton).

D-Day Benches

The Linstock bench is due to be installed in due course following a delay with necessary fixings.

Overgrown Footpath / Cycle Path

A number of complaints have been received regarding overgrown footpaths, cycle path and bridleways in the area. The Council have referred these to the Highways Authority as they remain under their responsibility.

RTA Data

No update is available with the requested traffic data, from Linstock or Brampton Road.

Tribune Drive Trees

A resident requested assistance regarding an overgrowing tree root in their property; this has been dealt with by the Chairman. Furthermore, a resident alerted the Council that tree felling/pruning was taking place in the area behind Tribune Drive. This was passed on to Cumberland Council who confirmed the works were unauthorised.

Polling Consultation

The above has been received with no response necessary from the Council.

Linstock Play Area

A grant application has been made for a ten percent contribution towards a larger grant application for the above. The matter of equipment will be fully considered at the October meeting.

Clerk's Hours

From 30th September, the Clerk will be in the office from 8.30am – 3pm Monday, Tuesday and Wednesday.

Financial Regulations and Risk Assessment

The above documents have been prepared for updating and will be presented at the October meeting.

Schedule of Payments to be Authorised 18th September 2024

Payee	Details	Method	Gross Amount
Sarah Kyle	September Salary	BACS	£ 1,309.80
HMRC	PAYE September	BACS	£ 140.35
NEST	Pension September	DD	£ 93.69
A Kyle	September Salary	BACS	£ 232.40
Sarah Kyle	August Salary	BACS	£ 1,256.50
HMRC	PAYE August	BACS	£ 93.69
NEST	Pension August	DD	£ 140.55
A Kyle	August Salary	BACS	£ 232.40
Crosby on Eden Parish Hall	Hall Hire	BACS	£ 384.00
Pattinson's Painters and Decorators	Painting	BACS	£ 820.00
Cluaran Landscape Services	Grounds Maintenance	BACS	£ 1,746.00
Sarah Kyle	Defibrillator Pads	BACS	£ 143.88
Ali Vaughan	Mole Catching	BACS	£ 150.00
Greenbarnes Ltd	Noticeboards	BACS	£ 2,918.32
Cluaran Landscape Services	Grounds Maintenance	BACS	£ 492.00
Tolson & Sons	Grant Brunstock	BACS	£ 2,760.00
			£ 12,913.58
Bank Reconciliation			
Cash Book	Balance at 01.04.2024		£ 54,817.42
	Receipts to 31.08.24		£ 49,077.28
			<u>£ 103,894.70</u>
	Expenditure to 31.08.24		<u>£ 23,090.50</u>
	Cash book balance 31.08.24		£ 80,804.20
Represented by:			
	Current A/C (Unity)		£ 2,358.20
	Savings A/C (Unity)		£ 77,440.85
	Balance at bank 31.08.24		<u>£ 79,799.05</u>
	plus cheques still to be deposited		£ 1,005.15
	less payments still to be made		£ -
			£ 80,804.20