



STANWIX RURAL PARISH COUNCIL

Chairman: Cllr C Nicholson

Clerk: Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY
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5th February 2025

Dear Councillor

You are summoned to attend a meeting of Stanwix Rural Parish Council on **Wednesday 12th February at 7.30pm in Houghton Village Hall**. Please let me know, in writing, if you are unable to attend. The meeting will be audio recorded for transcription purposes.

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 15th January 2024

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 Resolve to Ratify Response Submitted Before the Meeting:

25/0008 9 Whiteclosegate, Carlisle, CA3 0JA - Erection Of Single Storey Rear Extension To Provide Additional Living Accommodation; First Floor Side Extension To Provide Bathroom; Installation Of 1no. Dormer To Rear Elevation To Facilitate Loft Conversion

5.2 To Consider New Applications Received:

25/0031 - 104 Tribune Drive, Houghton, Carlisle, CA3 0LF - Demolition of Garage; Erection of Single Storey Rear and Side Extension to Provide Additional Living Accommodation

5.3 Receive Updates regarding Ongoing Planning Issues:

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

6. Village Matters

6.1 Houghton in Bloom

To consider a proposed solution to the financial management of the above

6.2 Drainage

To receive an update regarding drainage issues in Houghton, Crosby, Linstock and Brunstock and authorise any further works necessary

6.3 Cold Callers

To consider an increase in the above and possible deterrents to assist residents

6.4 Noticeboard

To consider the authorisation of either repair or replacement of the Houghton public noticeboard

6.5 Cumberland Ward Boundary Consultation

To consider the Parish Council response

6.6 Houghton Village Green Boulders

To consider a request to replace the existing boulders with tree planting

7. Clerk's Report

To receive a verbal report detailing updates from the last meeting

8. Highways

8.1 Vehicle Concerns

To further consider concerns over damage incurred to the grass verges on Houghton Road and in Linstock as well as parking concerns in Houghton

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 31st January 2025

9.3 Grant Scheme 2025/26

To authorise the launch of the scheme for the forthcoming financial year

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 12th March at 7.30pm in Houghton Village Hall. *Agenda items must be submitted to the Clerk by 3rd March 2025*

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.

12. Review of Staffing Requirements

To consider authorisation of changes to working arrangements

STANWIX RURAL PARISH COUNCIL

Draft Minutes of a Meeting held on Wednesday 15th January 2025 at 7.30pm in the Village Hall, Houghton

PRESENT

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

IN ATTENDANCE

Eight members of the public.

Before convening the meeting, the chairman reported the recent passing, at the age of 88, of late Cllr Alan Lightfoot. Cllr Lightfoot had served the community as Parish Councillor for a considerable length of time and had also chaired the Village Hall Committee for a number of years. The Chairman had attended a service of thanksgiving for Councillor Lightfoot on 13 January 2025.

Members offered their condolences to Cllr Lightfoot's family.

SR 503/01/25 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr's P Nedved and E Leitch. Apologies were also received from Cumberland Cllr J Mallinson and the Clerk, S Kyle.

SR 504/01/25 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 10 DECEMBER 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 505/01/25 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST

Cllr Nicholson noted an interest in item 510.1 – the treasurer of Houghton Village Hall being his spouse.

SR 506/01/25 PUBLIC PARTICIPATION

506.1 Houghton in Bloom

A representative from Houghton in Bloom was in attendance to outline to members the work undertaken by the group and their concerns regarding future grant funding cuts which may threaten their operation. They highlighted reduced funding and difficulties recruiting new members, leaving the group reliant on two core individuals. To sustain their work on village beautification, they propose a funding partnership with the Parish Council and the Village Hall while also continuing small-scale fundraising efforts. The group were thanked for attending, with the issues to be considered in due course.

506.2 Members of the Public

A member of the public attended to reiterate concerns regarding the boulders on Houghton Village Green and proposed a potential solution by offering to plant trees along the Green, approaching their property. The resident was asked to confirm their proposal in writing for consideration at a future meeting.

Two residents voiced concerns for highway safety arising from obstruction of pavements by parked vehicles and also in some cases the resultant damage to verges.

506.3 Cumberland Cllr's

No Cumberland Cllr's were in attendance.

SR 507/01/25 PLANNING MATTERS

507.1 Resolved to Ratify Responses Submitted Prior to the Meeting:

24/06937 The Courtyard, Mill House, Brampton Old Road, Carlisle, CA6 4QE - Reinstatement Of Property Following Fire Damage (LBC)

507.2 Updates Regarding Ongoing Issues

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

The Chairman updated members, noting that two amended drawings and a Nutrient Neutrality Assessment and Mitigation Strategy were uploaded to the LPA website on 19th December; the application was now unlikely to be determined before May, or possibly June, 2025, The applicant is aware that, at this time, the Officer remains minded to recommend refusal.

SR 508/01/25 CLERK'S REPORT

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

Cumberland Bus Service Improvement Plan

A response was submitted to the above; a copy is available upon request.

Drainage

Works have been authorised by Rod Hind Drainage, including the investigations at Houghton and Brunstock and the rectification works at Linstock. There has been no progress as yet, likely due to workloads and weather.

Linstock Track Resurfacing

Quotations are being sought for the works.

Bus Shelter Noticeboard Relocation

This matter remains outstanding whilst waiting for a response from Cumberland Council.

Replacement Street Furniture

The installation of the new noticeboard in Crosby has been completed. The bench in Linstock will be installed soon.

Traffic Data, Linstock

This request remains outstanding; the Clerk has contacted Cumberland Council again.

Tarraby Bench

A replacement bench has been installed via Top Notch contractors.

Play Inspections

The Annual Inspections have been carried out. A proper update on matters for action will be reported in due course.

SR 509/01/25 HIGHWAYS MATTERS

509.1 Speed Indication Device, Houghton

A report was circulated alongside the agenda and noted. In addition, Cllr Savory pointed out some disparity in vehicle numbers for the two directions (pro rata), with South to North approximately 415 000 vehicles per year, although North to South remains at 650 000 annually. Overall, there are over 1 million per year on Houghton Road. He also reported that the average speeds in both directions are below the speed limit and lower than before the speed device was installed. Cllr Savory also noted that average speeds are higher at the weekends than on weekdays and are higher North to South.

509.2 Speedwatch Update, Houghton

Cllr Savory reported that the Speedwatch team planned 5 one-hour observation sessions in December and carried out 2. Three had to be cancelled due to illness and bad weather. In the two sessions, 27 speeding vehicles were detected. Details were passed to Cumbria Constabulary for verification and subsequent letter despatch.

509.3 Houghton Grass Verges

Concerns regarding the damaged grass verges in Houghton had been received. Cllrs noted the poor weather and the potential for vehicle damage.

Resolved to liaise with Highways to find a potential solution.

509.4 Parking, Houghton Road North

An email had been received regarding concerns over vehicles parking on Houghton Road North to access the newly opened café.

Resolved to refer the issue to Highways for their consideration.

509.5 Claimed Footpath At Millcroft Parish Of Stanwix Rural Definitive Map and Statement Modification Order (No 5) 2024

Resolved to note the completion of the above, to take effect 17 January 2025. It was also noted that the Parish Council's application to modify the Definitive Map had been submitted in August 2020.

509.6 Cumberland Council (Footpath No 132015 Parish Of Stanwix Rural) Public Path Diversion And Definitive Map And Statement Modification Order 2024

Resolved to note the above diversion of the public footpath at Houghton House, Houghton.

SR 510/01/25 FINANCE MATTERS

510.1 Payments

Resolved to authorise the payment of invoices below:

Sarah Kyle	January Salary	£ 1,352.81
HMRC	PAYE January	£ 176.25
NEST	Pension January	£ 99.70
A Kyle	January Salary	£ 249.00
Unity Bank	Monthly charge	£ 6.00
Houghton Village Hall	Rental	£ 16.00
Information Commissioner	Data Protection	£ 35.00
Steve Splinter	Installation Fees	£ 140.00

Crosby Magazine	Publication Fees	£ 150.00
Susan's Farm	Grant	£ 400.00
Houghton Village Hall	Grant	£ 800.00
Play Inspection Company	Annual Inspection	£ 275.88

510.2 Bank Reconciliation

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

Balance at 01.04.2024	£54,817.42
Receipts to 31.12.24	£51,591.69
Expenditure to 31.12.24	£39,841.92
Cash book balance 31.12.24	£66,567.19

SR 511/01/25 COUNCILLOR MATTERS

Cllr A Bell reported damage to the front lawn of a resident in Linstock by contractors working in the area. The matter of the road width will be further considered, and the resident advised to contact the company directly to pursue reinstatement works.

SR 512/01/25 DATE OF NEXT MEETING

Resolved that the next meeting of the Parish Council be held on Wednesday 12th February at 7.30pm in Houghton Village Hall. Agenda items must be submitted by 3 February 2025.

There being no further business, the meeting was closed by the Chairman at 8:20 pm

Proposed Arrangements for Houghton in Bloom

Meeting: 12 February 2025

Members are aware that changes to the grant scheme have been proposed. These changes were initially considered in December during the precept-setting process and will be confirmed at this meeting under agenda item 9.3. Under the new proposal, only capital schemes will be eligible for funding, while annual or maintenance costs will no longer qualify. Consequently, the future of Houghton in Bloom is at risk.

Houghton in Bloom has been an essential part of the village for many years, devoted entirely to enhancing the local environment through the creation and maintenance of floral displays. The group welcomes everyone, with its efforts benefiting the whole community—both residents and visitors—rather than just its members.

In other parishes, planting annual bedding plants is recognised as essential to maintaining the area's aesthetics and is often undertaken by grounds maintenance contractors. Therefore, it is proposed that Stanwix Rural Parish Council adopt a similar approach, funding the creation of floral displays and engaging Houghton in Bloom as the designated provider. Instead of relying on the grants budget, funds for planting would be allocated from the grounds maintenance budget.

A similar payment arrangement is already established with the Crosby Parish Magazine, wherein this volunteer group invoices the Council annually for publication space. Under the proposed system, Houghton in Bloom would invoice the Council for a predetermined amount at the beginning of the financial year—likely around £500—allowing the group to manage its own finances. An upfront payment would be essential, given that the group has limited cash flow to sustain its operations.

Members are requested to consider if this arrangement is acceptable.

Schedule of Payments to be Authorised 12th February 2025

Payee	Details	Method	Gross Amount	
Sarah Kyle	February Salary	BACS	£	1,340.21
HMRC	PAYE February	BACS	£	176.25
NEST	Pension February	DD	£	99.70
A Kyle	February Salary	BACS	£	249.00
Unity Bank	Monthly charge	DD	£	6.00
Clauran	Grass cutting	BACS	£	1,053.00
Rod Hind Drainage	Brunstock drainage	BACS	£	876.00
Rod Hind Drainage	Houghton drainage	BACS	£	2,598.60
Clauran	Grass cutting	BACS	£	864.00
			£	7,262.76
Bank Reconciliation				
Cash Book	Balance at 01.04.2024		£	54,817.42
	Receipts to 31.01.25		£	51,591.69
			£	106,409.11
	Expenditure to 31.01.25		£	44,400.56
			£	62,008.55
	Cash book balance 31.01.25		£	62,008.55
Represented by:	Current A/C (Unity)		£	1,248.14
	Savings A/C (Unity)		£	59,755.26
	Balance at bank 31.01.25		£	61,003.40
	plus cheques still to be deposited		£	1,005.15
	less payments still to be made		£	-
			£	62,008.55

STANWIX RURAL PARISH COUNCIL

GUIDANCE NOTES 2025/26

APPLICATIONS BY COMMUNITY & VOLUNTARY ORGANISATIONS FOR PARISH COUNCIL GRANTS

1. The Council will only aid organisations involved in activities that are intended to benefit residents of the parish in the long(er) term, and/or improve community cohesion.
2. Grants will be a contribution towards capital schemes only, i.e. one-off projects. Applicants will be expected to demonstrate evidence of the sustainability and, where applicable the energy efficiency benefits, of their project.
3. **Revenue costs, i.e. recurring or maintenance costs are not eligible for funding.**
4. The Council expects that applicants will make a 20 percent contribution to the overall proposed expenditure. In-kind contributions may be considered, e.g. volunteer time, calculated at the current national minimum wage.
5. Grants may be capped at the Council's discretion.
6. Each application will be assessed on individual merit and will be considered alongside other applications.
7. All sections of the form **must** be completed and contain a copy of the organisation's latest accounts and recent bank statement. When this information is not provided alongside the application form, the Council reserve the right to reject the application, or defer a decision to a later meeting.
8. Written quotations for all elements of a project **must** be provided alongside the application form. If quotations are not provided alongside the application form, the Council reserves the right to reject an application, or defer a decision to a later meeting.
9. Grant applications cannot be made retrospectively.
10. Grants cannot be carried forward to the following financial year without prior written permission of the Council.

11. Groups that have outstanding grant claims or part-grant claims may not be eligible to apply for another grant until the previous year's applications are completed (unless in exceptional circumstances where prior Council approval has been given).
12. A successful applicant is required to submit copies of receipted invoices for expenditure for which the grant was awarded. Payment shall only be made on submission of invoices and subsequent Council approval, unless in exceptional circumstances.
13. In accordance with point 11, claims for expenditure should be made promptly once expenditure is completed. Where a grant is awarded for an event on a specified date, claims should be made within six weeks of this.
14. The Council reserves the right to proportionately reduce any grant payment where final project costs have not totalled the previously provided written estimates.
15. Part-claims for larger projects will only be accepted where it can be clearly shown that expenditure remains in line the written estimates or the payment will be reduced proportionately until supporting evidence can be provided (refer to item 12).
16. Applications received after the closing deadline will not be considered.
17. The Council's decision is final in all matters relating to any grant application or award thereof.