

## STANWIX RURAL PARISH COUNCIL

Minutes of the Annual General Meeting of the Stanwix Rural Parish Council held on  
Wednesday 8<sup>th</sup> May 2013 in St Johns Church Hall, Houghton at 7:30 p.m.

**SR 1/5/13 Election of the Chairman for the year 2013/14**

Cllr C Nicholson (proposed Cllr Lightfoot, seconded by Cllr Duncan) was elected Chairman for the coming year and signed the declaration of acceptance of office.

**SR 2/5/13 Election of the Vice-Chairman for the year 2013/14**

Cllr Fox (proposed Cllr Nicholson, seconded by Cllr Duncan) was elected Vice-chairman for the year.

**SR 3/5/13 Apologies for absence**

Cllr R Gordon.

**SR 4/5/13 Present**

The Chairman, Cllr C Nicholson, Cllrs P Duncan, M Fox, A Lightfoot, H Phillips, Y Robertson & J Telford.

**SR 5/5/13 In Attendance**

County Councillor J Mallinson, City Cllr J Bainbridge. Two members of the public.

**SR 6/5/13 Declarations of Interest or Requests for Dispensations**

Cllr Nicholson declared a personal interest in items 11.1 & 11.6, due to being a member of the Carlisle Parish Council Association Executive Committee.

**SR 7/5/13 Minutes of the meeting of the Parish Council held on 10<sup>th</sup> April 2013**

The minutes of the meeting of the Parish Council held on the 10<sup>th</sup> April were approved and signed by the Chairman.

**SR 8/5/13 Public Participation**

City Cllr J Bainbridge informed the Council on a consultation currently being undertaken to remove some recycling site's from within the Parish. Site's at Crosby on Eden School, Stone Eden Nursery and The Stag Inn, Crosby being included on the list for removal. He also circulated a table that contained the amount of recycling collected on an annual basis from each site.

Cllr Telford entered at 7:40 p.m.

Comments by Cllrs included:-

- That Cllrs were unaware that some of the site's were considered public sites and publicity should be circulated advising of their location and collection basis;
- did the City Council intend to publicise the consultation via any public medium? Cllr Bainbridge advised that PC's and village halls (that had sites located on car-parks, etc) were being consulted and notices were to be displayed at sites. It was commented that this was considered insufficient, and it was suggested that more publicity for the consultation be given through Carlisle Focus Magazine, web-site, newspapers, etc;
- the deadline for responses to the consultation is the 28<sup>th</sup> May. Advised that problems will be experienced by PC's who only meet bi-monthly to respond and that the deadline should be extended.

**SR 9/5/13 Finance Matters**

**9.1 Resolved** that the following payments be approved:-

British Telecom – Phone bill Jan to March 2013	9.15
NEST – Pension contributions May 2013 – D/D	80.18
A McCallum – Salary £960.73, re-imburements £158.20	1118.93
Cumbria Payroll Services – payroll services for April	15.00
Staples – Stamps & paper	62.68
Colville Grounds Maintenance – Grass cutting April 2013	1107.60
J Williams Landscape & Fencing – Crosby Play Area Interim payment	8297.28
Zurich Insurance – Annual Premium 2013/14	<u>1028.06</u>
Total	<u>11718.88</u>

**9.2 To note** the balances at the bank as at 30th April 2013

Treasurer Account	£ 946.53
Money Manager Account	£ 130,311.86
Expenditure to 30/4/13	£ 2,710.15

**9.3 To note** the receipt of a grant for £165 for lighting on behalf of Houghton village hall, a grant of £1,500 for refurbishment of the supper-room for Crosby village hall, grant for £1,500 for the Crosby play area and Precept of £40,540.

**9.4 Audit Commission Annual Return 2013**

Consideration was given to the completion of the accounting statement and the statement of assurance for the financial year 2012/13.

**Resolved:** Return approved. Clerk & Chairman signed the annual return for 2013.

**9.5 Parish Council Computer**

Consideration was given to the replacement of the computer used by the Clerk, due to technical problems being experienced. Cllr Duncan had produced a report making a recommendation on the specification of computer to be purchased.

**Resolved:** Clerk authorised to purchase a computer up to the value of £600 + VAT.

**9.6 Requests for Subscriptions**

Consideration was given to requests for subscriptions from Cumbria Association of Local Councils (CALC) and the Cumbria Playing Fields Association.

**Resolved:** CALC subscription of £322 and Cumbria Playing Field subscription of £25.00 approved.

**SR 10/5/13 Planning Matters**

**10.1 Applications**

**13/0250 Carlisle Lake District Airport** – Discharge of conditions 22 (nesting birds); 23 (biodiversity management & enhancement plan) and 24 (great crested newt method statement) of previously approved permission 10/1116.

**Resolved:** To comment that it is considered un-wise to discharge conditions, when the Environmental Impact Assessment is currently being challenged. It is felt that the dismissal of conditions, at this stage, would place Carlisle City Council in a vulnerable position.

**Permission Notices**

**12/0845 Greenfield Farm, Houghton** – change of use of land to permit the storage of 20 touring caravans – approved.

Discussion on the conditions that have been imposed on the application then followed, Cllrs raising concerns on how the conditions would be enforced.

**Agreed:** Cllr Nicholson to draft a response to enquire how the conditions are to be monitored and this item to be included as an agenda item for the June meeting.



AM

CN

## 10.2 Houghton Rural Masterplanning Project

A meeting had been held with Zoe Sutton on the 16<sup>th</sup> April to consider the first settlement profile for Houghton that had been produced by Carlisle City Council and the Commission for Architecture and the Built Environment (CABE). Cllr Nicholson had circulated his comments on this to Cllrs. Verbal comments from other Cllrs included that the information contained was considered out of date.

**Agreed:** Working Group to be formed to formulate a strategy on the plan. Working group to consist of Houghton Cllrs and Chairman.

CN

## SR 11/5/13 Clerks Report

### SR 174.3/4/13 12/0610 Hadrian's Camp Residential Development (outline)

Additional response forwarded to the District Auditor and acknowledged. Requested that any further correspondence from Carlisle City Council is forwarded to them.

### SR 142/2/13 Purchase of Additional Grit Bins

This item deferred to June due to length of agenda.

### SR165/3/13 Houghton – Illegal Signage

Highways written to and asked to remove illegal signage

### SR175/4/13 New Regulations – Surface Water Drainage

Cllr Fox advised that investigations had determined that the responsibility for surface water drainage was the responsibility of Cumbria County Council, H Renyard retaining responsibility. Mixed (surface & foul) and foul drainage is the responsibility of United Utilities.

### SR 104/12/12 Whiteclosegate Apple Tree

Cllr Nicholson advised that he had not done any investigations on asset transfer options, as yet.

CN

### SR177.1/4/13 Houghton Village green – Drainage

Highways Officer written to, regarding Carlisle City Council responsibility for the repair of the drain and although a response had been requested to be considered at the meeting this had not yet been received. Cllr Bainbridge requested that he is copied into the response received.

AM

### SR 179/4/13 Lay-By A689 - Litter

Clerk reported that she had spoken to several departments in an effort to determine responsibility for the lay-by. Concluded that it was Carlisle City Councils 'street cleaning' departments responsibility. However, telephone calls to the department are left un-answered and no answer machine system is in operation so problems cannot be reported. Cllr Bainbridge to pursue, Clerk to give details of when efforts to contact the department were made.

AM/JB

### Linstock – Extension of 30 mph zone

Speed survey undertaken w/c 20<sup>th</sup> April to assess if an extension can be justified. Reported by the Highways Officer that these cables had been cut. Replaced by Highways. Survey results awaited.

AM

## SR 12/5/13 Administration & Governance

### 12.1 Consultations Received and Considered

A response was considered to:-

#### a) Carlisle Parish Council Association – Locality Working Proposals by 30<sup>th</sup> June 2013

Comments received at the meeting included that:-

- What consultation had been undertaken with Clerks before suggesting that Clerks are 'shared' between Parish's?
- the document was felt to contradict itself, advising that a 'bottom-up' approach is adopted but this does not seem to be the gist of the proposals, these being considered 'top-down';

Cover to remain at current levels, these considered to be sufficient and items such as bollards, benches, bins, etc to remain under public liability cover only.

AM

### 12.6 Carlisle Parish Councils Executive Meeting 16<sup>th</sup> April 2013

A verbal report was received from the Chairman, who had attended the meeting. This included an overview on the Community Infrastructure Levy which was reported as being retained by some Local Authorities for their own use and not being passed on to PC's or local community groups.

County Councillor J Mallinson left the meeting at 8:55 p.m.

### SR 13/5/13 Village Matters

#### 13.1 Restoration of Listed Milestones at Crosby on Eden & High Crosby

Consideration was given to the restoration of two milestones at a cost of £140.00

**Agreed:** This item to be considered at the June meeting, after Cllrs had inspected the identified stones.

AM

#### 13.2 Linstock Broadband Survey Results

Cllr Duncan reported on the broadband survey results. 60% of residents in Linstock had indicated that they were prepared to pay extra for faster broadband speeds. British Telecom have advised that they currently have no plans to upgrade Linstock at the moment as this would involve significant investment on their part. Cllr Duncan advised that he would recommend that a register of interest is submitted to the Rural Broadband fund, this being administered through Connecting Cumbria.

**Resolved:** in principle, that a statement of intent alongside the survey results is submitted to Connecting Cumbria, in a bid to attract funding.

PD

#### 13.3 Linstock Zip Wire

Feedback from a verbal survey undertaken with residents was considered. Opinions varied. In general, those with children favoured having a zip-wire, those without raised concerns over noise, space available and safety issues. A vote was then called, the Chairman moving to abandon the project, seconded by Cllr Robertson.

**Resolved:** not to erect a zip-wire (four in favour, two against, one abstention).

AM

#### 13.4 Houghton – New Bus Stop Sign Location

A complaint had been received from a resident living adjacent to the new bus stop pole at Houghton. The resident advising that it's current position would make replacing his fence difficult and he has personally complained to Cumbria County Council. Suggests that the bus stop flag could have been attached to the bus shelter instead.

**Resolved:** Clerk to write to Cumbria County Council supporting that the pole is removed and the bus stop flag placed on the shelter.

AM

#### 13.5 Houghton Road – Dog Fouling

Cllr Duncan reported that dog fouling bags were visible in trees and vegetation along Houghton Road, from the bus stop to the petrol station. Suggested that a sign should be erected, at eye level, advising that it should be 'bagged and binned'.

**Agreed:** Cllr Phillips to liaise with M Anson from the 'Love where you live' campaign as regards additional signage.

HP

#### 13.6 Grounds Maintenance Contract 2013

A review of the work undertaken to date was considered, Cllrs responding that it had been very positive.

**Resolved:** Clerk to write and thank contractor.

AM

#### 13.7 Houghton Village Green Bollards & Tree Planting

Consideration was given to the re-insertion of the wooden bollards that had been removed

from the green. A Cllr advising that most residents in the area had welcomed their insertion and would support their re-insertion. The Clerk advising that their re-insertion would cost approximately £300-£400.

**Resolved:** Wooden bollards to be re-instated and a piece to be included in the next issue of the Houghton Echo on their removal and the additional cost to residents incurred.

AM

Consideration was given to the planting of an additional tree on the village green, Mr B Hill having suggested an Acer type.

**Resolved:** Clerk to authorise costs of up to £100 for a native fruit tree.

AM

Cllr Duncan also advised that the Houghton in Bloom group had requested that an additional area of Highway verge could be cut, prior to Cumbria in Bloom judging.

**Agreed:** Clerk to obtain a quote from Colville Grounds Maintenance.

AM

#### SR 14/5/13 Highway Matters

##### 14.1 Crosby on Eden – School Parking Restrictions

Consideration was given to the options suggested by Cumbria Highways Traffic Control Officer to control parking and speeding in the area.

**Resolved:** to support the introduction of double yellow lines on corners and on one side of the road - preferably the school side. To also support the introduction of flashing school lights and 20 mph part-time speed limit. However, public consultation with adjacent residents should also be undertaken.

AM

##### 14.2 Houghton Road – Parking of vehicles on Highway Verge

Clerk had previously circulated an e-mail from PC A Wright on regulations that exist as to the parking of vehicles on the highway verge. Reported that difficulties seem to exist with determining enforceable legislation the Police advising that, in their opinion it is an issue for the Highway Authority.

**Agreed:** Clerk to contact County Highways again and to determine if a solution can be sought to facilitate parking in the area.

AM

#### SR 15/5/13 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

#### SR 16/5/13 Councillor Matters

Cllr Nicholson advised on a road traffic collision that had happened that day on the A689, near to the Houghton Hall garden centre, three vehicles having been involved.

Cllr Duncan advised that due to scaffolding being erected at Beck Cottage, Houghton the footpath was blocked. Also suggested that a sign should be placed at the beginning of the footpath at Jackson Road advising of this. Clerk to contact A Nicholson, Cumbria County Council.

AM

Cllr Fox suggested that a report of all un-resolved highway issues over the last 12 months should be compiled and reported to County Highways, to review what is still outstanding. Clerk to prepare for June meeting.

AM

Cllr Nicholson thanked Cllr Duncan & Phillips on the success of the 'Love where you live' campaign and the article in the Cumberland News.

**SR 17/5/13 Date of Next Meeting** The next meeting will be held on Wednesday 12<sup>th</sup> June at 7.30pm in St Johns Church hall, Houghton.

The meeting closed at 10:05 p.m.

  
CHAMW  
12/6/2013



## STANWIX RURAL PARISH COUNCIL

Minutes of the Meeting of the Stanwix Rural Parish Council held on  
Wednesday 12<sup>th</sup> June 2013 in Crosby on Eden village hall at 7:30 p.m.

### SR 18/6/13 Apologies for absence

Cllr A Lightfoot.

### SR 19/6/13 Present

The Chairman, Cllr C Nicholson, Cllrs P Duncan, R Gordon, M Fox, H Phillips,  
Y Robertson & J Telford.

### SR 20/6/13 In Attendance

City Cllrs J Bainbridge & M Bowman. One member of the public.

### SR 21/6/13 Declarations of Interest or Requests for Dispensations

Cllr P Duncan declared a personal interest in items 7.1 – Planning application No. 13/0384,  
the applicant being known to him.

### SR 22/6/13 Minutes of the meeting of the Parish Council held on 8<sup>th</sup> May 2013

The minutes of the meeting of the Parish Council held on the 8<sup>th</sup> May were approved and  
signed by the Chairman, subject to the following amendments:-

SR 8/5/13 – Delete 'Stone Eden' and replace with 'Crosby'. Note: Clerk to write and advise  
that no recycling site is situated at Crosby Nursery, this thought to be an administrative error  
on the circulated document.

SR 13.2/5/13 – Delete 'register' and replace with 'expression' of interest ...

### SR 23/6/13 Public Participation

City Cllr M Bowman informed the Council that the consultation regarding the removal of re-  
cycling sites had been 'called-in' and would be going back to the Executive Committee.  
Also discussed how the City Council decision appeared to have been made before the end  
of the consultation period. Cllr Bowman also advised that she has requested to see the  
feedback received from individuals/parish councils that has been submitted.

### SR 24/6/13 Finance Matters

#### 24.1 Resolved that the following payments be approved:-

NEST – Pension contributions May 2013 – D/D	80.18
A McCallum – Salary £960.53, re-imburements £148.94	1109.47
Cumbria Payroll Services – payroll services for May	15.00
Staples – Stamps & paper	25.45
Colville Grounds Maintenance – Grass cutting May 2013	889.20
J Williams Landscape & Fencing – Crosby Play Area Interim payment's 2 & 3	22680.05
J Airey – Internal audit fee Sept to March 2013	140.80
B Hill – Houghton in Bloom reimbursements	229.20
Cumbria Playing Fields – Affiliation fees 2013/14	25.00
CALC – Annual subscription 2013/14	322.00
Zurich Insurance – Annual Premium 2013/14	61.68
Total	<u>25578.03</u>

#### 24.2 To note the balances at the bank as at 31st May 2013

Treasurer Account	£ 936.80
Money Manager Account	£ 120,381.86
Expenditure to 31/5/13	£ 14,419.88



24.3 To note the receipt of a grant for £120 from Mountelm and a grant of £1,650 from Cumbria County Council for the Crosby on Eden play area.

### SR 25/6/13 Planning Matters

#### 25.1 Applications

**13/0384 68 Tribune Drive, Houghton** – Two storey side extension to provide enlarged living accommodation on ground floor with 1no. en-suite bedroom above.

**Resolved:** that “no observations” be made.

Cllr P Duncan left the room for this item, having declared an interest.

#### 25.2 Houghton Rural Masterplanning Project

A further meeting had been held by the working group and it had been decided to hold a public meeting at Houghton village hall on Wednesday 26<sup>th</sup> June at 7:30 p.m. Cllr Nicholson had booked the hall, produced a poster (to be displayed in the church, village hall and school notice boards) and flyers are to be posted through doors in Houghton.

**Agreed:** Zoe Sutton to be invited to give a presentation on the plan at the public meeting.

Posters/flyers to be amended to read that it is a ‘draft’ Houghton Masterplan.

#### 25.3 12/0845 Greenfield Farm, Houghton

Consideration was given to the submission of a letter Carlisle City Council Planning Department requesting how enforcement of the planning conditions are to be monitored for the Greenfield Farm caravan storage facility. A draft response was circulated alongside the agenda.

**Resolved:** To submit the circulated response and include additional comments relating to health and safety concerns and issues raised i.e. the discharge of cleaning fluids into existing drains & noise and light pollution. To also ask how these issues will be monitored and by whom.

CN

### SR 26/6/13 Clerks Report

#### SR 104/12/12 Whiteclosegate Apple Tree

Chairman advised that he had nothing to report on this issue, at this time.

CN

#### SR 9.4/5/13 Audit Commission Annual Return 2013

Completed and submitted. Notice of electors rights to inspect the accounts posted on notice boards on 20<sup>th</sup> May 2013.

#### SR 9.5/5/13 Parish Council Computer

Clerk to progress.

AM

#### SR11/5/13 Lay-By A689 Litter

Clerk determined that it was Carlisle City Council street cleaning department's responsibility to clear litter in this area. Cllrs advised that little improvement seemed to have been made. City Cllr J Bainbridge to contact street cleaning department on P.C's behalf.

JB

#### SR 12.1/5/13 Consultation on B6264 – Brampton Road Speed Limit Review

Letter sent 9<sup>th</sup> May 2013.

#### SR 13.4/5/13 Cumbria County Council – Placement of Bus Stop at Houghton

A response to the letter sent on the 22<sup>nd</sup> May had been circulated alongside the agenda. Advised that a flag could not have been attached safely to the shelter due to its proximity to the edge of the kerb. Cllr Nicholson advised that he would forward a copy of the letter to the resident that had raised the issue with him.

CN

#### SR12.1/5/13 Carlisle City Council – Removal of Recycling Sites

Response submitted 22<sup>nd</sup> May 2013.



SR 13.5/5/13 Houghton Road – Dog Fouling

Cllr Phillips advised on plans by Carlisle City Council Officers to target the area with a 'bag-it and flag-it' campaign to raise awareness of dog fouling. Additional signage to also be erected in the area.

SR 13.6/5/13 Grounds Maintenance Contract 2013

Contractor written to and thanked 22<sup>nd</sup> May 2013.

SR 13.7/5/13 Houghton Village Green Bollards

To be re-instated. Delay experienced due to contractor having other jobs to complete.

SR 14.1/5/13 Crosby on Eden School – Parking Restrictions

Letter outlining the preferred options sent 15<sup>th</sup> May 2013.

SR 14.2/5/13 Houghton Road – Parking of Vehicles on Verge

Letter sent to Highways Officer 3<sup>rd</sup> June 2013, no response available for the meeting. Clerk to pursue.

Cllrs advised on personal investigations undertaken to determine what legislation exists for this type of offence.

Agreed: Clerk to contact PC A Wright and ask him to visit offenders, accidents having been reported in the area, one including a cyclist.

AM

AM

SR 16/5/13 Footpath Obstruction – Houghton to Brunstock

Reported to A Nicholson, Footpath Officer. Access issues now resolved.

Other issues raised included:-

Houghton village green – skip and builders materials

Reported that a skip had been placed on the green, without permission. Cllr Nicholson to pursue this item.

CN

**SR 27/6/13 Administration & Governance**

**27.1 Consultations Received and Considered**

A response was considered to:-

a) Carlisle Parish Council Association – Locality Working Proposals by 30<sup>th</sup> June 2013

A paper prepared by the Clerk had been circulated alongside the agenda. Cllr Nicholson had also circulated additional comments, via e-mail.

Resolved: Clerk to respond with an amalgamation of the two papers.

AM

b) Carlisle Parish Council Association – Carlisle District Parish Charter Draft Planning Agreements (Development Control & Neighbourhood Planning) Consultation by 2<sup>nd</sup> August 2013

Consideration was given to the submission of comments concerning the above.

Cllr Nicholson declared a personal interest, having prepared the document on behalf of the Carlisle Parish Council Association Executive committee.

Some issues were raised concerning the wording and content of the document. It was also queried how this document would prove workable and 'dovetail-in' with current Carlisle City Council planning policies.

Agreed: this document to be further considered at the July meeting.

AM

**27.2 Annual Risk Assessment**

Due to time constraints, this item to be considered by a working group meeting. Clerk to arrange suitable time and date.

AM





**27.3 Carlisle Parish Council Association – Joint Meeting with Carlisle City Council**  
Clerk reported on the meeting held on the 10<sup>th</sup> June at Cummersdale village hall. Advised that presentations had been made on the removal of recycling bring sites, the future Local Plan consultation and the Community Infrastructure Levy and New Homes Bonus payments.

Cllr M Bowman & the member of the public left at 8:55 p.m.

### SR 28/6/13 Village Matters

#### 28.1 Restoration of Listed Milestones at Crosby on Eden & High Crosby

Consideration was given to the restoration of the two milestones at a cost of £140.00  
**Agreed:** Approval for the restoration of Crosby Moor milestone only, the Crosby on Eden milestone being considered in good condition.

AM

#### 28.2 Linstock Broadband Project

A report on the current progress on superfast broadband provision was circulated alongside the agenda. This advised that SRPC has registered an official 'expression of interest' with Cumbria County Council to make a bid for DEFRA's Rural Community Broadband Fund. Also advised that an announcement is expected soon from Connecting Cumbria to see if Linstock will be included in their plans for providing fibre-optic broadband to areas not covered by British Telecom's current roll-out. Also reported that Kate Norman, Linstock Broadband Champion was currently mapping out the telephone infra-structure of the area and that Cllr Duncan had conducted a survey on 3G mobile phone coverage, mapping high and low spots in the village, when using a USB wifi dongle.

Cllr Duncan asked for the Parish Councils permission that information obtained in the broadband survey could be used in future discussions with British Telecom.

**Agreed:** Letter for circulation approved, alongside agreement for broadband survey results to be used in future discussions with British Telecom.

AM/PD

#### 28.3 Additional Grass Cutting for Houghton in Bloom Judging

Consideration was given to additional grass cutting for Houghton in Bloom judging to take place on 5<sup>th</sup> July.

**Resolved:** costs of up to £150 approved.

AM

#### 28.4 Parish Plan – Review of Progress

Due to time constraints, it was

**Resolved:** to defer agenda items 10.4 Parish Plan, 10.5 William Howard School citizenship day and 10.10 Projects 2013/14, to the July meeting. A working group meeting to be held to review the Parish Plan, date to be arranged via e-mail.

AM

#### 28.5 Crosby on Eden Village Hall – Vehicle Access

Reported that issues had been raised by residents and a Highways Officer, regarding the visibility and width of the village hall entrance. Cllr Fox advised that some vegetation had been removed to widen the entrance, but that improvements may also be made through the lowering/tapering of the hedge.

**Resolved:** Hedge cutter to 'taper' down the hedge height when undertaking the annual cut.

AM

#### 28.6 Houghton Village Green - Drainage

Correspondence had been circulated from Mr K Poole, City Engineer, Carlisle City Council that advised that the drain was not, in his opinion, either Carlisle City or County Council responsibility and that residents are likely to be responsible for the resolving of any problems. Clerk also advised on work to the adjacent highway drain, that had been undertaken by United Utilities.

**Resolved:** Clerk to write and request, under the Freedom of Information Act, that Carlisle City Council provides the following information:-

AM

- Details of who built the original drain;
- what reason/proof that Carlisle City Council have, that the drain is not their

responsibility;  
• documentary evidence of any work undertaken on the drain.  
To also write to United Utilities and determine why they believe it is not their responsibility to maintain the drain.

AM

### **28.7 Summer Fun Programme 2013 – Crosby & Houghton**

Consideration was given to how much to charge participants in the programme, a charge of £3.50 being made in 2012. This having paid for approximately 40% of the overall scheme costs in 2012. Clerk also advised that a grant funding application had been submitted to the Neighbourhood Forum, for a contribution towards costs.

**Resolved:** Cost of £3.50/participant to be charged. Advertising materials to include dates for both venues (Houghton & Crosby).

AM

### **28.8 The Garth, Crosby – Replacement of Bench**

Cllr Bainbridge advised that Riverside Housing had removed the old bench. Riverside Housing had suggested that it is replaced with a Plasiwood bench, Cllr Bainbridge offering to fund its erection and purchase. Riverside would then gift the bench to the Parish Council, for future maintenance and upkeep. Discussion followed on the PCs current policy on replacing all benches to look alike and be from the same manufacturer for a standardised look and if there was determined to be any need for a bench in this area.

**Resolved:** Cllr Fox to determine if residents in the area wish for the bench to be replaced.

MF

Cllr Bainbridge left at 9:45 p.m.

## **SR 29/6/13 Highway Matters**

### **29.1 Linstock – Extension of 30 mph zone to Motorway Bridge**

Results of the speed survey had been circulated to Linstock Cllrs. The results still needed to have an in-depth analysis undertaken, but the initial feedback from Highways Officers indicate that speeding was being undertaken by local commuters so the moving of the signs would not rectify the problem. This item to be considered further when detailed analysis had been undertaken and forwarded to the Clerk.

It was also reported that an accident had occurred in the village, a novice driver having lost control of his vehicle round a corner and crashing into a wall.

### **29.2 Grit Bins**

Consideration was given to the purchase of additional bins, where these should be situated and costs to maintain supplies of grit. Correspondence from a resident of Linstock on this matter was also considered.

**Agreed:** Cllrs to consider the suggested sites for bins as the corner of Linstock village green and at the bend near to the Thatched cottage. In Houghton, at the junction near St John's Church. To also determine the owner of the grit bin in Linstock on the unclassified road.

ALL

### **29.3 Houghton Road – Parking of Vehicles on Highway Verge** See Clerks report.

### **29.4 Unresolved Highway Issues**

A report had been circulated on unresolved highway issues, still outstanding.

**Resolved:** To progress the issues highlighted as unresolved and to arrange a future meeting between Highways Officers and Cllrs.

It was also reported that a hedge was encroaching onto the highway footpath at Linstock, near to the Thatched Cottage. Cllr Nicholson to approach the land-owner to determine when hedge cutting is to be undertaken in this area.

Clerk also reported on a letter received from Highways, on illegal signage that the Parish Council had requested to be removed.

AM

CN

**SR 30/6/13 Schedule of Correspondence, notices and publications**

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

**SR 31/6/13 Councillor Matters**


**Cllr Phillips & Cllr Duncan** advised that they had almost completed a survey of all the public footpaths in the parish and hoped to produce an information leaflet over the winter months. Requested that if any Cllrs saw good examples of walking leaflets over the summer, to pass these on to either himself or Cllr Duncan.

**Cllr Telford** advised that traffic lights in Houghton were in-situ but that little work seemed to be on-going. Cllrs reported that work was being undertaken on the gas main and the area had been closed off for health and safety reasons.

**Cllr Robertson** thanked Cllr Fox and the Clerk for their work over the last two years on the Crosby play area. Cllr Fox advised that a possible date for the opening event would be the 13<sup>th</sup> July, but this would be confirmed at a later date.

**SR 32/6/13 Date of Next Meeting** The next meeting will be held on Wednesday 10<sup>th</sup> July at 7.30pm in Crosby on Eden village hall.

The meeting closed at 10:15 p.m.

  
Cllr Robertson  
10/Jul/2013

## STANWIX RURAL PARISH COUNCIL

Minutes of the Meeting of the Stanwix Rural Parish Council held on  
Wednesday 10<sup>th</sup> July 2013 in Crosby on Eden village hall at 7:30 p.m.

### SR 33/7/13 Apologies for absence

Cllr P Duncan & R Gordon.

### SR 34/7/13 Present

The Chairman, Cllr C Nicholson, Cllrs M Fox, A Lightfoot, H Phillips, Y Robertson & J Telford (entered at 7:50 p.m.).

### SR 35/7/13 In Attendance

City Cllr M Bowman. Two members of the public.

### SR 36/7/13 Declarations of Interest or Requests for Dispensations

Cllr C Nicholson declared an interest in item 7.1 – Planning application No. 13/0496, the applicant being known to him;

Cllr J Telford declared an interest in item 7.1 – Planning application No. 13/0496, the applicant being known to her;

Cllr M Fox declared a personal & pecuniary interest in item 9.1 Flood Insurance. A verbal dispensation was granted for the purpose of discussion on this item.

### SR 37/7/13 Minutes of the meeting of the Parish Council held on 12<sup>th</sup> June 2013

The minutes of the meeting of the Parish Council held on the 12<sup>th</sup> June were approved and signed by the Chairman.

### SR 38/7/13 Public Participation

No matters were raised for the Councils attention.

### SR 39/7/13 Finance Matters

39.1 Resolved that the following payments be approved:-

NEST – Pension contributions June 2013 – D/D	80.18
A McCallum – Salary £960.53, re-imburements £747.62	1708.15
Cumbria Payroll Services – payroll services for June	15.00
Staples – Stamps & paper	36.38
Colville Grounds Maintenance – Grass cutting June 2013	1212.60
Timberplay - Linstock play area repairs	462.12
Information Commissioner - data protection registration 2013	35.00
Grafix Signmakers - Crosby play area BMX sign	252.00
Irthing Joinery - Crosby Moor notice board	354.00
Play Inspection Company - Crosby post installation inspection	354.00
HMRC - PAYE & NI May to July 2013	626.65
A McCallum - July Salary	960.53
J Williams Landscape & Fencing – Crosby Play Area Interim payment 4	7025.57
S Splinter - bollard reinstatement	400.00
Total	<u>13522.18</u>

39.2 To note the balances at the bank as at 30th June 2013

Treasurer Account	£	1,087.97
Money Manager Account	£	95,797.55
Expenditure to 30/6/13	£	39,997.91



**39.3 To note** the receipt of a grant for £900 from Crosby village hall towards play equipment and £15.69 bank interest.

**39.4 Internal Auditor Report**

The internal auditors report for the period of 1st September to 31st March 2013 was circulated alongside the agenda. Matters brought to the attention of the Council included the requirement for the Clerk to record the reasons for Cllrs absence, on the attendance register.

**Resolved:** to accept the report of the internal auditor.

**39.5 August Payments**

Consideration was given to the handling of payments due, if an August meeting was not held.

**Resolved:** Clerk to prepare schedule of payments and visit cheque signatories, if no August meeting is held.

AM

**39.6 Quarterly Monitoring Report**

A report on income and expenditure for the period 1st April to 30th June was received. Clerk raised no areas of concern.

**Resolved:** approved.

**39.7 Parish & Village Hall Grants - Second Round**

Funding of £500 towards additional costs for the Crosby play area and £650 towards repairs to the ceiling at Crosby village hall were reported.

Clerk also reported that a grant application to the Neighbourhood Forum had also secured a grant of £1,000 towards the summer play scheme.

**39.8 Crosby on Eden - Play Area**

The purchase of smaller goal posts for the football area at a cost of approximately £675 + VAT was considered. These having been recommended by the Groundwork Trust due to the reduction in size of the football area; its proximity to neighbouring properties and the BMX track.

**Resolved:** goals, nets and pegs to be purchased at a cost £675 + VAT.

AM

**SR 40/7/13 Planning Matters**

**40.1 Applications**

**13/0429 Cherry Tree Cottage, Linstock** – Erection of two storey extension to provide bedrooms on ground and first floor together with a single storey extension to provide kitchen and bedroom.

**Resolved:** that “no observations” be made.

**13/0459 Eden Brae, Linstock** - Replacement of flat roof over existing garage with pitched roof incorporating a link to existing dwelling.

**Resolved:** that “no observations” be made.

**13/0496 Land to the east of village green, Brunstock - Erection of 3no. dwellings**

**Resolved:** to submit comments advising that the Council requests that the Planning Officer investigates surface water drainage discharge arrangements (due to the proximity of the village green) and highways opinion on points of entry and exit to the development.

**Permissions**

**13/0384 68 Tribune Drive, Houghton** - Two storey side extension to provide enlarged living accommodation on ground floor with 1no. en-suite bedroom above - approved.

#### **40.2 Houghton Rural Masterplanning**

A verbal report of the meeting held on the 26th June was received. It was reported that 83 residents had attended, and that the removal of the CAGE comments had been requested.

**Agreed:** Cllr Nicholson to draft comments to be submitted, alongside the notes of Zoe Sutton, Carlisle City Council. These to be circulated to Cllrs for comment, prior to submission. Parish Council and residents comments to be submitted separately. Full submission to be ratified at the September meeting.

CN/AM

#### **40.3 12/0845 Greenfield Farm, Houghton**

Clerk advised that the further response, agreed at June meeting, had been submitted to Carlisle City Council Planning Department on the 3rd July. A reply had not yet been received.

**Agreed:** Reply from Carlisle City Council to be circulated round Cllrs via e-mail, when received and considered further at the September meeting.

AM

#### **SR 41/7/13 Clerks Report**

##### SR 104/12/12 Whiteclosegate Apple Tree

Chairman reported on difficulties experienced, advised by City Council Officers that County Highways may now have ownership of the area. Further investigations to be undertaken on asset transfer policy and arrangements.

##### SR 9.5/5/13 Parish Council Computer

Clerk reported that this had been purchased and was now operational.

##### SR 13.7/5/13 Houghton Village Green Bollards

Re-instated 29th June.

##### SR 26/6/13 Houghton Road - Builders Materials & Skip on Village Green

Materials and skip now removed.

##### SR 27.1/6/13 CPCA - Locality Working Proposals

Response to consultation submitted 20th June 2013.

##### SR 28.1/6/13 Restoration of Listed Milestones - Crosby

Cllr reported that the milestone had been removed for refurbishment.

##### SR 28.3/6/13 Additional Grass Cutting for Houghton in Bloom

Undertaken at a cost of £50.

##### SR 28.4/6/13 Parish Plan Review/Risk Assessment/Projects 2013/14 Meeting Dates

Parish Plan review meeting to be held on Wednesday 24th July at Crosby village hall at 7:00 p.m.

ALL

##### SR 28.5/6/13 Crosby On Eden Village Hall - Vehicle Access

Contractor advised on the requirement to taper down the hedge at autumn cut.

##### SR 28.7/6/13 Summer Fun Programme 2013

Publicity materials distributed to schools and publicised via notice boards.

##### SR 29.1/6/13 Linstock - Extension of 30 mph zone to Motorway Bridge

The results and report of the Traffic Management Officer had been circulated to Cllrs. The report advised that average speeds of vehicles recorded as 30.7 miles/hour and that peak flows of traffic occurred between 8-9 am and 5-6 pm, suggesting that the road is used by locals and not used as a rat-run. Traffic speed and concentration is not thought to impede the exit of vehicles from residences. Concluded that due to the above, an extension to the speed limited area is not made but that the village nameplate sign is moved to the same location as the start of the 30 mph sign, reinforcing the visual message to reduce speed when entering the village.

**Resolved:** Council to support this action. To also determine if a sign could also be attached advising "Please slow down - children playing".

AM

SR 28.8/6/13 Replacement of Bench - The Garth, Crosby on Eden

Cllr Fox advised that he was still in the process of determining residents opinion and would bring this back to the September meeting. Clerk advised that Cllr J Bainbridge had advised that if the bench was not required, he would be happy for the funds to be transferred to the purchase of additional goalposts for the play area at Crosby.

MF/AM

Junction 44 - Layby Litter - James

Correspondence from Cllr J Bainbridge advised that the lay-by is scheduled to be cleaned every fortnight. Complaints are increasing about litter in the area and Carlisle City Council officers are checking clauses on the contract with the fast-food operator operating from the site as to their requirement to clean the area. However, much of the litter is thought to originate from other fast-food outlets in the area. Highlighted that these other outlets were currently applying for a permanent extension to their operating hours. Cllrs also advised that litter is also thought to originate from the overnight parking of HGV's in the area.

**Resolved:** Clerk to write to Mr R Rhodes, Police Commissioner and report the problem of overnight parking of HGV's at Harker, Houghton & Crosby Moor and determine current arrangements for the enforcements of this.

AM

**SR 42/7/13 Village Matters**

**42.1 Crosby On Eden - Land Registry Notice**

This item was moved forward due to the attendance of residents that had expressed an interest in the item.

The Clerk reported on the receipt of a unilateral notice from the Land Registry, in respect of a claim by the Church Commissioners for England to mines and minerals for the area of land surrounding the village hall, this land being registered to the Parish Council.

**Resolved:** To contact the Church Commissioners requesting that they withdraw the notice and Clerk to apply to the Land Registry for the notice to be cancelled.

AM

City Cllr M Bowman & two members of the public left the meeting at 8:45 p.m.

**SR 43/7/13 Administration & Governance**

**43.1 Consultations Received and Considered**

A response was considered to:-

a) Carlisle Parish Council Association – Carlisle District Parish Charter Draft Planning Agreements (Development Control & Neighbourhood Planning) Consultation by 2<sup>nd</sup> August 2013

Some issues were raised concerning the wording; the length of the document and some of the obligations in the document and that if adopted, Parish Cllrs would be subject to adhere to a code that would not apply to City Cllrs.

**Resolved:** To respond to the document advising that:-

- Although that it is agreed that the vision behind the document is commendable, concerns raised over how individual Parish Councils operate should be addressed outside of the document, i.e. training, increased levels of awareness, etc.
- that in principle, a better working relationship between Local Planning Authorities and Parish Councils is to be encouraged;
- site meetings should be viewed as an opportunity for an informal meeting and an opportunity for open dialogue and the exchange of local knowledge to be made available;
- 'Right to Speak' at Development Control meetings - Parish Councils should be best prepared to address this task individually and training made available, if Councils feel otherwise;

AM

- Parish Councils IT arrangements - facilities should be made available to enable this.

**b) Flood Insurance Arrangements**

A paper was circulated, prepared by Cllr Fox, advising on a Government consultation currently being undertaken. This determined options that exist on insurance cover arrangements, for properties that have been previously flooded. The changes being due to the ceasing of an arrangement between the Government and insurance companies.

**Resolved:** to support the FloodRe, an industry backed levy scheme with charges linked to Council Tax bandings. Cllr Fox to prepare the response on behalf of the Council. Cllr Nicholson to bring the consultation to the attention of the Cumbria Association of Local Councils.

CN/MF

**SR 44/7/13 Village Matters**

**44.1 Broadband Project**

In his absence, Cllr Duncan had prepared a report of the Connecting Cumbria Conference that he had attended on the 21st June. Report noted.

**44.2 Houghton Village Green - Drainage**

Clerk advised that as yet, no response had been received from Carlisle City Councils Freedom of Information request, under the Environmental Information Regulations 2004 - although an acknowledgement letter had been received.

The response received from United Utilities was circulated to Cllrs. This advised that as United Utilities is a private organisation it is under no obligation, under the Freedom of Information Act to respond to such requests.

**Agreed:** Item to be considered at September meeting.

AM

**44.3 Houghton - Litter and Anti-Social Behaviour**

Clerk reported that she had been contacted by the school, regarding anti-social behaviour in an area of land opposite the Church.

**Agreed;** no action to be undertaken, area to be monitored.

**44.4 William Howard School - Citizenship Day**

This item to be considered alongside the Parish Plan at the meeting to be held on 24th July 2013.

ALL

**SR 45/7/13 Highway Matters**

**45.1 Grit Bins**

Consideration was given to the purchase of additional bins, where these should be situated and costs to maintain supplies of grit.

**Resolved:** Green bins (285 litre capacity) to be purchased and sited near St John's Church, Houghton & the bend exiting Linstock. Supply to be on demand, Cllrs to check stocks through the winter months.

AM

**45.2 Houghton Road – Parking of Vehicles on Highway Verge**

A response from the County Highways Area Network Engineer was considered, advising that parking on verges is currently seen as low priority, given reduced highway budgets. Also advised that he would not support the introduction of 'grass-crete' or similar in the area as this could further exasperate visibility and obstruction problems. The likelihood of utilities being positioned underneath the area and possible diversions/damage to these could also prove problematic.

Also advised, that Carlisle City Council have powers to prevent parking on verges through the Local Government Act 1972.

**Agreed:** this area to be monitored and further considered at the September meeting.

AM/  
ALL



### 45.3 Unresolved Highway Issues

Clerk reported that no response had been received from Highways requesting a site meeting and she had since determined that the member of staff had now left. Clerk also determined that many other previous contacts had left, retired or were currently without positions, the current structure seeming to be 'in-limbo' and no correspondence having been received on current arrangements.

**Agreed:** Clerk to write to Cllr Mallinson to advise on problems being experienced and the need to determine current staff arrangements and contacts.

AM

### SR 46/7/13 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

### SR 47/7/13 Councillor Matters

Cllr Nicholson advised that the current editors of the Houghton Echo publication were retiring from their positions, after the completion of the July issue and suggested that the Parish Council become responsible for the publication, Cllr's to be involved in its production. Clerk advised that the magazine was financially linked to the village hall and does not just include the production of the magazine but distribution, printing and the collecting of advertiser fee's, etc.

Cllr Lightfoot advised that following the retirement of the Chair and booking secretary of Houghton village hall committee, he was currently Chairman. *in the interim period, no volunteers offering to undertake the role of Chairman, Cllr Lightfoot agreed to act as Chair on a temporary, ad-hoc, basis.*

Cllr Phillips advised that the Houghton in Bloom group were appealing for volunteers, the current committee struggling to manage, on current numbers. An article to this effect will be published in the Houghton Echo.


Cllr Fox advised that an opening event for the Crosby Play Area was being arranged for the afternoon of Saturday 27th July, all Cllrs being invited to attend. BMX trick riders to open the event, the village hall committee to provide refreshments. Further details to follow.

**Agreed:** Clerk to produce press release and contact Cumberland News.

AM

**SR 48/7/13 Date of Next Meeting** The next meeting will be held on Wednesday 11th September at 7.30pm in Crosby on Eden village hall.

The meeting closed at 10:25 p.m.



Cllr Fox  
4/9/13

## STANWIX RURAL PARISH COUNCIL

Minutes of the Meeting of the Stanwix Rural Parish Council held on  
Wednesday 4th September 2013 in Houghton village hall at 7:30 p.m.

**SR 49/9/13 Apologies for absence**  
Cllr J Telford.

**SR 50/9/13 Present**  
The Chairman, Cllr C Nicholson, Cllrs P Duncan, M Fox, R Gordon (entered at 8:30 p.m.),  
A Lightfoot, H Phillips & Y Robertson.

**SR 51/9/13 In Attendance**  
City Cllr J Bainbridge and two members of the public.

**SR 52/9/13 Declarations of Interest or Requests for Dispensations**  
Cllr C Nicholson & R Gordon declared an interest in item 7.1 – Planning application No.  
13/0496, the applicant being known to them.  
Cllr Nicholson declared an interest in item 9.1 - CALC Executive Committee, in that he  
currently serves on the committee.

**SR 53/9/13 Minutes of the meeting of the Parish Council held on 10th July 2013**  
The minutes of the meeting of the Parish Council held on the 10<sup>th</sup> July were approved and  
signed by the Chairman subject to the following amendment:-  
SR47/7/13 - Cllr Lightfoot advised that following the retirement of the Chair and booking  
secretary of Houghton village hall committee [~~delete - he was currently Chairman~~] in the  
interim period and no-volunteers offering to undertake the role of Chairman, Cllr Lightfoot  
had agreed to act as Chair on a temporary, ad-hoc, basis [*insert*].

**SR 54/9/13 Public Participation**  
No matters were raised for the Councils attention.

**SR 55/9/13 Houghton Village Green - Drainage**  
A report and supporting papers, prepared by Cllr Duncan had been circulated alongside the  
agenda. A brief summary included:-

- A report of the meeting held with between parish councillor's, City and County  
councillor's and residents on the 7th August;
- report on the recommendations of the ad-hoc working party held on the 19th August;
- outline of solicitors advice received, to date;
- history of works undertaken previously on the drain, way-leaves granted and maps  
concerning the position of the drain;
- correspondence received from Carlisle City Council and their considered  
responsibility for the drain;
- details of land ownership in the area;
- estimates for the estimated costs to replace the drain.

**Resolved:** Clerk to contact Highways Department to determine if the drain could be legally  
connected into an existing highway drain - Cllr Duncan to help prepare the document. Clerk  
to seek legal advice as to the PC's legal position (cost's of up to £200 approved). Clerk to  
contact H Renyard, Making Space for Water Group to see if any support or advice is  
available on this issue. This item to be further considered at the October meeting.

City Cllr J Bainbridge left at 8:15 p.m.



**SR 56/9/13 Finance Matters**

**56.1 2013/14 National Salary Award for Local Council Clerks**

Consideration was given to the increase in hourly rate for Clerks as advised by the National Association of Local Councils (backdated to 1st April 2013). The Clerk left the room as this item was considered.

**Resolved:** Hourly rate of pay to be increased from £11.93 to £12.05/hour. Future date for annual appraisal to be determined in near future.

CN/AM  
/HP

**56.2 Resolved** that the following payments be approved:-

NEST – Pension contributions July 2013 – D/D	80.18
NEST - Pension contributions August 2013	80.18
Newitts - Crosby goal posts (pd August)	709.77
A Anderson - Houghton village hall damp proof course (pd August)	1,455.00
Colville Grounds Maintenance - July Invoice (pd August)	1,128.00
A McCallum – Aug salary £967.76, underpayment of £30 (April to July) & re-imbursments of £208.10.	1,205.86
Cumbria Payroll Services – payroll services for July & August	30.00
Staples – Stamps & paper	15.80
Colville Grounds Maintenance – Grass cutting August & Tribune Drive area	1416.00
B Hill - Houghton in Bloom reimbursements	164.91
Houghton Village Hall - hall hire April, June & July	66.50
RJ Telford & Sons - repairs to Linstock bench & two notice boards	160.80
Carlisle & District SPAA Ltd - Summer fun time programme 2013	2,400.00
BDO LLP - External audit fee 2012/13	360.00
TG Moore - restoration of Crosby Moor milestone	50.00
2nd Houghton Scouts Group - grant to Poacher 2013	1,500.00
C Pattinson - Crosby hall painting	1,275.00
Border Floor Ltd - Crosby hall sanding & varnishing	1,788.00
Crosby Parish Hall - deposit for floor sanding	600.00
Houghton village hall - hall hire August 2013	149.00
Printerpal - printer use April to August 2013	<u>166.15</u>
Total	<u>14801.15</u>

Clerk reported that a letter of thanks had been received from the 2nd Houghton Scouts Group and that Mr TG Moore, milestone restorer had advised that Mr D Farrer, Crosby Moor Garage and Farrah's Transport had donated their time and machinery free of charge, to load/move the milestone to enable restoration.

**56.3 To note** the balances at the bank as at 28th August 2013

Treasurer Account	£ 5,200.75
Money Manager Account	£ 91,330.55
Expenditure to 28/8/13	£ 57,933.93

**56.4 To note the receipt** of grants for the Crosby play area from Carlisle Parish Council Association (£500), Cumbria Waste Management (£10,000) & Cumbria County Council (£2,100). Also grant towards the Summer Play Scheme from Cumbria County Council of £200 and concurrent service grant of £5,011.

**56.5 External Audit 2012/13**

Clerk reported that no matters were raised by the external auditor and the Council were requested to approve the annual return.

**Resolved:** Annual return approved and notice of the conclusion of the audit to be displayed.

AM

## 56.6 Finance & Risk Group Meeting

Cllr Duncan advised that he wished to resign from the finance group, due to other commitments.

**Resolved:** Cllr A Lightfoot to become a member of the finance working group, replacing Cllr P Duncan. Group to meet at 11:00 a.m. on Thursday 3rd October.

AM

## SR 57/9/13 Planning Matters

### 57.1 Applications

**13/0496 Land to the east of the Village Green, Brunstock** – Erection of 3no. dwellings (revised plans).

**Resolved:** to re-submit previous comments, advising that the Council requests that the Planning Officer investigates surface water drainage discharge arrangements (due to the proximity of the village green) and highways opinion on points of entry and exit to the development. Additional comments also to be submitted advising that the roof-lines are considered over-dominant in the immediate area, due to examples of interesting Victorian architecture being adjacent to the planned development.

**13/0558 18 The Garth, Crosby on Eden** - Erection of two storey rear extension to provide enlarged kitchen and family space on ground floor with 1no. en-suite bedroom above.

Cllr C Nicholson advised that this application had already been determined.

**13/0616 Wensleydale, Tarraby** - Erection of single storey rear extension to provide sunroom.

**Resolved:** that "no observations" be made.

### Permissions

**13/0429 Cherry Tree Cottage, Linstock** - Erection of two storey extension to provide bedrooms on ground and first floor together with single storey extension to provide kitchen and bathroom - approved.

**13/0459 Eden Brae, Linstock** - Replacement of flat roof over existing garage with pitched roof incorporating a link to existing dwelling - approved.

### 57.2 Houghton Rural Masterplan

A draft copy of the Houghton Masterplan was circulated, alongside the agenda. It was requested that the draft was approved for submission to Carlisle City Council.

**Resolved:** Masterplan to be submitted, subject to possible minor grammatical amendments and the insertion of photographs.

CN

### 57.3 12/0845 Greenfield Farm, Houghton

Clerk advised that no response had been received from the Planning Officer, despite e-mail reminders.

**Agreed:** Clerk to press for a response, for consideration at the October meeting.

AM

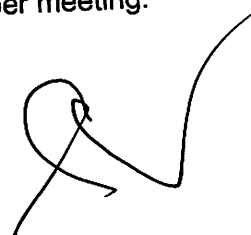
### 57.4 Carlisle District Local Plan 2015-30 - Preferred Options Consultation

Consideration was given to the submission of comments by the 16th September.

Cllr C Nicholson advised that an extension on the date of submission of comments had been authorised by J Meek.

**Agreed:** Cllrs comments to be forwarded to Cllr C Nicholson, these to be formulated into a response to be circulated with the agenda for the October meeting.

CN



## SR 58/9/13 Clerks Report

### SR 41/7/13 Linstock - Village Nameplate

Highways Officer advised that a sign advising to "Please Drive Slowly" could be added (space permitting) below the village name sign.

**Agreed:** Clerk to further determine the wording of the sign, it being suggested that the wording could be subject to vandalism.

AM

### SR41/7/13 Replacement Bench - The Garth

Cllr Fox advised that residents in the area had been 'luke-warm' on the positioning of a new bench and suggested that more street lighting for the area was considered more vital.

**Agreed:** Clerk to pursue the positioning of additional lighting in the area. Cllr's Bainbridge's offer of grant funding to be transferred to the movement of the goal-post for the play area.

AM

### SR41/7/13 Junction 44 Lay-By - Litter

Police Commissioner written to on the 23rd July, acknowledgement received 2nd August. Response still awaited, despite e-mail reminders having been sent.

**Agreed:** Clerk to urge for a response for consideration.

AM

### SR 42.1/7/13 Crosby on Eden - Land Registry - Mineral Rights Claim

Form UN4 (to cancel the unilateral notice lodged by the Church Commissioners) submitted to the Land Registry on 16th July. Land Registry confirmed receipt and advised that the Church Commissioners have until the 12th August to object. Clerk advised that no further correspondence had been received, indicating that no objection has been lodged by the Church Commissioners.

### SR 43.1 CPCA - Draft Planning Charter

Council response submitted 16th July 2013.

### SR 43.1 Flood Insurance Consultation

Council response submitted 17th July 2013.

### SR 45.1 Grit Bins

Clerk pursuing purchase.

### SR 45.3 Unresolved Highway Issues

Cllr J Mallinson to meet with Highways representatives on the 11th September and will progress un-resolved issues on the Parish Councils behalf, this seemingly being a generic problem for Parish Councils.

### Crosby Goalposts

To be moved and re-situated week commencing 9th September.

## SR 59/9/13 Administration & Governance

### **59.1 Cumbria Association of Local Councils (CALC) - Executive Committee**

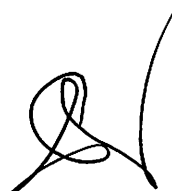
Nominations to become a member of the CALC executive committee were invited.

**Resolved:** Cllr C Nicholson to be nominated, this proposed by Cllr Y Robertson & seconded by Cllr A Lightfoot.

### **59.2 CALC Training Course - Free Place**

Clerk advised that she had won a free place on a training course and was willing to offer this to any Councillors who wished to undertake any training courses offered by CALC.

A member of the public left at 9:10 p.m.



### 59.3 Houghton Ward Vacancy

The Council considered the recommendation of the interview panel, regarding the co-option of Mr Colin Duncan onto the Council.

**Resolved:** Cllr C Duncan to be co-opted onto the Parish Council at Octobers meeting.

AM

### 59.4 Rockcliffe Parish Council - Clerks Appointment

Clerk advised that she had been appointed as Clerk/RFO to Rockcliffe Parish Council, a requirement of her Contract of Employment with SRPC being that this is approved by the Council.

**Resolved:** No objections received.

## SR 60/9/13 Village Matters

### 60.1 Broadband Project

Cllr Duncan gave an update on the progress of 'superfast broadband' provision for Linstock, advising that it looked likely that most of the village would be able to access this service if required by the end of 2013. Cllr Duncan had prepared an information leaflet to be distributed to Linstock residents and asked for the Council's approval to distribute.

**Resolved:** Broadband update document approved for distribution.

PD

### 60.2 Parish Plan - Phase 2

A Parish Plan working group meeting had been held on the 24th July to identify progress on issues raised. Cllr Fox had subsequently prepared a paper seeking to establish task and finish groups to progress the identified issues.

**Agreed:** Groups to be formed as follows:-

- *Highways* - Cllrs Nicholson, Fox & Phillips
- *Transport* - Cllr Fox
- *Recreation & Environment* - Clerk, Cllrs Duncan & Phillips
- *Additional items*, e.g. broadband, Police and youth - Cllrs Duncan & Phillips
- *Parish Projects* - all

### 60.3 Houghton & Irthington Electoral Division - Rural Information Day

Consideration was given to representation at an information event to be held at Scaleyby village hall on Monday 14th October between 3:30 p.m. - 7:30 p.m. The event aiming to enable residents in the area gain information about groups/events/activities and services. The event to be attended by City and County Council representatives, Parish Councils and local organisation's and voluntary groups.

**Resolved:** SRPC to be represented. Cllr M Fox (3:30-4:30), Cllr C Nicholson (4:30-5:30), Cllr H Phillips (5:30-6:30) and Cllr P Duncan (6:30-7:30) to attend.

### 60.4 Houghton Village Green - Placement of Skip

Cllrs expressed disappointment, that despite various request to the builder, skip hire company and efforts to contact the owner of the property, the skip had not been removed despite promises that this would take place on Saturday 3rd August. The skip is considered a safety hazard and no authority for its placement had been given by the Parish Council, nor a license issued by Carlisle City Council.

**Resolved:** Clerk to pursue its removal through the skip company.

AM

### 60.5 Crosby Highway Barrier

Damage to the recently inserted highway barrier was reported.

**Resolved:** Costs of up to £250 approved for its removal and replacement or repair.

AM

## SR 61/9/13 Highway Matters

### 61.1 Houghton Road - Parking of Vehicles on Highway Verge

Consideration was given to the current situation.

**Resolved:** Clerk to forward this issue to County Cllr John Mallinson to progress with

AM

Highways Officers at a meeting arranged for the 11th September.

### 61.2 A689 - De-Trunking

Cllrs C Nicholson & Fox reported on the meeting held at the Down-a-Gate centre on the 21st August with MP Rory Stewart, County Cllr J Mallinson and Kingmoor, Brampton, Hayton, Wetheral & Irthington Parish Councils. Summarised that R Stewart is to raise this issue through the County Council and request further traffic flow data.

### SR 62/9/13 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted. This included a request for a donation of £100 towards Cumbria County Council's Chairman's Appeal - 100 defibrillators in 100 days.

**Resolved:** no donation to be made.

### SR 63/9/13 Councillor Matters

**Clerk** advised that a resident of Linstock had requested the removal of a tree/bush on an area of village green, due to it leaning against their hedge and causing a fly problem.  
**Agreed:** Clerk to advise resident that they can remove the bush, if they wish.

AM

**Cllr Lightfoot** advised that a resident had raised concerns regarding the digging of a ditch and the insertion of a field drain, alongside a public footpath at Orchard Lane.  
**Agreed:** Clerk to determine regulations on this issue.

AM

**Cllr Duncan** advised that illegal signage and street furniture was still visible in the village. Clerk advised that those signs advised as being illegal had been reported to the Highways and Planning Departments.  
**Agreed:** Clerk to forward this issue to County Cllr John Mallinson to progress with Highways Officers.

AM

**Cllr Duncan** also advised that a builders skip with contents appeared to have been dumped beside fencing at Tribune Drive.  
**Agreed:** Clerk to Contact City Council and request its removal.

AM

**Cllr Duncan** also advised that the broken water hydrants on Houghton village green had not been re-instated. Clerk to further pursue through United Utilities.

AM

**Cllr Gordon** requested that an area of grass on an area of Linstock village green could be re-instated. The area having been damaged by the tipping of road salt.  
**Agreed:** Clerk to get quotes for its re-instatement.

AM

**Cllr Fox** advised that problems had been experienced with the newly installed sewage pipeline, surcharges being experienced in Park Broom, Crosby and Linstock and he would like to make Cllrs aware of this. Work was on-going with this problem.

**Cllr Nicholson** advised that a tree that had been causing problems to bus's, etc at The Nursery, Houghton had now been pruned back. Also, that an accident had occurred on Brampton Road that had resulted in damage to a street lamp.

**SR 64/9/13 Date of Next Meeting** The next meeting will be held on Wednesday 9th October at 7.30pm in Crosby on Eden village hall.

The meeting closed at 10:20 p.m.



9/10/2013

## STANWIX RURAL PARISH COUNCIL

**Minutes of the Meeting of the Stanwix Rural Parish Council held on  
Wednesday 9th October 2013 in Crosby on Eden village hall at 7:30 p.m.**

**SR 65/10/13 Declaration of Acceptance of Office**  
Cllr C Duncan signed the declaration of office and was welcomed to the Council.

**SR 66/10/13 Apologies for absence**  
Cllr R Gordon & A Lightfoot.

**SR 67/10/13 Present**  
The Chairman, Cllr C Nicholson, Cllrs C Duncan, P Duncan, M Fox, H Phillips (entered at 7:40 p.m.), & Y Robertson. + J Telford.

**SR 68/10/13 In Attendance**  
County Cllr J Mallinson, City Cllrs J Bainbridge & M Bowman and two members of the public.

**SR 69/10/13 Declarations of Interest or Requests for Dispensations**  
Cllr C Duncan declared an interest in item 7.1 – Planning application No. 13/0787 Orchard Gardens due to the site adjoining his property.

**SR 70/10/13 Minutes of the meeting of the Parish Council held on 4th September 2013**  
The minutes of the meeting of the Parish Council held on the 4<sup>th</sup> September were approved and signed by the Chairman.

**SR 71/10/13 Public Participation**  
The applicant for planning application No. 13/0694 Whitrigg Lea, Crosby on Eden advised the Council on the reasons why he was applying to have the local occupancy restriction discharged from this property.

A resident of Houghton addressed the Council with his concerns regarding planning application No. 13/0787 Orchard Gardens, advising that he was opposed to the development.

### **SR 72/10/13 Finance Matters**

**72.1 Resolved** that the following payments be approved:-

NEST – Pension contributions Sept 2013 – D/D	80.99
A McCallum – Sep salary £967.76 & re-imbursements of £120.13	1,088.09
Cumbria Payroll Services – payroll services for Sept	15.00
Staples – Stamps, paper & files	37.50
Colville Grounds Maintenance – Grass cutting Sept	717.60
Groundwork North East - Crosby Play area - consultancy fee balance	1551.41
Houghton Village Hall - Houghton Echo grant	600.00
Playsafety Ltd - RoSPA annual inspection's	174.00
Border Floor - Crosby Hall - sanding & varnishing	477.60
HMRC - NI & PAYE Aug-Oct 2013	<u>657.98</u>
<b>Total</b>	<b><u>5,400.17</u></b>

**72.2 To note** the balances at the bank as at 30th September 2013

Treasurer Account	£	5,871.74
Money Manager Account	£	81,163.35
Expenditure to 30/9/13	£	69,362.94





**72.3 To note the receipt** of £12.06 interest payment from HSBC, £15.74 printing re-payment charge from Kirkbampton Parish Council and a grant of £1,305 from Carlisle Parish Council Association on behalf of Houghton village hall.

**72.4 Quarterly Monitoring Report**

A report on income and expenditure for the period 1st April to 30th September 2013 was circulated alongside the agenda.

**Resolved:** Approved

**72.5 Risk Assessment Group Meeting**

A report of the risk assessment group meeting held on the 3rd October was circulated alongside the agenda.

**Resolved:** Actions identified in the report agreed to be progressed.

Additional actions also agreed to be progressed were:-

- Crosby Play Area - new sign to be purchased, advising that the play area is suitable for ages up to 8 years;
- risk assessment on the PC and how it operates. Review to be undertaken via agreed group of Cllr Nicholson, Fox, P Duncan & Phillips. Items to be considered to include the use of working groups and sub-committees; unresolved issues, etc.

**Resolved:** Review group to report back on findings to November meeting.

AM

CN/MF  
HP/CD

**72.6 Parish Council Grants**

Consideration was given to the awarding of grants to the Houghton Bonfire Group and the Great North Air Ambulance.

**Resolved:** Payment of grants of £300 to the Houghton Bonfire Group and £100 to the Great North Air Ambulance approved.

AM

**SR 73/10/13 Planning Matters**

**73.1 Applications**

**13/0694 Whitrigg Lea, Crosby on Eden** - Removal of condition 5 (local occupancy) of previously approved permission 10/0456.

**Resolved:** to support the removal of the local occupancy restriction on the property.

One member of the public left the meeting.

**13/0718 Crosby Lodge Hotel, Crosby on Eden** - Change of use from commercial to residential.

**Resolved:** that "no observations" be made.

**13/0049 S211 Rickerby Cottage, Rickerby Mews, Rickerby** - Fell birch and reduce height of beech trees by approximately 30%.

**Resolved:** that "no observations" be made.

**13/0750 The Beeches, Rickerby, Carlisle** - Replacement of 2no. windows with patio doors and enlargement of 2no. exiting windows to lounge (LBC).

**Resolved:** that "no observations" be made.

**13/0787 Land at Orchard Gardens, Houghton - Erection of 6No. Bugalows (Outline)**

**Resolved:** to object to the development for the following reasons:-

- The site of the proposed development is located outwith the settlement boundary of Houghton and considered an intrusion into an area of open countryside and therefore considered, contrary to current planning policy;



- would generate an unacceptable increase in traffic;
- would overstretch the existing drainage/foul sewer infrastructure. Areas of concern raised by adjacent residents included the low rate of water pressure experienced and the proposal being situated on an area of marshy land with surface water run-off flowing onto neighbouring properties;
- is considered too dense for the size of area;
- parking provision (at two parking spaces) per property, is considered insufficient;
- the PC requests the 'right to speak' at the Development Control meeting.

**Permissions**

**13/0616 Wensleydale, Tarraby** - Erection of single storey rear extension to provide sunroom - approved.

**73.2 12/0845 Greenfield Farm, Houghton**

A copy of the Planning Officers response regarding the enforcement of condition's was circulated alongside the agenda.

**Resolved:** Copy of the correspondence to be sent to adjacent residents. To request that the Planning Officer forwards a copy of the monitoring report to the PC, following the site's first year of operation.

AM

**73.3 Carlisle District Local Plan 2015-30 - Preferred Options Consultation**

Cllr C Nicholson advised that he was still in the process of forming a response.

**Agreed:** Draft response to be circulated to Cllrs, prior to its submission before the end of October.

CN/  
ALL

**73.4 Croft Farm, Houghton**

Cllrs were informed of a 'drop-in' session to be held on Wednesday 16th October between 7-9pm at Houghton village hall, concerning the proposed visitor centre at Croft Farm. Cllr H Phillips advised of his intention to attend.

**SR 74/10/13 Clerks Report**

**SR 41/7/13 Linstock - Village Nameplate**

Highways Officer advised that the text "Please Drive Slowly" can be added to the sign and a protective film can be added so that the letters cannot be vandalised. This has now been ordered.

**SR 57.2/9/13 Houghton Rural Masterplan**

Submitted 18th September, some problems may exist with its re-formatting into PDF. Zoe Sutton to progress.

**SR 60.4/9/13 Houghton village Green - Placement of Skip**

Eventually removed, after many phone calls.

**SR 45.1 Grit Bins**

Bins ordered and to be sited and filled by Colville Grounds Maintenance. Cllrs to be consulted on exact positioning.

**SR 63/9/13 Removal of Bush - Linstock Village Green**

Resident written to 13th September, no further correspondence received.

**SR 63/9/13 Orchard Lane - Insertion of field drain alongside footpath**

Andrew Nicholson, Footpaths Officer and Highways Drainage Officers visited the site. No further action required.

**SR 63/9/13 Builders Skip - Tribune Drive**

Removed by Carlisle City Council staff.

SR 63/9/13 Houghton Village Green - Broken Water Hydrants *Utilities marker signs*  
Removed 20th September. Advised that ~~broken water hydrants~~ *utilities marker signs* are not generally replaced as accurate maps are now available.

*Other Items - Not previously included as agenda items:-*

Crosby Play Area

Recent Royal Society of Play Areas inspection undertaken and the area was rated as "excellent" as regards play value and "much improved". This is the highest category (from six) that can be awarded.

Precept 2014/15

Informed by CALC that they have worked with District Councils so that PC's now need to submit their Precept requirements at the end of January (was previously November).

Overgrown Highway Hedge - The Knells

Clerk liaising with Scaleby clerk over the issue of an overgrown highway hedge at The Knells. Ownership of this hedge is currently being determined by the Highways Department who are taking action.

**SR 75/10/13 Administration & Governance**

**75.1 County Council & Carlisle Parish Council Association - Joint Meeting**

Attendees of the meeting held on the 3rd October gave a verbal report of issues raised at the meeting, these included:-

- *Highways* - re-structuring nearing completion, the re-establishment of 'fix and find' gangs and nominated contacts being made available in the next two months;
- *Highway grit* - is still available to PC's (further to Committee agreement) and delivery in dumpy bags available;
- *Highway verges* - rural cuts undertaken on an annual basis, urban roads twice annually. County Council now pay the City Council to undertake on these on their behalf;
- *Neighbourhood Forums* - confusion on the current system seems to exist, each County Cllr member managing the allocation of grant funding on an individual basis. PC's grant funding applications now to be scrutinised as regards high reserve levels;
- *Cycle Routes* - unlikely to get new cycle routes unless financed through private development;
- *Carlisle Parish Council Association* - is currently piloting a scheme for the purchase of projectors. Parish Charter to be adopted in forthcoming months, Planning Charter not ratified, as yet. Locality Working consultation results still being analysed. A reduction in grant funding being made available to PC's and village halls is likely from next financial year.

**SR 76/10/13 Village Matters**

**76.1 Houghton in Bloom**

Cllr P Duncan, C Duncan and H Phillips gave a report of the meeting held on the 3rd October. This included:-

- Village clear-up planned for the 16th October - any volunteers welcome;
- B Hill to continue to co-ordinate the group;
- Cllr C Duncan is now a member of the committee.

Cllr Y Robertson left at 9:20 p.m.



### 76.2 Walks Working Party

An action plan on further actions identified by the group, was circulated alongside the agenda.

**Agreed:** to progress areas included in the action plan e.g. purchase of additional signs and bridge extension work, booklet production, advertising revenue funding, etc

AM/PD  
MF/HP

### 76.3 Broadband

An update on current developments within the parish was given. Also advised that a Crosby resident had queried the PC's intention to progress high speed broadband for Crosby on Eden. Cllr Fox advised that BT engineers had been witnessed in Crosby and it was thought that they were laying fibre optic cable, leading resident to believe that super-fast broadband would soon be available in the village.

**Agreed:** Due to the above, proposed survey of Crosby residents to be put on hold, until further information was available.

### 76.4 Damaged Crosby Highway Barrier

Costs of £462 + VAT for the replacement of the damaged highway barrier were considered.

**Resolved:** not to replace the barrier at the current time, as it is thought not to be a risk to safety.

### 76.5 Houghton Village Green - Drainage

Correspondence from an Area Engineer from Cumbria County Council had been circulated alongside the agenda. This advising that the drain is considered a private drain. However, connection to the existing highways drain would be considered feasible on the necessary permissions being gained. Other correspondence also considered highlighted that the householders are considered responsible for the repair and maintenance of the drain.

**Resolved:** To take no further action on this matter, the PC considering that it has done everything within its power, at the current time, to resolve the matter on behalf of affected residents.

### 76.6 Linstock Village Green - Re-seeding

Costs of £295 + VAT were considered to re-seed an area of the village green 'burned' by previously deposited highway salt.

**Resolved:** Approved.

AM

### 76.7 The Knells - Replacement Sewage/Drainage System

A Cllr advised that he had been contacted by a resident advising that the Environment Agency required the replacement of the sewage system for the Knells Residential Home and other surrounding residential properties connected to the system. This has been found necessary, due to contamination of Brunstock Beck with sewage.

**Agreed:** Cllr C Nicholson to investigate possible funding sources on behalf of residents.

CN

### 76.8 Houghton Road - Highways Footpath

Consideration was given to a residents complaint that the footpath has contracted and obstructed by overgrown hedges, vegetation, etc.

**Resolved:** Clerk to pursue this through Highways Department.

AM

## SR 77/10/13 Highway Matters

### 77.1 Crosby on Eden - Gritting of Highway U1182

Consideration was given to a resident request that the road is included in the County Council gritting schedule, due to it being a school and public service bus route.

**Agreed:** County Cllr J Mallinson to request that this road is added to the schedule. However, advised that he was not hopeful of a positive outcome.

JM

**77.2 Outstanding Highways Issues**  
County Cllr J Mallinson advised on the outcome of a meeting with Highways Department Assistant Director, regarding outstanding highways issues. The following was reported:-

- Houghton bollards license - to be issued in next two weeks;
- Crosby on Eden school parking - informal consultation now complete, legal orders in the process of being drawn-up and formal consultation to be commenced in the next couple of weeks;
- Newby Road disintegration - repairs identified. However, these will need to be prioritised in the context of all roads requiring repairs and are not thought to be undertaken in this financial year;
- Linstock encroachment of highway verge - originally being dealt with by Carlisle City Council, now being dealt with by County Council;
- Houghton illegal signage - was passed to Connect roads (under the management contract for CNDR & A689), will be re-issued for action;
- Houghton hotline lack of feedback on reported items - no comment received;
- Houghton Road parking on highway verges - advised that Highways would not provide additional off-road parking and will not take action unless it is causing a hazard to traffic. Highways team monitoring the area for defects and damage to the highway. Requested what action the PC wishes to be taken on this area.

**Resolved:** Cllr J Mallinson to advise highways that the PC request the removal of illegal furniture, due to it being considered unsightly.  
Cllr Mallinson also requested to be copied into any further correspondence with Highways Officers on further issues raised.

**77.3 Overnight Parking of HGVs**  
Consideration was given to the circulated correspondence received from the office of the Police & Crime Commissioner, regarding the overnight parking of HGVs in lay-bys.  
**Agreed:** Noted.

**77.4 Road Surface - Smithy Croft & Jackson Road**  
A report was circulated highlighting the problems of pot holes, road surface 'crazing' and breaking up of the road, this thought to be caused by utilities work undertaken in the area. It was also raised that the pavements are in a poor state of repair and repairs are considered a priority as many older residents and young children use the area due to its proximity to the school.  
**Agreed:** County Cllr J Mallinson to visit the area and progress this with Highways Officers.

**SR 78/10/13 Schedule of Correspondence, notices and publications**  
A schedule of correspondence, notices and publications received since the last meeting was received and noted. This included:-  
• CALC AGM at Rheged, Saturday 9th November - Cllr C Nicholson to attend, if possible, no comment on alternative sites necessary.  
• Carlisle City Council - Review of Polling Station sites. **Agreed:** Sites considered suitable, no

**SR 79/10/13 Councillor Matters**

Cllr Duncan advised that a resident had suggested that additional dog fouling signs should be erected on an area of the village green.  
**Agreed:** Clerk to purchase two signs.

**SR 80/10/13 Date of Next Meeting** The next meeting will be held on Wednesday 13th November at 7.30pm in Crosby on Eden village hall.

The meeting closed at 10:00 p.m.

*CHAMBERS*  
30

13/11/2013

AM

AM

JM

AM

JM

## STANWIX RURAL PARISH COUNCIL

Minutes of the Meeting of the Stanwix Rural Parish Council held on  
Wednesday 13th November 2013 in Crosby on Eden village hall at 7:30 p.m.

### SR 81/11/13 Apologies for absence

Cllr R Gordon.

### SR 82/11/13 Present

The Chairman, Cllr C Nicholson, Cllrs C Duncan, P Duncan, R Gordon (entered at 7:35 p.m.) M Fox, A Lightfoot, H Phillips, Y Robertson & J Telford.

### SR 83/11/13 In Attendance

Two members of the public.

### SR 84/11/13 Declarations of Interest or Requests for Dispensations

Cllrs C Nicholson, J Telford & R Gordon declared an interest in item 7.1 – Planning application No. 13/0496 - Land to the east of the village green, Brunstock, the applicant being known to them;

Cllr M Fox declared an interest in item 10.1 Crosby on Eden School parking restriction consultation;

Cllr C Nicholson declared an interest in item 7.1 - Planning application No. 13/0830 due to being a customer of the establishment.

### SR 85/11/13 Minutes of the meeting of the Parish Council held on 9th October 2013

The minutes of the meeting of the Parish Council held on the 9<sup>th</sup> October were approved and signed by the Chairman following the agreed amendments below:-

68/10/13 - to record that Cllr J Telford had attended the meeting;

63/9/13 - water hydrants [*delete*] and replace with *utilities marker sign*.

### SR 86/11/13 Public Participation

No members of the public wished to make any representations.

### SR 87/11/13 Finance Matters

87.1 Resolved that the following payments be approved:-

NEST – Pension contributions Oct 2013 – D/D	80.99
British Telecom - Phone Bill - Oct to Jan 2014	32.78
A McCallum – Oct salary £967.96 & re-imburements of £94.93	1,062.89
Cumbria Payroll Services – payroll services for Oct	15.00
Staples – Stamps & stationery	52.30
Colville Grounds Maintenance – Grass cutting October	1030.80
Colville Grounds Maintenance – Grit bins x 2	338.40
B Hill - Houghton in Bloom reimbursements	52.56
J Airey - Internal audit fee - 1st April to 30th Sept 2013	140.80
D Kinnaird - Brunstock hedge cutting	54.00
Grafix Signs - 4 x signs	153.60
Printerpal - printer usage	119.95
Total	<u>3,134.07</u>

87.2 To note the balances at the bank as at 31st October 2013

Treasurer Account	£	5,638.79
Money Manager Account	£	80,790.53
Expenditure to 31/10/13	£	80,429.32

**87.3 To note the receipt** of an £800.00 grant from Cumbria County Council towards the summer play scheme; £1,650 grant from Carlisle City Council for Crosby village hall for sanding of the floor and re-decoration costs; £500 grant from Local Members fund for the purchase of new goalposts for Crosby on Eden and £2,477.18 VAT re-claim from HMRC.

**87.4 Society of Local Council Clerks - Clerks Membership**

Consideration was given to the payment of membership at a cost of £145.00.  
**Resolved:** Approved.

**87.5 Internal Auditors Report**

A copy of the internal auditors report for the period 1st April to 30th September was circulated alongside the agenda.

**Resolved:** Approved and comments noted.

**SR 88/11/13 Planning Matters**

**88.1 Applications**

**13/0496 Land to the east of village green, Brunstock** - Erection of 3no. dwellings (amended documents).

**Resolved:** to comment that the PC wishes to bring to the Planning Officers attention, the proximity of the village green to the proposed site and would request that the Officer is satisfied that surface water drainage discharge arrangements are sufficient. The village green incorporates a pond and is very wet throughout the winter months, a situation that the PC would not like to see made worse by any additional water discharge.

**13/0750 The Beeches Cottage, Rickerby** - Replacement of 2no. windows with patio doors and enlargement of 2no. existing windows to lounge (LBC) (amended documents).

**Resolved:** that "no observations" be made.

**13/0835 Land adj to Wensleydale, Tarraby Lane, Tarraby** - erection of 1no. dwelling with detached garage.

**Resolved:** to object to the application, reserving the right to speak, for the following reasons:-

- The development is considered contrary to Conservation Area policy in that it makes no mention of the proposed development being situated within a Conservation Area or its proximity of being approximately 40 m from Hadrian's Wall.
- Due to being situated within an area of archaeological interest the developer is required to submit an appropriate desk-based assessment - no necessary desk assessment nor field evaluation appears to have been submitted by the developer alongside the application.

**13/0803 & 0830 (LBC) The Near Boot Inn, Whiteclosegate** - display of externally and internally illuminated and non illuminated signage.

**Resolved:** to comment that:-

- Signage should read The Near Boot Inn. The inclusion of 'Inn' requested, for reasons of historical integrity;
- incorporated lighting should not cause light pollution to adjacent residents;
- external painting of the premises should be undertaken, as to Cllrs knowledge this has not been undertaken since the last refurbishment in 1999/2000.

**13/0818 29 Millcroft, Carlisle** - erection of first floor side extension to provide 1 no. en-suite bedroom; alterations to existing garage to provide store and wet room; erection of single storey rear extension to provide extended dining area together with re-roofing of flat roofs to pitched.

**Resolved:** that "no observations" be made.

**Permissions**

**13/0694 Whittrigg Lea, Crosby on Eden** - Removal of condition 5 (local occupancy) of previously approved permission 10/0456 - approved.

**Agreed:** Cllr C Nicholson to determine if the removal of local occupancy restrictions policy, makes conditions and restrictions redundant in previous applications submitted.

CN

**88.2 Croft Farm, Houghton**

Cllrs H Phillips and P Duncan gave feedback on the 'drop-in' session held on 16th October at Houghton village hall. Feedback included that:-

- Many residents from the village did not know about the event taking place;
- concerns raised on the proposed highway access to the site;
- parking provision deemed inadequate for expected visitor numbers to site and cafe/conference centre;
- building design considered very good;
- support for the maintaining of a green belt/buffer zone between Houghton and Carlisle suburbs;
- concerns over foul drainage as no septic tank system exists and the increase in visitor numbers at the site.

Two members of the public left at 8:05 p.m.

**SR 89/11/13 Clerks Report**

**SR 45.1 Grit Bins**

Now in-situ and filled. Cllr H Phillips thanks by the Clerk for his help on this item.

**SR 72.5/10/13 Risk Assessment Group**

Meeting not yet held.

**SR 73.2/10/13 Greenfield Farm, Houghton**

Letter sent requesting monitoring report, following first year of operation 17th October 2013.

**SR 73.3/10/13 Carlisle District Local Plan 2015-30**

SRPC response submitted 6th November 2013 and acknowledgement received.

Suggested that a working group should be established to prepare further PC responses for the second and third round of the consultation and the recent receipt of the Draft Carlisle City Centre

Masterplan consultation.

**Agreed:** Working group to be formed.

ALL

**SR76.6/10/13 Linstock Village Green re-seeding**

Colville appointed, awaiting completion.

**76.7/10/13 The Knells - Replacement Sewage System**

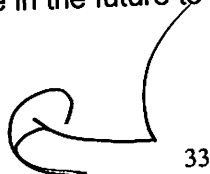
Cllr Nicholson reported on investigations undertaken to date on behalf of affected residents. Advised that funding/grant may be available through the local authority.

**76.8/10/13 Houghton Road - Highway Footpath Encroachment**

Reported 24th October to highways, allocated reference No. 31/1184513. Advised that inspector will deal with the issues raised regarding encroachment and overgrown hedge and give feedback.

**77.1/10/13 Crosby on Eden - Gritting of Highway U1182**

Advised by Cllr Fox that gritting had been undertaken that week. Arrangements as to if this road is included in the overall gritting schedule in the future to be monitored.





77.2/10/13 Outstanding Highways Issues

Clerk advised that no further feedback had been received from the Highways Authority on any issues raised and this was still proving problematic. Example given on how one issue appeared to be no-further forward, despite six e-mails having been exchanged.

77.4/10/13 Road Surface - Smithy Croft & Jackson Road

Cllrs reported that repairs had been undertaken and improvement noted. However, Cllr raised that the area at the junction near the school had not been repaired and was still considered in a dangerous condition.

79/10/13 Review of polling stations

Carlisle City Council advised that current sites are considered suitable.

Other Items - Not previously included as agenda items

Overgrown Hedge - Tribune Drive

Reported to Green Spaces staff at Carlisle City Council and Cllrs advised that the work had now been completed.

Overgrown Highway Hedge - The Knells

Clerk liaising with Scaleby Clerk over the issue of an overgrown highway hedge at The Knells the Highways Authority being ultimately responsible for improvements requested. Clerk advised that it is proving problematic on gaining any feedback/progress on this issue due to lack of feedback from Highways Authority.

**SR 90/11/13 Administration & Governance**

**90.1 Consultations Received**

a) Cumbria County Council - B6264 Brampton Old Road Speed Review Limit

**Resolved:** Clerk to respond, supporting the extension of the 40 m.p.h. limit.

b) Crosby on Eden School Parking Restrictions - introduction of double and single yellow lines on the U1181

**Resolved:** to support the introduction of restrictions. To also determine if school buses can park on zigzag's when discharging/loading children to the school.

**90.2 New Model Standing Orders 2013**

Clerk advised that new draft model standing orders had been received.

**Agreed:** Clerk to draft new model standing orders (based on new requirements and old adopted orders) and submit to Council for approval.

**90.3 CALC - Annual General Meeting 2013**

Chair and Clerk advised that they had been unable to attend the meeting held on the 9th November 2013. Cllr C Nicholson advised that he was no-longer a member of the CALC Executive Committee.

**90.4 Houghton & Irthington Rural Information Day**

A report of the event held on the 14th October by attending Cllrs was received. This included that it had been felt of benefit as an informal get-together. It was unsure as to the number of parishioners that had attended.



AM

AM

Cllr C Duncan informed the Council on a meeting he had attended at Rheged on Neighbourhood Planning. This had included:-

- sources of grant funding available of between £7-£25k to parish's who wished to produce a plan;
- affordable housing;
- the protection of green spaces in villages.

### 90.5 Effective Meetings - Committees & Working Groups

Consideration was given to the formation of additional groups/committees, Cllr Nicholson advising that he wished to progress the formation of a planning working group.

**Agreed:** Clerk to determine the legalities on the circulation of draft comments and e-mailed agreement; pre-determination and how other PC's planning groups function. Cllr Fox & Phillips to also report back to the Council on other proposed sub-committees.

AM

MF/HP

### SR 91/11/13 Village Matters

#### 91.1 Houghton Village Green - Drainage Letter

A draft letter had been circulated alongside the agenda for approval by Cllrs.

**Resolved:** Letter agreed. Clerk to send to residents of No.s 1-8 The Green and the two properties at Greenfield Farm.

AM

#### 91.2 Walks Working Party

Notes of a meeting held on the 21st October with Mr A Nicholson, Countryside Access Officer, Cumbria County Council had been circulated alongside the agenda. Works currently on-going include:-

- Footpath 132012/132020 California Road - additional signs to be purchased at a cost of £125 + VAT and vegetation clearance to be undertaken;
- Footpath No. 132009 Whiteclosegate - investigations on-going as to the ownership of this field and any planned drainage/improvement works planned. If no improvements planned to investigate the installation of approximately 25m of boardwalk;
- Footpaths Booklet - aim to have leaflets produced by January 2014, Cllrs Phillips and P Duncan progressing;
- Footpath No. 132004 - Removal & re-location of stile. Landowner has given written agreement for the redundant stile to be removed. Correspondence with Irthington P.C. as to their willingness to share costs was on-going and further estimates to be obtained.

**Resolved:** costs of £125 for additional signage approved. Estimates for the removal and re-location of metal stile to be obtained and compared to a wooden alternative, these costs to be forwarded to Irthington PC.

AM

#### 91.3 Linstock - Purchase of Additional Grit

Correspondence was considered regarding a resident request for an additional grit bin to be purchased and sited in the centre of the village at a cost of £282.

**Agreed:** Cllrs Telford & Gordon to determine best location from Linstock residents and this item to be further considered at the December meeting.

JT/RG

#### 91.4 The Garth, Crosby on Eden - Additional Streetlight

The erection of an additional footway light in a blind-spot was considered at a cost of approximately £1,500 + VAT.

**Resolved:** Approved.

AM

### SR 92/11/13 Highway Matters

#### 92.1 Speeding - Police Restorative Justice Initiative

Consideration was given to working alongside the Police Authority on this initiative.

**Agreed:** to invite PS S Jamieson to give a presentation at the December meeting.

AM

**SR 93/11/13 Schedule of Correspondence, notices and publications**

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

**SR 94/11/13 Councillor Matters**

**Cllr Lightfoot** advised that walkers using the footpath from the village hall to Orchard Lane were experiencing difficulties and that the erection of an additional street light had been suggested. Discussion on the item indicated that this would be cost prohibitive and it is suggested that users buy torches.

Cllr R Gordon left at 9:05 p.m.

**Cllr C Duncan** advised that he had written to Reay's Coaches regarding the pricing of the route from Houghton to Carlisle and would report back on his response to future meetings.

**Cllr H Phillips** advised on his suggestion to resurrect the Houghton village fair and if this was a project that the PC would support.

**Agreed:** to further investigate interest levels, cost's and liabilities for the December meeting.

**Cllr P Duncan** reported that the Houghton in Bloom group were to plant a tree on the village green on the 18th November.

Broadband update included that Connecting Cumbria has advised that Crosby on Eden fibre connection is still being evaluated and that a specific timeframe is not identified. Connecting Cumbria have also indicated that the number of residents who have taken-up superfast broadband in Linstock is very encouraging and would like to work alongside the PC to further increase the take-up rate, a possible meeting to take place on the 9th or 10th December.

**Cllr Fox** advised that work agreed to be undertaken on tree's at The Garth, Crosby on Eden by Riverside Housing had still not been completed. Clerk recently advised by Riverside that this was currently on 'hold' due to budget cuts confirmation on this from the portfolio holder awaited . Letter to be drafted to Riverside for approval at December meeting.

CD

AM/HP

MF/AM

**Part B Items**

Items that are considered confidential and members of the public and press are permitted to be excluded under the Local Government Act 1972.

**93.1 Clerks Salary Review Request**

The Clerk was asked to leave the room at 9:16.

**Resolved:** Working group formed of Cllr C Nicholson, H Phillips & M Fox to progress issues raised regarding job evaluation and a request for a review of salary grading. A report of a meeting held on the 4th November was noted and the proposed actions agreed.

CN/HP/  
MF/AM

**93.2 Greens Maintenance Contract 2014-16**


Consideration was given to the extension of the contract until 1st April 2016.

**Resolved:** Current contract to be extended, provided current standards are maintained.

AM

**SR 94/11/13 Date of Next Meeting** The next meeting will be held on Wednesday 11th December at 7.30pm in Crosby on Eden village hall.

The meeting closed at 9:50 p.m.

  
CHANNON 11/12/13<sup>36</sup>

## STANWIX RURAL PARISH COUNCIL

Minutes of the Meeting of the Stanwix Rural Parish Council held on  
Wednesday 11th December 2013 in Crosby on Eden village hall at 7:30 p.m.

**SR 95/12/13 Apologies for absence**  
Cllr C Duncan & R Gordon.

**SR 96/12/13 Present**  
The Chairman, Cllr C Nicholson, Cllrs P Duncan, M Fox, A Lightfoot, H Phillips,  
Y Robertson & J Telford.

**SR 97/12/13 In Attendance**  
No County or City Councillors or members of the public attended.

**SR 98/12/13 Declarations of Interest or Requests for Dispensations**  
Cllrs C Nicholson & A Lightfoot declared an interest in item 11.2 Linstock village green - the  
respondent being known to them.

**SR 99/12/13 Minutes of the meeting of the Parish Council held on 13th November 2013**  
The minutes of the meeting of the Parish Council held on the 13th November were  
approved and signed by the Chairman.

**SR 100/12/13 Public Participation**  
No members of the public were in attendance.

### SR 101/12/13 Finance Matters

**101.1 Resolved** that the following payments be approved:-

NEST – Pension contributions Nov 2013 – D/D	80.99
A McCallum – Nov salary £967.96 & re-imburements of £120.70	1,088.66
Cumbria Payroll Services – payroll services for Nov	15.00
Staples – Stamps & stationery	14.38
B Hill - Houghton in Bloom re-imburements	79.00
Houghton village hall - Houghton in Bloom hall hire	8.00
John Williams Landscapes - Crosby play area final payment	17916.65
Leslies Nurseries - Tree for Houghton village green	50.50
Society of Local Council Clerks - Membership 2013	145.00
Great North Air Ambulance - donation	100.00
Brampton Woodworks - Footpath sign for California Road	114.00
Total	<u>19612.18</u>

**101.2 To note** the balances at the bank as at 30th November 2013

Treasurer Account	£	2,537.50
Money Manager Account	£	80,790.53
Expenditure to 30/11/13	£	77,897.18

### 101.3 Budget & Precept 2014/15

A report had been circulated alongside the agenda containing forecasted income and  
expenditure for 2013/14; the proposed budget for 2014/15 and the estimated levels of  
financial reserves to be held on the 1st April 2014.

**Resolved:** to accept the proposed budget for 2014/15, precept to remain at £40,540.  
Level of financial reserves anticipated to be held on the 1st April 2015 to be reviewed at  
March meeting.



## SR 102/12/13 Planning Matters

### 102.1 Applications

**13/0886 Hadrians Park, Brampton Old Road** - permission for 6No. pitches) in lieu of temporary permission granted under 96/0474 in addition to 4No. pitches given permission under 93/0647 (retrospective application).

**Resolved:** that "no observations" be made.

**13/0921 Carlisle Driving Range, California Road** - Change of use of grazing land to form A 6 hole short practice golf course.

**Resolved:** to comment that:-

- attention should be given to the proximity of the existing public right of way to the proposed golf holes, these being considered to be in close proximity to users of the footpath;
- attention should be given to the protection of wildlife, plants and bio-diversity on the site;
- if a further application is received for the proposed golf academy, then attention should be given to the close proximity of footpath No. 132020.

**13/0896 Holme Park, Crosby on Eden** - proposed extension to poultry unit.

**Resolved:** to object to the application, as in its present form the application is considered incomplete and inaccurate. This being due to insufficient information being contained in the application, regarding the proposed dwellings and in particular, proposed foul & surface water drainage systems.

### Permissions

**13/00718 Crosby Lodge Hotel, Crosby on Eden** - Change of use from commercial to residential - approved.

**13/0750 The Beeches Cottage, Rickerby** - Replacement of 2no. windows with patio doors and enlargement of 2no. existing windows to lounge (LBC) - approved.

Clerk also advised on the receipt of an application for Gosling Syke Farm, this application to be considered at the January meeting.

## SR 103/12/13 Clerks Report

### SR76.6/10/13 Linstock Village Green re-seeding

Colville to complete in next couple of weeks.

### 76.8/10/13 Houghton Road - Highway Footpath Encroachment

Reported to Highways - reference No. 31/1184513. Advised that Highway Steward had trimmed back vegetation. Overgrown trees reported to Emma Chapman, Carlisle City Council to progress with the Police unit. Cllrs reported that what had been done was not considered sufficient and that this issue should be further progressed.

**Agreed:** Clerk to progress with Highways Department.

Progress on the removal of paving stones on the highway verge of Houghton Road was also raised, no action appearing to have been taken.

**Agreed:** Clerk to progress through Highways Department.

### 77.1/10/13 Crosby on Eden - Gritting of Highway U1182

Cllr Fox reported that although this road had been gritted in November, this had not been witnessed recently. It was queried as to the impact this may have on the bus service to the village, bus companies cancelling the service if road conditions are considered dangerous.

**Agreed:** Clerk to pursue this item through Cllr J Mallinson.

### 77.4/10/13 Road Surface - Smithy Croft & Jackson Road

Clerk to continue progressing this item through Cllr J Mallinson.

AM

AM

AM/JM

JM



88.1/11/13 Removal of Local Occupancy Restrictions

Cllr Nicholson advised on correspondence received from C Hardman, Carlisle City Council on the removal of local occupancy restrictions. Local occupancy restrictions being introduced locally in 2008, at the request of Government office. The advent of the NPPF and more growth has removed generic local occupancy reference. If an application is received to remove the condition, planners have to ask themselves whether permission would be granted, based on NPPF criteria. Affordable housing applications do still stipulate that local people come first and resistance would be made to the changing of that principle.

**Resolved:** Cllr C Nicholson to bring this change in policy to the attention of the Carlisle Parish Council Association.

CN

89/11/13 Planning Working Group Formation

See agenda item.

90.1/11/13 Crosby School Parking Restrictions

Advised by Highways Officer that the school bus is exempt from the zigzag restrictions. Also considered that there is no other suitable stopping place in the vicinity to the school.

90.2/11/13 Model Standing Orders 2013

Due to the possible formation of committees and working groups, the Clerk has postponed the re-issuing of Standing Orders until a decision has been reached. A significant portion of the Standing Orders concerns delegated powers, etc of the above.

91.1/11/13 Houghton Village Green - Drainage Letter

Letters delivered 28th November 2013. No further correspondence received on this item.

91.2/11/13 Walks Working Party

Additional signs erected 5th December. Clerk advised that an estimate had now been received for the movement, refurbishment and re-positioning of the metal stile.

**Agreed:** to pursue the re-positioning of the metal stile with Irthington Parish Council, suggesting that costs are split between Irthington & Stanwix Rural. Irthington to obtain estimates for a replacement wooden stile.

AM

91.4/11/13 The Garth - Additional Streetlight

Clerk advised that a suitable position for the light had been determined and an estimate for its erection had been requested from Cumbria County Council. Future maintenance and power requirement liabilities were still to be determined.

AM

**Agreed:** Clerk to pursue.

92.1/11/13 Police Restorative Justice Initiative

PS S Jamieson unable to attend, due to shift commitments, until the February meeting.

94/11/13 Trees - The Garth, Crosby

Work undertaken and paid for by Riverside Housing 4th December 2013.

93.1/11/13 Clerks Salary Review Request

Job evaluation being progressed, to be completed by end of January 2014.

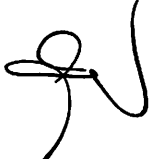
93.1/11/13 Greens Maintenance Contract

Extension to contract agreed with Contractor.

**Other Items - Not previously included as agenda items**

Houghton Rural Masterplan

Intended to have City Council comments included by Christmas.



**104.1 Consultations Received**

a) Cumbria County Council - Creation of byway at Sandy Lane, High Crosby

**Resolved:** Clerk to respond, supporting creation of the byway.

AM

b) Cumbria County Council - Budget Consultation 2014/15

A report was circulated alongside the agenda highlighting likely budget reductions to be made in the 2014/15 budget. Concerns were raised due to the ceasing of subsidised bus service grants this affecting residents of Crosby on Eden in particular, effectively meaning that no bus service will exist. Withdrawal of the AD 122 Hadrian's Wall bus also effecting residents and tourists to the area. Other issues raised included that:-

- The service is relied on by some for travel to and from work;
- mention is given to working with communities on alternative service provision but nothing is suggested;
- other PC's contacted in the area, seem luke-warm as to the production of a co-ordinated response.

**Agreed:** Cllr Fox to draft a response for consideration at the January meeting.

MF

c) Carlisle City Council - Draft Carlisle City Centre Masterplan Consultation

A response to the City Centre Masterplan was considered. Noted that public meetings are to take place in the next couple of weeks.

**Agreed:** Clerk to determine if an extension to the consultation deadline can be achieved, and if so, this item to be considered again at the January meeting.

AM

**104.2 Carlisle City Council & Carlisle Parish Council Association Joint Meeting**

A verbal report by attendees of the meeting held on the 2nd December was received and included:-

- Local Plan - update. Consultation on changes expected in early January. Advised that housing provision had been increased from 640 to 665 as a result of initial consultation responses;
- Parish Charter Planning Agreement - Advised that this had been withdrawn by City Cllrs as further clarification was required in some areas. Final agreement thought to be expected in June 2014;
- Locality Working - pilot working undertaken with Wetheral PC and common issues identified. These included the de-trunking of the A69, fuel buying co-operatives, shared grass cutting contracts and increased information sharing.

**104.3 Effective Meetings - Committees & Working Groups**

A report had been circulated alongside the agenda. This advised on the legal position regarding the formation of committees and working groups, their powers under the Local Government Act, delegation of responsibilities and the circulation of documents via e-mail. The council was also advised of a meeting held between Cllr Nicholson, Fox and Phillips on this matter. Issues raised included the elicitation of views via e-mail; that a solution must be 'inclusive - not exclusive'; be mindful of the impact on the clerks workload if further committees are formed and that whatever is decided must be workable for all members. To this effect, it was recommended that working groups are formed that parallel the areas included in the Parish Plan.

**Agreed:** This area to be progressed.

ALL

**104.4 Visual Display Equipment - Purchase of Projector & Screen**

Clerk advised that at the CPCA meeting held on the 2nd December it had been announced that grants for equipment to allow the overhead projection of planning applications, etc had been announced and the Clerk had submitted a form on behalf of SRPC. Advised that grants of up to £250 were available on a 'first come, first served' basis. The council was asked to determine if it wished to investigate the cost of suitable equipment.

**Agreed:** Clerk to obtain estimates for the equipment for the January meeting.

AM

## SR 105/12/13 Village Matters

### 105.1 Purchase of Additional Grit Bin for Linstock Village Green

Consideration was given to the purchase and the position of an additional grit bin, as per residents request.

**Resolved:** Bin to be purchased at a cost of £282 + VAT and to be positioned beside the litter bin on the village green.

AM

Cllr Nicholson & Lightfoot left the room at 8:50 p.m. Cllr Fox took the chair.

### 105.2 Linstock Village Green

Consideration was given to a residents concerns regarding the playing of football on Linstock village green.

**Resolved:** Clerk to write to resident advising that the Council feels unable to intervene directly on this issue.

AM

Cllr C Nicholson & A Lightfoot re-entered at 9:10 p.m. Cllr C Nicholson took the chair.

### 105.3 Houghton Village Fair

Consideration was given to the holding of a village fair at Houghton on the 25th June 2014. Cllr H Phillips circulated a paper containing ideas of events that could be held on the village green, village hall and school. These included a car boot sale/stalls, cookery demonstrations, vintage car & motorcycle display, traditional games and sports, Hornby Train display, climbing wall, football matches, etc. and a barn dance in the evening.

**Agreed:** Cllrs to inform Cllr Phillips of any other activities that they would wish to see included. This item to be considered further at the January meeting.

ALL

### 105.4 Broadband

Cllr P Duncan advised that uptake for super fast broadband for Linstock had been high and that Cumbria County Council may be able to provide funds towards training on internet use for residents. Cllr P Duncan was progressing this issue, a meeting planned for January.

**Agreed:** Cllr P Duncan to progress this item.

PD

## SR 106/12/13 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

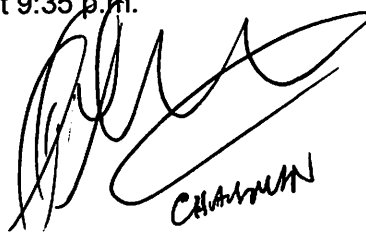
## SR 107/12/13 Councillor Matters

Cllr P Duncan advised that illegal signage was still visible in Houghton. Clerk to progress its removal through Highways department.

AM

**SR 108/12/13 Date of Next Meeting** The next meeting will be held on Wednesday 8th January at 7.30pm in Crosby on Eden village hall.

The meeting closed at 9:35 p.m.

  
CHAIRMAN  
8/Jan/2014



## STANWIX RURAL PARISH COUNCIL

**Minutes of the Meeting of the Stanwix Rural Parish Council held on  
Wednesday 8th January 2014 in Crosby on Eden village hall at 7:30 p.m.**

**SR 109/1/14 Apologies for absence**  
Cllr C Duncan, J Telford & R Gordon.

**SR 110/1/14 Present**  
The Chairman, Cllr C Nicholson, Cllrs P Duncan, M Fox, A Lightfoot, H Phillips & Y Robertson.

**SR 111/1/14 In Attendance**  
One member of the public.

**SR 112/1/14 Declarations of Interest or Requests for Dispensations**  
No declarations received.

**SR 113/1/14 Minutes of the meeting of the Parish Council held on 11th December 2013**  
The minutes of the meeting of the Parish Council held on the 11th December were approved and signed by the Chairman.

**SR 114/1/14 Public Participation**  
No members of the public wished to make any representations.

### **SR 115/1/14 Finance Matters**

**115.1 Resolved** that the following payments be approved:-

NEST – Pension contributions Dec 2013 – D/D	80.99
A McCallum – Dec salary £967.96 & re-imbursments of £93.65	1,061.41
Cumbria Payroll Services – payroll services for December	15.00
Staples – Stamps & stationery	32.76
Carlisle City Council - RoSPA Annual play inspection fees	141.60
HMRC - PAYE & NI contributions - Nov-Jan 2014	642.72
Houghton village hall - Hall hire September 2013	28.00
CALC - Clerks training forum 29th January 2014	5.00
S Aglionby - Grant for Houghton bonfire	<u>300.00</u>
<b>Total</b>	<b><u>2,307.48</u></b>

**115.2 To note** the balances at the bank as at 31st December 2013

Treasurer Account	£ 2,865.32
Money Manager Account	£ 61,955.29
Expenditure to 31/12/13	£ 64,820.61

**115.3 To note** the receipt of £154.00 grant from the Cumbria Playing Fields Association towards the Crosby play area, £10.76 interest payment & £940.00 income from the SPAA summer play scheme.

#### **115.4 Quarterly Monitoring Report**

A report on income and expenditure for the period 1st April to 31st December 2013 was circulated alongside the agenda and approved.  
Also, **Agreed** that Emergency Planning budget would be an item for consideration at the February meeting.



### 115.5 Carlisle City Council & CPCA Parish & Village Hall Grants

Consideration was given to PC projects for submission.

**Resolved:** to submit a grant application for an additional swing for the Crosby play area.  
To also submit a County Council grant for monkey-bars for the Tribune Drive play area.

AM

### 115.6 Crosby Hall Hedge Cutting

Consideration was given to payment of an invoice for hedge cutting at Crosby village hall.

**Agreed:** invoice to be put on hold, pending clarification on damage to highway barrier.

### 115.7 Purchase of Projector & Screen

Consideration was given to the purchase of a projector and screen for the display of planning applications. A paper was circulated alongside the agenda on approximate costs and specifications of equipment. Concerns were expressed as to if this system would be workable; the requirement of a laptop - the council not currently having one; if paper plans would still be issued to the clerk, if the council accepted the grant; and would the equipment be available for use by other community groups.

**Agreed:** This item to be considered again at the February meeting.

AM

## SR 116/1/14 Planning Matters

### 116.1 Applications

**13/0956 Gosling Sike Farm, Houghton Road, Houghton** - construction of visitor centre and office facilities with associated external works and car parking.

**Resolved:** to comment that:-

- Clarification is considered necessary on what vehicles i.e. farm or visitor, will be using the existing highway entrance;
- additional highway entrance to visitor centre - concerns raised as to visibility. Plans considered to not accurately reflect the curvature of the highway in the area on which the exit is to be positioned;
- overflow parking - what arrangements exist for over-flow parking, should the main parking area be full? No area is included on the application plan as to where this may be.

Member of the public left at 8:00 p.m.

**13/0896 Holme Park, Crosby on Eden** - proposed extension to poultry unit (amended details).

**Resolved:** to comment that:-

- the application is still considered incomplete due to insufficient information being contained in the application regarding proposed foul & surface water drainage systems for the poultry unit. Hence, informed decision making is considered difficult;
- the application is considered incremental planning, in that an additional application is expected in the near future for two agricultural dwellings.

**13/0879 Land to the rear of South View, The Green, Houghton** - change of use from agricultural land to use for vehicle storage (retrospective).

**Resolved:** to comment that:-

- The Parish Council would wish to see a restriction on the number of vehicles stored on the site, no-more than 20 vehicles being considered appropriate;
- removal of the decaying commercial vehicles currently stored on the site is requested.

**13/0881 South View, The Green, Houghton** - rear extension to existing stable block (part retrospective)

**Resolved:** to comment that the PC would wish to see a restriction that the building is used for the stabling of horses only.

**Permissions**

**12/0610 Land at Hadrian's Camp, Houghton Road, Houghton** - residential development (outline), granted, subject to legal agreement.

**13/0803 The Near Boot Inn, Whiteclosegate** - display of externally and internally illuminated and non-illuminated signage - approved.

**13/0886 Hadrian's Park, Brampton Old Road** - permission for 6No. permanent pitches (in lieu of temporary permission granted under 96/0474) in addition to 4No. pitches given permission under 93/0647 (retrospective application) - approved.

**SR 117/1/14 Clerks Report**

76.8/10/13 Houghton Road - Highway Footpath Encroachment

Clerk reported on her investigations that the footpath had encroached between 1-2 feet in places but that hedge vegetation also need to be removed if it was to be pushed back. Cllrs commented that this issue was considered of health and safety concern, walkers being scratched by blackthorn when using the footpath.

**Agreed:** Cllr Phillips to progress with Highways Department asking that a list was made of all outstanding issues and he would visit the Brampton Depot to speak directly with staff.

AM/HP

76.8/10/13 Houghton Road Verges - Removal of paving stones  
**Agreed:** Cllr Phillips to progress with Highways Department.

HP

77.1/10/13 Crosby on Eden - Gritting of Highway U1182  
**Agreed:** Cllr Phillips to progress with Highways Department.

HP

77.4/10/13 Road Surface - Smithy Croft & Jackson Road  
**Agreed:** Cllr Phillips to progress with Highways Department.

HP

91.2/11/13 Walks Working Party

No response had been received at the time of the meeting from Irthington Parish Council as to if they are willing to split the costs of moving the stile. Clerk advised on a grant available until the 31st March for footpath information boards.

**Agreed:** Clerk to contact Zoe Sutton, Carlisle City Council to determine if the grant can be extended beyond March 2014.

AM

104.1/12/13 Carlisle City Council - Draft City Centre Masterplan

Clerk was asked to determine if an extension for the consultation was available until after the January meeting. Planning Officer advised that this was not possible due to its integration into the Local Plan and deadlines set for this to be completed.

105.1 Linstock - Additional Grit Bin

Clerk advised that the bin should now be in-situ.

105.2/12/13 Linstock Village Green

Resident written to 13th December. No further correspondence received.

**SR 118/1/14 Administration & Governance**

**118.1 Consultations Received**

a) Cumbria County Council - Budget Consultation 2014/15

A draft response to the consultation had been circulated alongside the agenda.

**Resolve:** Clerk to submit circulated response.

AM

### 118.2 Area Highways Team Re-Introduction Session

Clerk and Cllr H Phillips advised on their attendance of a meeting at the Brampton Depot with staff on the 12th December 2014. Information conveyed at the meeting was discussed, this included budget amounts, areas of responsibility and other items. Items raised at the meeting and highlighted as a concern by SRPC and other Parish Councils was the lack of feedback mechanism for reported highways faults, the Highways Department believing that this was in place, attendees reporting not.

**Agreed:** Lack of feedback on reported highways issues to be progressed through the County Council Portfolio Holder and Carlisle Parish Council Association.

AM

### 118.3 Code of Conduct - Notification of Pecuniary & Other Registrable Interests

Cllrs were informed on the requirement to notify Carlisle City Council of any changes to employment status, ownership or renting of property, etc. The file was handed round containing the forms and Cllrs asked to check if their details were current and correct.

Cllr C Nicholson advised the Clerk that amendments to his form were required.

### 118.4 New Model Standing Orders

Clerk circulated a report and draft copy of the new model Standing Orders alongside the agenda. The report advised that a comparison had been made between the new and old models and on areas that had been amended, information inserted and deletions by the Clerk.

**Resolved:** To adopt the circulated Standing Orders.

ALL

### 118.5 Complaints/Appeals Working Group

The agenda item stated that this item was to consider the appointment of a third member to the complaints/appeals working group. However, discussion was then undertaken concerning the formation of a committee to deal with matters concerning complaints and appeals and that this committee should also deal with grievance issues. Clerk advised that the formation of a committee was not possible due to the number of attendees at the meeting.

**Agreed:** Cllr M Fox to draft terms of reference for the proposed committee, these to be considered at the February meeting.

MF

## SR 119/1/14 Village Matters

### 119.1 The Garth, Crosby on Eden - Additional Street Light

Consideration was given to correspondence from Cumbria County Council advising that the cost of installing the additional street light would be approximately £1,900 + VAT, the increase in cost (from that originally quoted of £1,500 + VAT) being due to the increased distance from an available mains service connection. Also stated that it would be unlikely to be added to the County Councils inventory for supply, due to existing street lighting in the area being considered fit for highway purpose. Ongoing maintenance requirements would also have to be borne by the Parish Council.

**Agreed:** Clerk to write to Carlisle City Council to determine if they are willing to add the light onto their inventory as regards maintenance and power supply.

Also **Agreed:** Clerk to apply to Cumbria County Council Members fund for grant towards costs.

AM

AM

### 119.2 Houghton Village Green - Flooding

Consideration was given to action on a possible blocked drain, situated on the village green.

**Resolved:** While the parish council does not admit any responsibility for the drain, approval is given for preliminary investigations to be undertaken to assess whether the drain could have contributed to the flooding of the village green, e.g. drain to be rodded and camera investigation to be undertaken, if deemed necessary.

AM

### 119.3 Illegal Signage

Consideration was given to the removal of advertising boards and other signage considered illegal, in the parish.

**Agreed:** Cllr H Phillips to pursue this item through the Highways Authority.

HP

### 119.4 Houghton Village Fair

Cllr H Phillips advised that he had been approached by three Houghton residents following the article in the Houghton Echo and had been gaining estimated costs for planned activities. This item to be further discussed at the February meeting.

### 119.5 Old School House, Rickerby

Consideration was given to residents concerns about the condition of the building and grounds of the Old School House. Cllr C Nicholson advised that he had determined that concerned residents could progress this issue through the Enforcement Officer, Carlisle City Council, once ownership had been determined.

### SR 120/1/14 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

Cllrs requested further information as to current developments regarding the A689 & A69 de-trunking, a letter having been received from Rory Stewart, MP on the matter.

**Agreed:** Cllr C Nicholson to determine Cllr R Auld's, Chairman of CPCA's involvement in the issue and progress to report.

CN

### SR 121/1/14 Councillor Matters

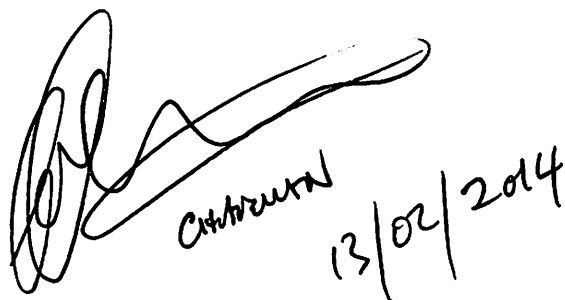
**Cllr A Lightfoot** advised that he had been asked to determine if the PC would still be willing to share expenses on the production of the Houghton Echo? Advised that funding had been provided in the past through an application for a PC grant, these being considered in April each year.

**Cllr P Duncan** advised on rubbish being blown onto the Tribune Drive green space following recent high winds. Clerk to advise Carlisle City Council street cleaning team.

AM

**SR 122/1/14 Date of Next Meeting** The next meeting will be held on Wednesday 12th February at 7.30pm in Crosby on Eden village hall.

The meeting closed at 9:30 p.m.



A handwritten signature in black ink, followed by the name 'C. Nicholson' and the date '13/02/2014' written in a similar style.

## STANWIX RURAL PARISH COUNCIL

Minutes of the Meeting of the Stanwix Rural Parish Council held on  
Wednesday 12th February 2014 in Crosby on Eden village hall at 7:30 p.m.

### SR 122/2/14 Apologies for absence

None received.

### SR 123/2/14 Present

The Chairman, Cllr C Nicholson, Cllrs C Duncan, P Duncan, M Fox, R Gordon, A Lightfoot, H Phillips, Y Robertson & J Telford.

### SR 124/2/14 In Attendance

No members of the public. County Cllr J Mallinson (entered at 7:35 p.m.).

### SR 125/2/14 Declarations of Interest or Requests for Dispensations

No declarations received.

### SR 126/2/14 Minutes of the meeting of the Parish Council held on 8th January 2014

The minutes of the meeting of the Parish Council held on the 8th January were approved and signed by the Chairman subject to the following amendment:-

SR118.5 - Complaints/Appeals Working Group - inserted f.

### SR 127/2/14 Public Participation

PS Susan Jamieson & Anita Owen, Cumbria Police gave an overview on current police community initiatives. These included:-

#### Restorative Justice Initiative

- The aim of the initiative is to change drivers attitude to speeding and show how their behavior directly impacts on others. Advised that it has been determined that the main cause of speeding is drivers lack of concentration, as opposed to being in a hurry.
- initiative works by a police van visiting a village and drivers caught speeding are offered the option of taking a ticket or sitting in the van with police staff and being questioned on why they were speeding. This is undertaken alongside a community volunteer who gives input on the effect that speeding has on their well-being i.e. their children being unable to play safely outside home, etc.
- reported that a reduction in speeding has been evident following the introduction of the scheme and changes in drivers behavior noted.
- volunteers to take part in the initiative are being sought from within the areas of Linstock, Crosby & Houghton. Interested residents can get further details directly from Sue Jamieson at [susan.jamieson@cumbria.police.uk](mailto:susan.jamieson@cumbria.police.uk) or [anita.owen@cumbria.police.uk](mailto:anita.owen@cumbria.police.uk) or from the Clerk.

#### Community Speed Watch

- Volunteers are also sought to participate in community speed watch groups. Volunteers to be involved in monitoring the speed and frequency of vehicles at locations within the parish that are thought problematic.
- volunteers would receive appropriate training from the police to undertake this task, receive radar guns and would work in teams of two or more.
- results from the survey assist the police to identify patterns of behavior; days/times of offences occurring to enable that police can be most successfully deployed to an area.

#### Speed Indication Devices (SID's)

- Advised that four SID's are still available for the use of PC's.

Cllr advised that a speed camera van had been witnessed in Crosby on Eden and requested the results on how many tickets had been issued. S Jamieson agreed to forward these figures for consideration by Cllrs.

SJ

PS S Jamieson & A Owen left the meeting at 7:55 p.m.

## SR 128/2/14 Finance Matters

**128.1 Resolved** that the following payments be approved:-

NEST – Pension contributions Jan 2014 – D/D	80.99
British Telecom - Phone & Broadband Charges	119.47
A McCallum – Jan salary £967.96 & re-imbursements of £285.98	1,253.94
Cumbria Payroll Services – payroll services for January	15.00
Colville Grounds Maintenance - Grit Bin for Linstock	338.40
B Hill - Houghton in Bloom reimbursement - annual insurance	<u>86.00</u>
Total	<u>1,893.80</u>

**128.2 To note** the balances at the bank as at 31st January 2013

Treasurer Account	£ 1,438.37
Money Manager Account	£ 71,667.10
Expenditure to 31/1/14	£ 99,936.31

**128.3 To note** the receipt of £8.05 way leave payment from Electricity North West & VAT refund of £10,703.76 from HMRC.

### **128.4 Houghton in Bloom Group**

Consideration was given to the payment of public liability insurance at a cost of £86.00, on behalf of the Houghton in Bloom group.

**Resolved:** Agreed.

### **128.5 Purchase of Projector & Screen**

Further consideration was given to the purchase of a projector and screen for the display of planning applications at PC meetings and other community use. Clerk advised that it had been determined that if the grant of £150 was accepted towards the purchase of equipment, then paper copies of plans would no-longer be received from Carlisle City Council. Future costs for printing to be borne by the PC.

**Resolved:** Grant application to be withdrawn, this project to no-longer be considered.

### **128.6 Office Chair**

Clerk advised that a new office chair was required and asked the PC to provide this, having purchased previous chairs from own funds.

**Resolved:** Chair to be purchased up to a cost of £200 (inclusive of VAT).

AM

### **128.7 Financial Reserves & Fidelity Guarantee Insurance**

A review of financial reserves estimated to be held on the 1st April 2014 was discussed. Clerk advised that the PC would hold reserves of approximately £56,000 as of 1st April and also an additional £11,000 earmarked as reserves held on behalf of village halls. Clerk advised that reserve levels are high compared to the level of annual expenditure contained in the general budget. Warned that this could result in the PC being subject to an un-qualified audit by the external auditor.

Fidelity guarantee insurance currently covers the PC up to £250,000, so no increase in cover levels are necessary.

**Agreed:** Finance Group to consider this item.

### 128.7 Emergency Plan Budget

Consideration was given to the replenishment of consumables for the emergency boxes situated at Houghton & Crosby village halls. The replenishment of articles being estimated to cost in the region of £220, this being £170 over the budget allocation.

**Resolved:** Cost of up to £250 agreed for the replacement of articles.

AM

### SR 129/2/14 Planning Matters

#### 129.1 Applications

**13/0898 Holme Park, Crosby on Eden** - erection of agricultural dwellings (outline).

**Resolved:** to comment that the PC does not consider that evidence of agricultural need has been conclusively established and that a vacant dwelling is currently believed to exist on site.

**14/0007 34 Whiteclosegate, Carlisle** - conversion of building to form 1no. dwelling.

**Resolved:** to comment that the PC endorses the Highway Authority comments and recommends that the specified conditions are implemented.

**14/0065 Walby Cottage, Birkby Lane, Walby** - erection of replacement dwelling

**Resolved:** that 'no observations' be made.

#### Permissions

**13/0921 Carlisle Driving Range, California Road** - change of use of grazing land to form 6 hole short practice golf course - approved.

**13/0956 Gosling Syke Farm, Houghton Road, Houghton** - construction of visitor centre and office facilities with associated external works and car parking - approved.

**13/0896 Holme Park, Crosby on Eden** - proposed extension to poultry unit - approved.

#### 129.2 Houghton Rural Masterplan

Consideration was given to the masterplan document, this having been previously circulated. Cllrs were requested to approve the document for final submission.

**Resolved:** Chairman to submit final plan to Carlisle City Council, subject to the following amendments:-

- Pg. 3 - Houghton Hall Garden Centre provides local employment opportunities - deleting the word 'no';
- Pg. 5 - delete 'and could warrant re-working of the green'
- Pg. 6 - delete all of the socio-economic picture for Stanwix Rural Parish Council. This being based on the whole parish, not Houghton.

CN

### SR 130/2/14 Clerks Report

76.8/10/13 Houghton Road - Highway Footpath Encroachment

76.8/10/13 Houghton Road Verges - Removal of paving stones

77.1/10/13 Crosby on Eden - Gritting of Highway U1182

77.4/10/13 Road Surface - Smithy Croft & Jackson Road

119.3/1/14 Illegal Signage

See item under 12.1 - outstanding highway matters.

115.5/14 2/14 Carlisle City Council & Village Hall Grants

Monkey bars - Tribune Drive play area. Agreement obtained from Carlisle City Council for a piece of additional play equipment to be erected. Grant form submitted to County Council.

Crosby play area - swings. Grant application submitted to Carlisle Parish Council Association.



115.6/2/14 Crosby Hall Hedge Cutting Invoice

Invoice currently on hold.

**Agreed:** Clerk to write to contractor concerning the damage to the highway barrier. Response to be further considered by Council.

115.7/2/14 Purchase of Projector & Screen

Determined that if the PC accepted the grant, then paper copies of applications would not be received by Clerk, the aim of the grant being to reduce costs of printing and postage costs by Carlisle City Council. Also advised that match-funding of an additional £150 may be available from Carlisle City Council, but this has not been confirmed as yet.  
See Minute No. 128.5/2/14.

91.2/11/13 Walks Working Group

Outstanding grant for the purchase of footpath information boards/interpretation panels cannot be extended beyond March 2014, nor suggested alternative projects considered.  
See Minute No. 132.5/2/14.

118.1/2/14 Cumbria County Council - Budget Consultation 2014/15

Agreed response submitted 10th January 2014.

118.2/2/14 Highway Team Re-introduction Session

See Minute no. 133.1/2/14.

118.2/2/14 Code of Conduct - Notification of P & O Forms

Carlisle City Council now displaying all forms on their web site.

118.5/2/14 Complaints/Appeals Working Group

This item postponed to March meeting.

119.1/2/14 The Garth, Crosby On Eden - Additional Street Light

Grant application submitted 23rd January 2014. See Minute No. 132.1/2/14.

120/1/14 A689 De-trunking - Progress Report

Cllr Nicholson advised that a meeting had been held between D Sheard, Carlisle City Council, Mr R Auld and Cllr J Mallinson. Cllr Mallinson advised that efforts were being made to engage with the two maintainers of the road but no response to these requests had been received as yet. Advised that in his opinion, very little could be done if the two maintainers were un-willing to engage with members.

Cllr Fox advised on a meeting that was to be held at Rockcliffe, to be organised by Cllr T Allison.

122/1/14 Tribune Drive - Rubbish

Rubbish/debris cleared by street cleaning team.

**SR 131/2/14 Administration & Governance****131.1 Consultations Received**

None received.

**131.2 Asset Register**

Cllrs were asked to approve the asset register, this having been circulated alongside the agenda.

**Resolved:** Approved.

Clerk advised that she was currently investigating how some assets included on the register could be transferred to Crosby and Houghton village halls.

WMAF

**131.3 Asset Inspection 2014**

Clerk advised that in accordance with the annual risk assessment an inspection of assets had been undertaken and a report to this had been circulated alongside the agenda for consideration by Cllrs.

**Agreed:** for this item to be progressed through the Finance Group.

**SR 132/2/14 Village Matters**

**132.1 The Garth, Crosby on Eden - Additional Street Light**

Clerk advised that no response had been received, prior to the meeting from Carlisle City Council, regarding future liability for power supply and maintenance. However, correspondence had been received from Carlisle City Councils Area Engagement Officer advising that they were also investigating this matter on behalf of PC's

**Agreed:** Clerk to further pursue this item through the Area Engagement Officer.

AM

**132.2 Houghton Village Green - Flooding**

Clerk advised that investigations had been undertaken on the blocked drain. Advised that the drain was actually running freely, the flooding probably being caused by a combination of heavy clay soil and the pipe currently in-situ, being non-porous. Suggested rectification being the replacement of the pipe with a porous drain and a soak-away made in the area of flooding.

**Agreed:** Clerk to obtain further estimates for consideration.

AM

**132.3 Houghton Village Fair**

A report had been circulated alongside the agenda, advising of planned events, health & safety requirements and preliminary budget. Queried as to if this was considered a community or PC event? Agreed that this was a PC event.

**Agreed:** Flyer for the event to be circulated around the village. Clerk to determine if event insurance is available to be purchased if inclement weather was experienced.

AM/HP

**132.4 SPAA - Summer Activity Programme**

Clerk advised that dates were currently being organised (alongside other PC's) within the summer holiday period for the summer activity programme.

**Resolved:** Six dates to be booked at a cost of approximately £2,400.

AM

**132.5 Interpretation Panels**

The purchase of interpretation panels to highlight walks and areas of interest throughout the parish was considered. A report having been circulated alongside the agenda advising of approximate costs; grant funding available; examples of panels previously produced, etc.

**Resolved:** to purchase one casing and panel at a cost of up to £2,500.

AM

**132.6 Play Area Inspections**

Clerk advised that existing public liability insurance requirements advise that a visual safety inspection of equipment is completed every two weeks. Consideration was given to if this is to be undertaken by Cllrs or the Clerk. Also advised that new forms had been prepared for this purpose.

**Resolved:** Cllr Fox to undertake inspection at Crosby on Eden, Clerk to undertake at Linstock.

AM/MF

**132.7 Low Crosby - Sheep Worrying**

Cllr reported that an incidence of sheep worrying had been brought to his attention. Discussion on this matter deduced that this is considered a police matter and out-with the PC's remit. Considered that additional signage relating to footpath users and the control of dogs and adequate fencing may be of benefit on the land that the footpath is situated.

WMAF  
121

- who, exactly are the Rural Support Group?
- has any analysis of the issues been undertaken, it being felt that a starting point should not already have been determined?
- example given of Councils being grouped into localities were questioned as regards boundaries, naturally networking over shared issues and allegiances, etc.

**Agreed:** Cllrs to forward comments on the document to the Clerk, these to be drafted into a response to be further considered at the June meeting.

ALL

**b) B6264 Brampton Old Road Speed Limit Review**

Consideration was given to the extension of the 30mph speed limit and introduction of a 40 mph speed limit.

**Resolved:** Clerk to respond that, the Council supports the introduction of further speed limits in principle, but would urge that this is properly and legally policed.

AM

**c) Cumbria County Council – Placement of Bus Stop Pole Location**

Consideration was given to if a new bus stop pole/or flag would be of benefit to users.

**Resolved:** To advise that a bus flag could be attached to the Parish Council bus shelter, if required. Comment that the erection of a pole in the easterly side of the road may be of benefit, walkers often being unsure were the bus stop is.

AM

**d) Carlisle City Council – Removal of Recycling Sites**

Consideration was given to a response to the removal of recycling sites at Crosby on Eden Primary School, The Stagg Inn, Crosby on Eden & Houghton Primary School.

**Resolved:** to respond that:-

- At least one public site should be maintained in Crosby;
- broader consultation is required and more publicity given to this item;
- the savings that are hoped to be made by the closure of sites should be evident and available when this issue is considered by the general public.

AM

**12.2 Appointment of Representatives to Outside Bodies**

**Resolved:** to appoint members below to the following outside bodies:-

- Houghton Village Hall Committee – Cllr A Lightfoot
- Crosby Village Hall Committee – Cllr M Fox
- Airport Consultative Forum – Cllr Nicholson
- Brampton & Beyond Community Trust – Cllr M Fox (Trustee)
- Broadband – Cllr Duncan

**12.3 Programme of Meetings for 2013/14**

**Resolved:** Meetings to take place on the second Wednesday of every month. August meeting to be held only if urgent business occurs.

**12.4 Appointment of Working Groups**

**Resolved:** Following working groups appointed:-

- *Finance/Risk Group* – Chair, vice-chair, Cllr Gordon (nominated in absence), Cllr Phillips & Cllr Duncan; *From Sept '13 A Lightfoot now member.*
- *Planning* – Chair & ward Cllrs from relevant areas;
- *Personnel* – Chair, vice-chair, Cllr Phillips, Cllr Robertson & Cllr Telford.
- *Cllr Interview Panel* – Chair, Cllr Lightfoot & Cllr Robertson.
- *Complaints/Appeals* – Chair, vice-chair, Cllr Duncan & Cllr Robertson.

**12.5 Annual Risk Assessment**

A report on the annual risk assessment undertaken by the Clerk, had been circulated. Due to a full agenda it was decided to postpone the majority of the report to the June meeting. However, the insurance renewal and cover needed to be reviewed as renewal was due on the 1<sup>st</sup> June.

**Resolved:** Clerk to renew insurance policy with current provider at a cost of £1,028.06.

*JA*

## SR 133/2/14 Highway Matters

### 133.1 Highways Meeting

A meeting had been held with Highways Officers and outstanding issues raised and discussed. Commented that it was felt that it had been a productive meeting and agreements had been reached on future responsibilities and actions.

## SR 134/2/14 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

## SR 135/2/14 Councillor Matters

**Cllr C Duncan** advised that highway drains through the village appeared to be blocked/full of silt and asked when these had last been cleaned. Cllr J Mallinson agreed to determine the drain clearance schedule for Houghton. **JM**

**Cllr P Duncan** reported that pot-holes in the Houghton village hall car park were considered to be of health and safety concern to users. Cllr A Lightfoot agreed to progress this item with the village hall committee. **AL**

**Cllr H Phillips** reported that litter was again evident on the A689 lay-by. Clerk to pursue this issue with Carlisle City Council. **AM**

**Cllr M Fox** advised that a grant application submitted to the Environment Agency for a flood defence pump by Cumbria County Council, had been unsuccessful. Further meetings to be arranged in an effort to progress other funding options. **MF**

**Cllr R Gordon** advised that the Linstock Jubilee fundraising group were dissolving and that held funds could be transferred to the Parish Council. Clerk advised that this would be accepted as a donation.

### Part B Items

Items that are considered confidential and members of the public and press are permitted to be excluded under the Local Government Act 1972.

Clerk left the room at 9:55 p.m.

### SR 136/2/14 Clerks Salary Review & Job Evaluation

A paper had been circulated alongside the agenda, advising on the findings and recommendations of the working group.

#### **Resolved:**

- 1) that the working group's recommendations, as set out in the paper circulated with the agenda, be approved;
- 2) that the working group be authorised to agree a revised job description for the Clerk and to issue a new contract of employment;
- 3) that the working group be asked to make recommendations to the council's meeting in March 2014 on the operation of working group's and committees.

**SR 137/2/14 Date of Next Meeting** The next meeting will be held on Wednesday 12th March at 7.30pm in Crosby on Eden village hall.

The meeting closed at 10:00 p.m.

*WMAF*  
*V. Chan*  
*12/3/14*

## STANWIX RURAL PARISH COUNCIL

Minutes of the Meeting of the Stanwix Rural Parish Council held on  
Wednesday 12th March 2014 in Crosby on Eden village hall at 7:30 p.m.

### SR 138/3/14 Apologies for absence

Cllr R Gordon, C Nicholson & Y Robertson.

Due to the absence of Cllr C Nicholson, it was agreed that vice-chairman Cllr M Fox would take the chair.

### SR 139/3/14 Present

Cllrs C Duncan, P Duncan, M Fox, A Lightfoot, H Phillips & J Telford.

### SR 140/3/14 In Attendance

No members of the public.

City Cllr J Bainbridge.

### SR 141/3/14 Declarations of Interest or Requests for Dispensations

No declarations received.

### SR 142/3/14 Minutes of the meeting of the Parish Council held on 12th February 2014

The minutes of the meeting of the Parish Council held on the 12th February were approved and signed by the Chairman subject to the following amendment, for reasons of future clarity:-

SR136/2/14 - to amend to read that *1) the working group's recommendations are approved. Clerks salary to be increased from 1st April 2013 to LC2 (SCP 28) and backdated accordingly. Subject to satisfactory performance, to be increased to LC2 (SCP 29) from 1st April 2014. Increments received in September (rather than April) through term of employment to be paid retrospectively.*

Cllr H Phillips also requested that outstanding finance items are placed as the first items on the agenda for the next finance group meeting;

Cllr C Duncan requested that a map of the parish is forwarded to him.

AM

### SR 143/3/14 Public Participation

No members of the public were in attendance.

### SR 144/3/14 Finance Matters

144.1 Resolved that the following payments be approved:-

NEST – Pension contributions Feb 2014 – D/D	80.99
A McCallum – Feb salary £1713.19 & re-imburements of £76.08	1,789.27
Cumbria Payroll Services – payroll services for February	15.00
Parish Websites Ltd - website hosting & support	100.00
Printerpal - printing charge Nov to Feb 2014	167.78
Staples - Stamps	6.00
Smiths Gore - rent for Linstock village green	10.00
Crosby Parish hall - room rental Nov 2012 to March 2014	418.00
Crosby Parish hall - grant for Crosby Craft Collective	256.00
Houghton Guides - grant for outdoor pursuits badge	500.00
Airbounce - deposit for hire of bouncy castle & slide - Houghton Fair	80.00
Keswick Adventure Centre - deposit for hire of climbing wall - Houghton Fair	100.00
SAP Pro Audio Ltd - deposit for PA system - Houghton Fair	100.00
Crosby on Eden PCC Magazine - grant	<u>250.00</u>
Total	<u>3,873.04</u>

<b>144.2 To note</b> the balances at the bank as at 28th February 2014	
Treasurer Account	£ 1,250.04
Money Manager Account	£ 70,167.10
Expenditure to 28/2/14	£ 101,710.64

**144.3 To note** that no income had been received.

**144.4 Review of Internal Audit Arrangements 2014/15**

Consideration was given to internal audit arrangements, a list of the checks undertaken by the internal auditor having been circulated alongside the agenda for approval.

**Resolved:** Internal audit checklist approved and Mrs J Airey appointed as the internal auditor for the year 2014/15.

Due to the absence of authorised signatories, cheques approved at the meeting were unable to be signed.

**Agreed:** additional signatories to be added to the account, Cllrs to be agreed at the April meeting.

AM

**144.5 Donation Requests**

Consideration was given to the request for a donation to Toma Fund.

**Agreed:** Clerk to write to Toma and determine if the charity has previously helped any residents of the parish.

Cllr C Duncan advised that he wished to purchase some plaques for display within Houghton. Advised that consideration of this could be given at the April meeting

AM

**144.6 Clerk's CiLCA Qualification**

Enrolment of the Clerk on the CiLCA qualification was considered. Clerk advised an increase in fees were due on the 1st April 2014, from £150 to £250.

**Resolved:** Clerk to enrol at a cost of £150.

AM

**144.7 Crosby Hall Hedge Cutting Invoice**

Consideration was given to the payment of an invoice for £90.00.

**Resolved:** payment approved.

**SR 145/3/14 Planning Matters**

**145.1 Applications**

None received.

**Permissions**

None received.

**Notice of Withdrawn Applications**

**13/0835 Land adjacent to Wensleydale, Tarraby Lane, Tarraby** - erection of 1no. dwelling with detached garage.

**145.2 Carlisle Local Plan 2015-30 - Stage Two Consultation**

Consideration was given to the submission of a response to the consultation by the 4th April 2014.

**Resolved:** working group of Cllr C Nicholson, M Fox and H Phillips formed. Comments to be drafted and submitted by the 4th April and subject to ratification at the April meeting.

CN/HP/  
MF

## SR 146/3/14 Clerks Report

### 127/2/14 Police Restorative Justice Presentation

Clerk reported that to date, no potential volunteers have approached the Clerk. PS S Jamieson advised that no tickets were issued to drivers following a speed camera van being situated in Crosby on Eden.

**Agreed:** Police restorative Justice Initiative to be further publicised via the Crosby newsletter and posters to be placed on notice boards. Cllr C Duncan also volunteered, Clerk to forward his name to PS S Jamieson.

AM

### 128.7/2/14 Emergency Boxes

Supplies in the process of being purchased.

### 130/2/14 Crosby Hall Hedge Cutting Invoice

See earlier agenda item.

### 131.2/2/14 Transfer of Assets to Village Halls

Clerk advised that information on this issue was awaited and would report when this is received. Also advised that she had determined that the PC is the custodial trustee of Houghton village hall.

**Agreed:** Clerk to determine how the ring-fencing of funding for village halls within the parish was originally agreed.

AM

### 134.2/2/14 Highway Drain Clearance- Houghton

Clerk advised that this had been reported to Highways by Cllr J Mallinson. Advised by Cllrs that this did not seem to have been completed, prior to the meeting.

**Agreed:** Clerk to pursue.

AM

### 134.2/2/14 Litter - Lay-by on A689

Cllr J Bainbridge reported to City Council.

## SR 147/3/14 Administration & Governance

### 147.1 Consultations Received

None received.

### 147.2 Committees & Working Groups

A paper had been circulated alongside the agenda, advising on the establishment of groups and committees, recommendations on groups to be formed and how these would work in practice.

**Resolved:** Committees and working groups to be agreed at Annual General Meeting in May. Cllrs asked to consider which groups/committees they would wish to be involved in and to forward their names to Clerk.

ALL/  
AM

## SR 148/3/14 Village Matters

### 148.1 The Garth, Crosby on Eden - Additional Street Light

Clerk advised that no response had been received, prior to the meeting from Carlisle City Council, regarding future liability for power supply and maintenance.

**Agreed:** Cllr J Bainbridge to pursue a response, on behalf of the Council.

HP/AM

### 148.2 Houghton Village Green - Flooding

Consideration was given to quotes received to improve drainage on an area of the village green.

**Resolved:** Costs of £550 approved.

AM

**148.3 Houghton Village Fair**  
 A report had been circulated alongside the agenda, advising on planned events and estimated income and expenditure. Consideration was given to prices to be charged for activities such as the car boot sale, stalls, dance & BBQ, etc.  
**Agreed:** Working group to make recommendations on pricing to April meeting. Clerk reported on insurance requirements for the event, policies being available to cover areas such as public liability and abandonment due to adverse weather conditions at a cost of approximately £140. Clerk and Cllr Phillips to further determine levels of cover required.

**148.4 Linstock Play Area**  
 Consideration was given to surface improvements to the area around the carousel. Safety surface suggested as being wet-pour but other surfaces to be investigated for suitability.  
**Agreed:** Clerk to determine suitable surfacing and gain estimates.

**148.5 Commemoration of World War 1 - 100th Anniversary**  
 Consideration was given to how the Council could commemorate the event.  
**Agreed:** Suggestions to be forwarded to Clerk and this item to be further considered in April.

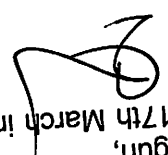
**148.6 National Grid - Replacement of Gas Pipeline**  
 Cllr M Fox advised of a meeting with National Grid representatives. Reported that:-  
 • Replacement of the gas pipe situated under the River Eden is required due to disintegration. Work will involve boring under the river to insert the new 36 inch pipe.  
 • The old pipe will be disconnected and remain in situ, as this causes less disruption to the river bed and aquatic species;  
 • work to be on-going in the area of Linstock and Park Broom;  
 • activity to be carried out between May and October, with boring and pipe replacement to be undertaken in late July/August;  
 • a temporary construction access is to be situated from the A689, a planning application to be submitted in the near future;  
 • National Grid had offered to undertake some science workshops with Crosby School; National Grid representatives are to attend the April meeting to advise further on the works to be undertaken and on the planning application submitted.

**148.7 Houghton - Post Office lay-by and lane beside village hall**  
 Cllr reported that problems being experienced with encroachment onto the village green by users of the Post Office lay-by seem to have been resolved.  
 Consideration was given to the condition of the lane running alongside the village hall and the village hall car-park, pot-holes being visible. Cllr reported that the village hall committee are unwilling to finance the repairs. Commented that this was considered an area of concern for the Houghton Fair, due to the display of vintage vehicles being planned for this area and possible damage to vehicles.  
**Resolved:** repairs to be made to the pot-holes at the entrance to the village hall and car park. These undertaken by the Parish Council without prejudice, until liability is determined.

**148.8 Interpretation Panels**  
 Formation of a working group to progress the interpretation panel project was considered.  
**Resolved:** Working group formed to consist of Cllrs M Fox, H Phillips and P Duncan.

**SR 149/3/14 Highway Matters**

**149.1 Highways Meeting**  
 Clerk reported on progress being made on outstanding issues. These included that:-  
 • Houghton footpath encroachment - work had begun;  
 • Crosby drains - letter to clear the channel w/c 17th March in the vicinity of the Stag



MF/HP/ PD

AM

ALL

AM



- Inn;
- Crosby highway drains - repairs to drains being organised;
  - Crosby parking - double yellow lines now at school.
- Cllr reported that despite double yellow lines being instigated, people were still witnessed as parking on the area.

**Resolved:** Clerk to write to Cumbria County Council and Police to request enforcement.  
A copy of this letter to also be sent to Crosby on Eden School, requesting the school to encourage parents to park in unrestricted areas on grounds of safety.

AM

#### SR 150/3/14 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

#### SR 151/3/14 Councillor Matters

Cllr H Phillips advised that a resident had requested that a grit bin is placed at the corner of Oak Bank/Co-op square. This item to be considered at the April meeting.  
Also advised that deliveries of stone are expected to commence on the 17th March to The Croft, Houghton and Tarraby. These are to be used for the construction of paths and not the commencement of building works. Clerk agreed to publicise this via a notice on the Tribune Drive board.

AM

AM

Cllr P Duncan advised that he was to attend a 'broadband breakfast' on behalf of the Council and would report back on further super-fast broadband developments. Also advised that he would be starting to walk the footpaths in the near future and anyone who would like to join him on this, was welcome.

AM

**SR 152/3/14 Date of Next Meeting** The next meeting will be held on Wednesday 9th April at 7.30pm in St John's hall, Houghton.

The meeting closed at 9:35 p.m.

A handwritten signature in black ink, followed by the date '9/4/14' written in a similar style.

## STANWIX RURAL PARISH COUNCIL

Minutes of the Meeting of the Stanwix Rural Parish Council held on  
Wednesday 9th April 2014 in St John's Church Hall, Houghton at 7:30 p.m.

**SR 153/4/14 Apologies for absence**  
Cllr R Gordon.

**SR 154/4/14 Present**  
The Chairman, Cllr C Nicholson, Cllrs C Duncan, P Duncan, M Fox, A Lightfoot, H Phillips,  
Y Robertson & J Telford.

**SR 155/4/14 In Attendance**  
No members of the public.  
City Cllr M Bowman & J Bainbridge (entered at 7:35 pm).

**SR 156/4/14 Declarations of Interest or Requests for Dispensations**  
Dispensation requests were received and approved from Cllr J Telford, H Phillips, A  
Lightfoot, C Duncan, P Duncan, C Nicholson & M Fox for agenda item 6.11 - Parish Council  
grants.  
Cllr C Duncan declared a personal interest in planning application No. 13/0787 - Land at  
Orchard Gardens, Houghton.

**SR 157/4/14 Minutes of the meeting of the Parish Council held on 12th March 2014**  
The minutes of the meeting of the Parish Council held on the 12th March were approved  
and signed by the Chairman.

**SR 158/4/14 Public Participation**  
Judith Vokes & Mark Whittaker, National Grid advised the Council planned works to replace  
the gas pipeline. This included:-

- A planning application has now been submitted to construct a temporary  
construction access to the site. This area will be re-instated to its previous condition  
on completion of the works;
- works need to be undertaken in May-October to replace the pipeline - when gas  
supply demand is low, the pipeline usually supplying over 5 million users;
- drilling will be undertaken from the north to the south side of the river;
- works will not affect the Hadrian's Wall footpath as the area directly bordering the  
riverbank will be unaffected by the works;
- an archaeological watching brief is being undertaken;
- a temporary 40 mph speed restriction is to be implemented on the A689 adjacent to  
the site;
- a letter drop to local residents is to be undertaken in the next couple of weeks. This  
will include details of a dedicated phone number, for residents to raise concerns.

It was then agreed to consider planning application:-

**14/0239 Land adjacent to A689 between West House and East Lodge, Crosby on Eden -**  
widening of public access to provide temporary construction access onto A689.  
**Resolved:** that 'no observations' be made.

Judith Vokes and Mark Whittaker left the meeting at 7:48pm.  
City Cllr J Bainbridge advised of County Cllr J Mallinsons apologies.

City Cllr M Bowman advised that she was a member of a task and finish group for recycling &  
refuse service provision and had been dealing with a complaint from a resident of Tribune Drive.  
This concerning the clearing of refuse left behind after recycling and refuse collections had been  
made. Informed Cllrs that all refuse staff had been spoken to and that any spillages are to be  
cleared up by contractors. If this is not the case then Cllrs urged to report this to the City Council.

WMA

Advised that the contracts are to be reviewed over the next twelve months and performance is being monitored.

City Cllr M Bowman also advised that due to the closure of the Hadrian's Wall Trust, a seasonal toilet facility provided at Bleatarn would be withdrawn. This is considered a potential health issue for landowners on the Hadrian's Wall trail and discussions are ongoing to make alternative arrangements. Cllr M Fox questioned what the County and City Council were planning to do about the folding of the Trust? Cllrs J Bainbridge and M Bowman advised that they were unaware of any plans at the moment but would forward any information received in future on to the Parish Council and as a partner in the trust, Carlisle City Council had contributed approximately £20k per annum.

MB/JB

## SR 159/4/14 Finance Matters

**159.1 Resolved** that the following payments be approved:-

NEST – Pension contributions March 2014 – D/D	346.78
A McCallum – March salary £992.29 & re-imbursements of £372.47	1,364.76
Cumbria Payroll Services – payroll services for March	15.00
Staples - chair, paper, stamps & ink	188.39
S Splinter - Houghton village green drainage	540.00
St John's Church, Houghton - meeting room rental April to June 2014	36.00
H & H Printers - Houghton fair flyers	134.00
Cockermouth Town Council - playground inspection course - 12th May	30.00
SAP Pro Audio Ltd - balance for PA system - Houghton Fair	284.00
CALC annual subscription 2014/15	344.00
HMRC - PAYE & NI February to April 2014	1363.14
HAGS - playground safety & maintenance inspection	240.00
Colville Grounds Maintenance - grass cutting & re-seeding of Linstock green	681.60
Total	<u>5,567.67</u>

**159.2 To note** the balances at the bank as at 31st March 2014

Treasurer Account	£ 2,215.21
Money Manager Account	£ 66,207.99
Expenditure to 31/3/14	£ 105,939.47

**159.3 To note** income received of £13.51 from Rockcliffe Parish Council and £17.89 from Kirkbampton Parish Council for printing re-charge costs; £9.49 interest payment from HSBC; £1,000 grant towards play equipment for Tribune Drive from Cumbria County Council.

### 159.4 Grants Received

Clerk advised that a grant for £1,000 towards the purchase of a set of monkey bars for the Tribune Drive play area had been received and estimates for equipment were considered.  
**Resolved:** Monkey bars to be purchased at a cost of £1,500.

AM

### 159.5 Donation Request - Toma Fund

Consideration was given to the request for a donation by Toma Fund, Clerk having determined that the charity had not, to date, directly benefited any residents of the parish.  
**Resolved:** no donation to be given.

AM

### 159.6 Cheque Signatories

Consideration was given to the approval of an additional signatory.  
**Resolved:** Cllr H Phillips agreed as a signatory.

AM/HP

### 159.7 Crosby, Irthington & Scaleby Magazine

Consideration was given to an annual charge of £150 for a Parish Council report to be included within the magazine.

**Resolved:** approved, budget to be amended to reflect the annual charge.  
**Also Agreed:** Cllr Fox to bring copies of the magazine to the May meeting.

AM/  
MF

**159.8 Grit Bin Purchase - Oak Bank Square (Old Post Office Square), Houghton**  
Consideration was given to a request by a resident to purchase an additional grit bin for Oakbank Square at a cost of £300.

**Resolved:** approved.

Also **Agreed:** Clerk to determine if Cumbria County Council now fills these free of charge on behalf of Parish Councils and all Parish Councils bins to be added to the County Councils inventory.

AM

**159.9 Tidy Garden Award - Purchase of Plaques**

Cllr C Duncan advised on his idea to run a 'tidy garden' competition within Houghton, having ran a similar initiative in Appleby. Gardens judged as being exceptional for their category awarded plaques and an awards ceremony to be held at Houghton Hall Garden Centre. Asked if the Council would be willing to contribute towards the purchase of four plaques at a cost of £40.00.

**Resolved:** purchase of plaques totalling £40 approved.

AM

**159.10 Playground Inspection Course - 12th May 2014**

Clerk advised on a training session being ran by Cockermouth Town Council on basic playground inspection requirements at a cost of £30.00.

**Resolved:** Clerk & Cllr Fox (if available) to attend at a cost of £30 per person plus travel expenses.

AM/MF

**159.11 Account 2013/14**

A copy of the accounts for the financial year 2013/14 had been circulated for approval alongside the agenda. Clerk gave a verbal report advising that the Council currently held un-committed financial reserves in the region of £52,000 and this may result in an un-qualified audit from the external auditor.

**Resolved:** to approve the accounts for 2013/14.

Prior to consideration of item 6.11- Parish Council grants it was agreed to consider agenda item:-

**159.12 Houghton Echo**

Cllr Nicholson announced that M Clarke and C Coulter would not be producing another issue and that himself and Cllr H Phillips were investigating what is involved in the production of the magazine.

**Agreed:** Cllr C Nicholson to contact previous editors and arrange a meeting to determine what is involved.

CN

City Cllrs J Bainbridge & M Bowman left the meeting at 8:40 pm.

**159.13 Parish Council Grants 2013/14**

Applications for grants from community organisations were considered.

**Resolved:** to award the following grants:-

- Houghton Echo - printing charges - £700, to be ring fenced until known if further issues are to be compiled (Section 142);
- Houghton in Bloom - bulbs & bedding plants - £450 (Section 164);
- 1st Houghton Rainbows - purchase of flag and summer camp - £214 - (Section 145);
- Linstock WI - sand and laquer hall floor - £2,376, to be ring fenced pending second estimate being obtained (Section 133);
- Crosby Craft Collective - workshop on Japanese calligraphy - £200 (Section 145);
- Crosby village hall - garden party to celebrate 90 years of the village hall - £500;
- Houghton Parochial Church Council - annual grass cutting of churchyard - £500 grant awarded on a once only basis and being to undertake ground clearance of the churchyard (Open Spaces Act, s. 15);
- Houghton Community Bonfire - bonfire event - £300 (Section 145).

Also **Agreed:** grant criteria to be reviewed at next finance group meeting.

AM

## SR 160/4/14 Planning Matters

### 160.1 Applications

**13/0898 Holme Park, Crosby on Eden** - erection of agricultural dwelling (outline)  
**Agreed:** that a response could not be submitted as the application was considered Erroneous. This was due to the application appearing to contain conflicting information as to if it was for one or two dwellings. Clerk to determine from the Planning Officer exact details of the application.

AM

**14/0239 Land adjacent to A689 between West House and East Lodge, Crosby on Eden** - widening of public access to provide temporary construction access onto A689 - see earlier item under public participation.

### Permissions

**13/0496 Land to the east of the village green, Brunstock** - erection of 3no. dwellings - granted subject to legal agreement.

**13/0787 Land at Orchard Gardens, Houghton** - residential development of approximately 6no. bungalows (outline) - granted subject to legal agreement.  
**Agreed:** Clerk to determine the terms and conditions of the Section 106 agreement of this application.

AM

**Also Agreed:** Cllr Nicholson to progress Section 106 agreements through the Carlisle Parish Council Association and request clarification of exactly what they are.

CN

### 160.2 Carlisle Local Plan 2015-30 - Stage Two Consultation

A draft response had been circulated to Cllrs, the draft having been submitted to Carlisle City Council.

**Resolved:** ratified.

## SR 161/4/14 Clerks Report

### 127/2/14 Police Restorative Justice Presentation

Cllr C Duncan now volunteered, scheme to be undertaken in approximately 1 month. Posters about the scheme have been placed on boards and information included on web site. To date, no other volunteers have contacted the Clerk.

### 128.7/2/14 Emergency Boxes

Supplies now purchased and emergency boxes replenished. Supplies paid for via Clerk's credit card and to be reimbursed under expenses claim for April.

### 131.2/2/14 Transfer of Assets to Village Halls

Clerk to report. Advice from CALC received indicates that how the assets are currently handled as per correct procedure i.e. inclusion on asset register.

### 144.5/4/14 Request for Donation - Toma Fund

See agenda item 6.4. Correspondence with charity has advised that nearest beneficiary of the fund has been at Knowfield Avenue, Carlisle. This is not within SRPC's boundary.

### 144.6/3/14 Clerk's CiLCA Qualification

Clerk now enrolled. Paid via personal cheque for £150, to be reimbursed under expenses claim for April 2014.

### 134.2/2/14 Highway Drain Clearance

Clerk not advised that this had been undertaken to date.

147.2/4/14 Committees & Working Groups

Some names forwarded to Clerk.

148.2/3/14 Houghton Village Green Flooding

Repairs completed.

148.4/3/14 Linstock Play Area

See item 10.4. Spring annual maintenance and repair inspection has also been undertaken on Linstock & Crosby play areas.

149.1/3/14 Highways Meeting

Crosby school parking - letter still to be sent.

**SR 162/4/14 Administration & Governance**

**162.1 Consultations Received**

None received.

**162.2 Annual Joint meeting between County Council and CPCA**

Clerk reported that she felt that the meeting had been very poor; the agenda lacking and only grant application's being included as an item for consideration. A presentation by Highways Officers received was almost identical to that given at the joint meeting in October and one which the Clerk had also heard on two other separate occasions. No feedback or reports were made available on any other items being progressed by the CPCA.

**SR 163/4/14 Village Matters**

**163.1 The Garth, Crosby on Eden - Additional Street Light**

Clerk advised that a response had been received from Carlisle City Council advising that they would be willing to add the light to their inventory but would require the Parish Council to fund future maintenance and electricity supply costs. These costs estimated as being in the region of £105.

**Agreed:** Clerk to further determine if the estimated cost is for electricity supply only or maintenance and supply.

AM

**163.2 Houghton Village Fair**

A report had been circulated alongside the agenda, advising on planned events and estimated income and expenditure. Cllr Phillips advised that additional costs had been incurred through the printing of leaflets and an additional charge may be necessary of £358 to St John's Ambulance to attend the event. However, Cllr H Phillips advised that the Euphoric Circus costs were to be lower than anticipated and this may balance the budget. Clerk advised that she was planning to send a letter to local businesses requesting sponsorship of events and/or the donation of raffle prizes.

**Resolved:** costs of £20 postage for sponsorship letters approved.

AM

**163.3 Linstock Play Area**

Consideration was given to estimated costs of providing wet-pour safety surfacing around the carousel. Clerk reported that estimates received were in the region of £2-3,000. Suggested that perhaps the carousel could be moved to a more suitable position or an item of alternative equipment purchased to replace the carousel.

**Agreed:** Cllr J Telford and Clerk to consider this item further.

JT/AM

**163.4 Commemoration of World War 1 - 100th Anniversary**

Due to time constraints, this item to be considered at the May meeting.

WMAE

### 163.5 Walks Working Party

Minutes of the walks working party meeting held on the 31st March were circulated alongside the agenda. Recent actions reported as being:-

- Walks leaflets - leaflets No. 1 to 3 are now in draft form and hoped to be approved by the end of April. Estimates for printing of the leaflets are being obtained;
- movement of redundant metal stile to Walby - landowner has indicated that he is not willing to have the stile placed on his land and this item is now on hold.

### 163.6 Superfast Broadband

An update report was circulated alongside the agenda. This outlined that:-

- 28,400 premises are now able to access superfast broadband under the British Telecom/Connecting Cumbria scheme. However, only one in ten properties are taking advantage of the opportunity to upgrade to superfast broadband at the moment;
- Big Cumbria - is a consultancy firm employed by Connecting Cumbria to provide free help and advice to small and medium sized businesses in Cumbria;
- Cumberland Building Society will be offering a Pay2Mobile phone app to its customers to allow payments to be made via mobile phones;
- Carlisle City Centre WiFi - City Council/Digital Carlisle to install a wireless infrastructure in Carlisle City Centre. This to also be rolled out to Brampton and Longtown in future. This will enable visitors and residents to log on to free wireless internet for 30 minutes.

### 163.6 Houghton Hall Car Park

An estimate for £745 + VAT was considered for the repair to the entrance of the village hall car park. Clerk advised that another quote had also been requested but as yet, had not been received.

**Resolved:** to accept the quote of £745 + VAT. Costs to be split 50/50 between the Parish Council project budget and funds held on behalf of Houghton village hall. This decision to be relayed to the village hall management committee.

AM

### 163.7 Hadrian's Wall Trust

Consideration was given to the closure of the Trust and the impact that this may have. Cllr M Fox advised that he wished to progress this item on behalf of the Council through Cumbria County Council, Carlisle City Council and the Carlisle Parish Council Association.

**Agreed:** Cllr M Fox to progress this issue on behalf of the Parish Council.

MF

### 163.8 Flooding - Crosby on Eden

Cllr M Fox advised on on-going discussions concerning the provision of a pump for Crosby on Eden, following the notification that a grant application for £30,000 funding had been unsuccessful. Options include the resubmitting a grant application to DEFRA of a permanent pump at a cost of £30,000 (requiring local funding of £13,000) or a mobile pump at a cost of £500, which would need to be stored and operated by volunteers. This item to be further progressed when discussions with the community are undertaken

### 163.9 Courtesy in the Community Campaign

An article was circulated alongside the agenda, which is intended to be incorporated in the next issue of the Houghton Echo. It was requested that the article was approved for publication.

**Resolved:** approved.

AM

### SR 164/4/14 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted.

**SR 165/4/14 Councillor Matters**

**Cllr C Nicholson** advised on a letter of thanks that had been received from a resident, regarding the restoration of the footpath on Houghton Road.

**Cllr M Fox** advised that following the insertion of double yellow lines at Crosby School and The Row, parking issues seemed to be improving.

**SR 166/4/14 Date of Next Meeting** The next meeting will be held on Wednesday 14th May at 7.30pm in St John's hall, Houghton. This shall be the Annual General Meeting.

The meeting closed at 10:02 p.m.

WMAF  
14/5/14