

STANWIX RURAL PARISH COUNCIL

Minutes of the meeting of Stanwix Rural Parish Council held on
Wednesday 12th January 2015 in Crosby on Eden village hall at 7:30 p.m.

SR 106/1/15 Apologies for absence

Cllr R Gordon

SR 107/1/15 Present

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

SR 108/1/15 In Attendance

City Cllrs J Bainbridge & M Bowman. No members of the public were in attendance.

SR 109/1/15 Declarations of Interest

Cllr A Lightfoot declared an interest in item 6.4 - village hall reserves & 9.2 village hall reports, as Chairman of Houghton village hall committee;

Cllr M Fox declared an interest in item 6.4 - village hall reserves & 9.2 village hall reports, as a member of Crosby village hall committee.

SR 110/1/15 Requests for Dispensations

None received.

SR 111/1/15 Minutes of the meeting of the Parish Council held on 10th December 2014

The minutes of the meeting of the Parish Council held on the 10th December were agreed, approved and signed by the Chairman.

SR 112/1/15 Public Participation

No presentations received.

SR 113/1/15 Finance Matters

113.1 Resolved that the following payments be approved:-

British Telecom - Phone & internet Dec 2014 (D/D 11/12/14)	40.20
NEST - Clerks pension contributions Dec 2014 (D/D 16/12/14)	86.94
A McCallum - Dec salary £1066.11 & re-imbursments of £79.25	1,145.36
Cumbria Payroll Services - payroll services for Dec 2014	15.00
HMRC - PAYE & NI December 2014	260.82
Staples - Stamps and stationery	26.41
Tech4 Office Equipment - printer lease Dec 2014	24.41
Hetherington Electrical - Crosby village hall electrical work	348.85
B Hill - Houghton in Bloom reimbursements	119.96
Total	<u>2067.95</u>

113.2 To note the balances at the bank as at 31st December 2014

Treasurer Account	£	3,905.13
Money Manager Account	£	73,253.41
Expenditure to 30/11/14	£	77,158.54

113.3 To note income received of £10.25 interest from HSBC, £2037.40 VAT repayment from HMRC and a grant of £1,000 towards safety surfacing at Linstock play area and £350 towards planters for Houghton village green from Cumbria County Council.

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113.4 Quarterly Monitoring Report

A report on income and expenditure for the period 1st April to 31st December was received.

Resolved: approved.

113.5 Village Hall Reserves

The transfer of financial reserves held on behalf of Houghton & Crosby on Eden village halls was considered, each village hall committee having indicated that they were in agreement with this.

Resolved: financial reserves held on behalf of village halls to be transferred in February

AM

113.6 Houghton in Bloom Group

Consideration was given to the re-imburement of public liability insurance cover for the group, at a cost of £86.00.

Resolved: Approved.

AM

SR 114/1/15 Planning Matters

114.1 Applications

14/0989 Land at Hadrian's Camp, Houghton Road, Houghton - development of associated drainage to support the proposed 99no. dwellings including new suds attenuation pond & connecting drainage pipe work.

A draft response formulated by the planning group had been circulated to members alongside the agenda.

Resolved: to submit comments advising that:-

- The ground survey undertaken identifies that traces and 'hot spots' of lead and asbestos have been identified on the site. Further surveying needs to be undertaken and safeguarding measures employed, due to the potential risk associated with the removal/containment of these, in the interests of site workers; future residents; the SUD's pond and the surrounding water courses and wildlife;
- the survey also identifies that ground water flooding is experienced in the area. Local residents advise that this is due to the source of the Gosling Sike being located underneath the area. Therefore, it is requested that a hydrological survey is undertaken, before any decisions are taken;
- the outflow into Brunstock Beck may generate flooding issues. The water table in the area is naturally high and the area is therefore, subject to high levels of ground water flooding. This is also compounded by the flooding of Brunstock Beck and the inclusion of flood mitigation measures, in this area, should be considered;
- the data produced makes significant referencing to ponding in the area of Gosling Sike, which did not appear on any surveys regarding the prospective Windsor Way development;
- concerns were raised regarding the safety of the SUD's pond and the requirement for fencing to be erected - for the safety of future residents and children;
- adequate site safety and containment needs to be ensured. The site being considered as a 'wild playground' by children in the area.

Cllr M Fox & H Phillips reported on the Carlisle City Council Development Control Committee site meeting held that day regarding the associated development No. 14/0930.

Further issues raised and reported as currently un-resolved included that:-

- ownership and future maintenance liability of the land situated between the proposed development and existing properties at Tribune Drive was still required;
- the delineation of the area from the settlement of Houghton - as no pathway was incorporated to link the new development to the village;

- the ring-fencing of funds for the increase of primary school places to be at Houghton school;
- all of the above requiring further determination by Carlisle City Council.

Resolved: Cllr M Fox to reinforce that the above issues are clarified, prior to determination of the application at the Development Control meeting to take place on Friday 16th January.

MF

Cllrs P Duncan & H Phillips advised that they had undertaken a door-step survey of Antonine Way residents who bordered the site to determine if they wished for tree coppicing in the area to be undertaken. Reported that twelve of the sixteen residents surveyed had requested that tree coppicing work was undertaken. This information had been forwarded to Carlisle City Council Green Spaces department and it was thought that work would proceed in the near future.

Agreed: Cllr P Duncan to advise residents of the results of the survey via the distribution of a flyer advising on the results of the survey.

PD

City Cllr J Bainbridge expressed thanks to Cllrs for their time spent on this issue on behalf of residents and Carlisle City Council.

14/0943 Greenfield Farm, The Green, Houghton - relocation of 2no. agricultural buildings.

Resolved: to 'object' to the application, reasons being that:-

- the application is within 20m of a watercourse and the Gosling Sike;
- the potential contamination of the watercourse from agricultural machinery pollutants, stored in the buildings;
- the disturbance to wildlife inhabiting the area through the construction and future use of the buildings;
- the reasons stated for the re-location of the buildings and the PC's opinion that in their present location, the buildings form a compact and cohesive grouping.

14/1073 Barn at Eden Nurseries, Linstock - conversion of existing barn to 1no. dwelling; demolition of existing byre and erection of two storey extension to provide additional living accommodation and single storey garage together with associated external works.

Resolved: to comment that diligence needs to be taken over the roof height of the development to avoid over-domination of the site.

14/1092 Rickerby Retreat, Rickerby Park - erection of new entrance wall, gates and fencing to newly formed access road (maximum 2 metres); illumination of access road and footpath by provision of 1 metre high low level lighting posts (retrospective).

Resolved: that 'no observations' be made.

To consider permission notices received:-

14/0948 Crosby on Eden Parish Hall, Low Crosby - renewal of temporary consent 11/0890 for continued use of shipping container - approved.

14/0952 Beech Cottage, Rickerby - demolition of existing dwelling; relocation and erection of replacement dwelling - approved.

SR 115/1/15 Clerks Report

SR 72.4/10/14 Bus Shelter Cleaning - Near Croft Farm

Advised by Cllrs that some evidence existed that cleaning had been undertaken but the roof still required attention.

SR84.1/11/14 Carlisle City Council - Letter to Planning Department requesting Statistics

Clerk advised that no response had been received to the letter sent on the 26th November and e-mail reminders sent.

Agreed: to send the letter again, c.c. to Carlisle City Council Chief Executive.

AM

SR 88.3/11/14 Houghton Green Drainage

Clerk advised that she was in the process of obtaining additional quotes for the work and would pursue these as soon as possible.

AM

SR 103.1/12/14 Houghton/Jackson Road Junction - Introduction of Double Yellow Lines

Advised by Sarah Steele, Traffic Management Officer that the location is now included on the current list of Traffic Regulation Order to be progressed and likely to be undertaken in the new financial year, when a formal consultation with residents will also be undertaken.

SR 105/12/14 Request for the Gritting of U1182, Crosby On Eden

Request made to Mike Foster, Highway Network Engineer that the U1182 is included in the gritting schedule. His response advised that due to reductions in the budget, for the previous 2 years all requests for additional gritting made to the County Council have been refused. With further reductions planned he cannot see any likely hood that this will change in the future. The road through Crosby is currently a third priority gritting route which will only be treated during prolonged periods of sub-zero temperatures. However, he will speak to Connect who maintain the A689 in this area to see if they will increase the rate of spread when passing the junction.

SR 90/11/14 Houghton Road - Removal of Paving Slabs

Clerk advised that although numerous e-mails had been sent to Highways concerning this item, no reply had been received.

Agreed: County Cllr J Mallinson to be requested to pursue this issue on behalf of the council.

AM/JM

Other Items Raised

Faulty Streetlight - Outside No. 160 Tribune Drive

Reported on-line reference no. LE/WEB 141291202. Cllrs were unsure if this had been fixed.

SR 116/1/15 Administration & Governance

116.1 Consultations Received

a) Consultation on Parish Polls

Clerk gave a verbal report on an on-going consultation.

Resolved: no response considered necessary.

b) Hadrian's Wall WHS Management Plan

Chairman gave a verbal report. Advised that the plan lacked any reference to sustainable transport (until year 3-4 of the plan) and this needed to be urgently addressed, given the cessation of the Hadrian's Wall bus service.

Resolved: Chairman to respond on behalf of the council, requesting that priority is given to issues concerning sustainable transport solutions in the short and long-term future.

MF

116.2 Village Hall Reports

a) Houghton Village Hall

Cllr A Lightfoot reported the following:-

- All members had been in agreement for the transfer of the financial reserves from the PC to the committee;
- Houghton Echo - opinions of members had been forwarded in writing to the clerk. Cllr H Phillips advised that these would be included as an agenda item for the February meeting;
- Village hall grants - estimates were being obtained for improvements to hall floor and would be forwarded to the Clerk for the 23rd January 2015;
- Electrical certification work was in-hand.

b) Crosby on Eden Hall

Chairman reported the following:-

- Repairs to electrics had been found necessary, due to the age of current installations;
- Village hall grants - estimates were being obtained for work to the emergency lighting.

AM/HP

SR 117/1/15 Village Matters

117.1 Linstock Village Green

A report was received on a near flooding incident to a property that had occurred on Linstock village green, in mid-December. Issues raised following the incident included that neither the City or County Council provide sandbags (it is now a householders responsibility to protect their property) and that the problem never seemed to exist, prior to work being undertaken by United Utilities in the area on the mains sewage connection.

Resolved: Clerk to write to United Utilities advising of problem and determine if any liability exists.

AM

117.2 Bus Service No. 94

Chairman advised that the No. 94 bus service that served Irthington, Crosby on Eden and Linstock was to cease from Friday 16th January. Cumbria County Council has arranged the Village Wheels service to start on Tuesday 20th January. The service will run on Tuesday and Friday, at the same time's as the previous Stagecoach service and is also to be extended to include Rickerby. Leaflets advising of the changes and future service to be made available in affected bus stops and shelters. This is considered a short-term solution until other initiatives for a 'Border Rambler' type service are finalised.

117.3 Tribune Drive Playground Development

Cllr J Bainbridge reported on negotiations concerning the Tribune Drive play area and the suggestion that funds to be made available under Section 106 agreements are used to enhance the existing play area - rather than another being built within the new development at Hadrian's Camp. However, it was reported that Story Homes and Carlisle City Council have been unable to come to an agreement over the financial amount and that, at the present time, Story Homes are intending to build their own play facilities on site. Cllr J Bainbridge advised that he had made the Planning officer aware of his concerns and that he was still working on an agreement being reached between Carlisle City Council and Story Homes.

JB

Agreed: Cllr J Bainbridge to make a representation on behalf of the PC to Development Control Committee and to advise that the PC wishes to have input on this issue.

SR 118/1/15 Schedule of Correspondence, notices and publications

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

SR 119/1/15 Councillor Matters

Cllr J Telford requested that some highway signs (that are considered unnecessary within Linstock) could be removed. Clerk to determine.

AM

Cllr P Duncan advised that he planned to distribute a letter to Linstock residents who are currently unable to connect to super-fast broadband. The letter advising that British Telecom may be willing to connect, if enough residents registered an interest in doing so.

Cllr C Nicholson advised that he had reported a pot-hole in the road at Croft Farm, Houghton and that he had sent the 'expression of interest' form regarding the Whiteclosegate apple tree to Cumbria County Council.

Date of Next Meeting The next meeting will be held on Wednesday 11th February at 7.30pm in Crosby on Eden Parish Hall.

The meeting closed at 9:03 pm.

WMAF

11/2/15

STANWIX RURAL PARISH COUNCIL

Minutes of the meeting of Stanwix Rural Parish Council held on
Wednesday 11th February 2015 in Crosby on Eden village hall at 7:30 p.m.

SR 120/2/15 Apologies for absence

Cllr M Sheriff

SR 121/2/15 Present

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

SR 122/2/15 In Attendance

County Cllr J Mallinson. City Cllrs J Bainbridge & M Bowman. No members of the public were in attendance.

SR 123/2/15 Declarations of Interest

Cllr A Lightfoot & C Duncan declared an interest in item 7.1 - planning application No. 15/0025 Smithy Cottage, Houghton due to living near to the proposed development.

Cllr H Phillips & C Nicholson declared an interest in item 6.4 - Houghton Echo, as co-editors of the magazine.

SR 124/2/15 Requests for Dispensations

None received.

SR 125/2/15 Minutes of the meeting of the Parish Council held on 12th January 2015

The minutes of the meeting of the Parish Council held on the 12th January were agreed, approved and signed by the Chairman.

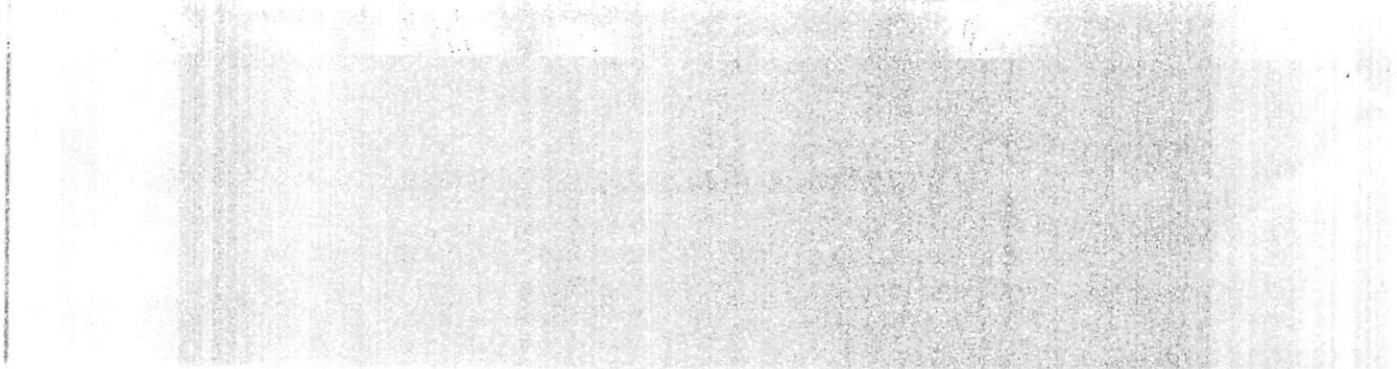
SR 126/2/15 Public Participation

City Cllr J Bainbridge advised that he had attended a presentation on the third stage of the Carlisle District Local Plan which was due for be released for consultation on the 23rd February 2015. Advised that the consultation period is within a strict six week timeframe, with no extensions to be made for the submission of comments from PC's being made. A special meeting for consideration of the document may be required.

SR 127/2/15 Finance Matters

127.1 Resolved that the following payments be approved:-

British Telecom - Phone & internet Jan 2015 (D/D 11/1/15)	36.80
NEST - Clerks pension contributions Jan 2015 (D/D 11/1/14)	90.44
A McCallum - Jan salary £1051.18 & re-imbursments of £110.90	1,162.08
Cumbria Payroll Services - payroll services for Jan 2015	15.00
HMRC - PAYE & NI January 2015	251.26
Staples - Stamps and stationery	30.07
Houghton village hall - room hire 29th September 2015	8.00
Crosby on Eden village hall - PC grant for garden party	500.00
S Aglionby - PC grant for Houghton bonfire	300.00
Houghton PCC - PC grant for grasscutting of churchyard	500.00
Houghton village hall - Financial reserves transfer (Min No. 113.5/1.15)	5,112.98
Crosby on Eden village hall - Financial reserves transfer (Min No. 113.5/1/15)	4,828.33
Linstock WI - Financial reserves transfer (Min No. 113.5/1/15)	157.64
Tech4 Office Equipment - printer lease Jan 2015	62.72
Colville Grounds - Salt bin refills	235.62
D Kinnaird - Hedge cutting Brunstock	54.00
Total	<u>13344.94</u>



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127.2 To note the balances at the bank as at 11th February 2015

Treasurer Account	£	1,037.08
Money Manager Account	£	73,361.46
Expenditure to 31/1/15	£	74,398.54

127.3 To note income received of £8.05 wayleave payment of Houghton village green from Electricity North West and payment of £100 from Carlisle City Council for a grant towards the installation of stage lighting for Crosby on Eden village hall.

127.4 Fidelity Guarantee Insurance

A review of the level of Fidelity Guarantee insurance was undertaken, the Clerk advising that cover of £250,000 was currently in place and deemed sufficient for the levels of reserves likely to be held on the 1st April 2015.

Resolved: Level of cover held deemed sufficient, no changes to be made.

127.5 Houghton Echo

Cllrs Phillips and Nicholson advised that a meeting with the village hall treasurer had been held, concerning the arrangements for the production and financing of future editions of the Houghton Echo. They indicated that some issues needed to be further resolved but a mutually satisfactory outcome for all parties was hoped to be reached.

Resolved: Cllrs Nicholson & Phillips to draft a letter to be sent to Houghton village hall committee, responding to issues raised on the future production and financing of the magazine. This to include clarification as to why an extra £250 had been requested in grant funding towards production costs. This item to be deferred until a satisfactory response had been further considered by the council. Letter to be circulated via e-mail to Cllrs for approval before being sent.

SR 128/2/15 Planning Matters

128.1 Applications

15/0025 Land to north east of Smithy Cottage, Orchard Gardens, Houghton - erection of 1No. dwelling (outline).

A draft response formulated by the planning group had been circulated to members, prior to the meeting.

Resolved: to 'object' to the application for the following reasons:-

- Concerns over the safety of users of Public Footpath No. 132012 - the access/exit to the property being along the same track;
- the possibility that the track would then be used as an access to other possible future developments;
- concerns over surface water drainage arrangements and capacity in the area and Orchard Lane - this area being subject to historical flooding;
- clarity to be obtained on foul sewage arrangements;
- no detail being given on the potential size of the proposed dwelling;
- the dwelling would over-dominate and not be well related to the location and neighbouring properties;
- possible contamination of the site by agricultural vehicles and products parked/left on the site and to request that a ground condition survey is undertaken;
- that newts, frogs and toads have been observed on the proposed site;
- that an earlier application for development on the site (No. 07/1072) was refused and it was felt that these reasons still applied, i.e. that the development was outwith the settlement boundary and in an area of open countryside.

To also request the 'right to speak' and that ward members attend a site visit. Houghton Cllrs to also urge that residents who object to the development submit their own objections.

14/1056 Land to the west of Ravendell, Crosby on Eden - erection of 1No. dwelling (outline).

Resolved: to 'object' to the application for the following reasons:-

- Highway concerns including that the public highway at the proposed point of entry/exit to the property is very narrow; that people park in the area when dropping/collecting children at the nearby school and increased highway movements in the area would be considered an increased safety hazard;
- the property is within a flood plain. The developments mitigation measures outlined as being to raise the site. However, this would result in increased surface water run-off, which would put other properties, at an increased risk of flooding;
- the proposed dwelling would overlook and over-dominate neighbouring properties to the detriment of their residential amenity;
- the proposed development is to be on land that was previously a residential garden - and for this reason is considered inappropriate.

To also request the 'right to speak' on the application.

15/0102 Crosby Lodge, Crosby on Eden - variation of Condition 2 (approved documents) of previously approved permission 14/0473.

Resolved: that 'no observations' be made.

To consider permission notices received:-

14/0473 Crosby Lodge, Crosby on Eden - erection of single storey infill extension to provide ancillary accommodation; internal alterations and additional window openings together with re-roofing of main building. Erection of detached double garage, workshop and storage area and erection of 6-8m flag pole - approved.

14/0930 Land at Hadrian's Camp, Houghton Road, Houghton - erection of 99no. dwellings (of which 25no. to be affordable) and associated open space and infrastructure (reserved matters application pursuant to outline approval 12/0610) - approved.

14/0989 Land at Hadrian's Camp, Houghton Road, Houghton - development of associated drainage to support the proposed 99no. dwellings including new suds attenuation pond & connecting drainage pipe work - approved.

SR 129/2/15 Clerks Report

The Garth, Crosby on Eden - Additional Light

Site meeting held with Cumbria County Council Street Lighting Officer on 15th January 2015. Two schemes having been drafted and submitted for consideration. Scheme No. 2 consisting of improvements to an existing light and erection of an additional column in the area of the school considered most suitable and within budget for the project. Residents advised of plans via letter drop on the 5th February and opportunity to respond given for a 21 day period.

SR 113.5/1/15 Village Hall Reserves

All village hall committees agreed to the transfer of held reserves and amounts agreed. See schedule of payments.

SR 114/1/15 Tree Coppicing - Antonine Way

Cllr Duncan had distributed flyers to residents advising on the results of the survey and Luke Leathers, Carlisle City Council had advised that no complaints had been received by residents in the immediate area. However, following the work being undertaken, Cllrs advised that they were unhappy with:-

- The level of coppicing was felt to be too severe, some trees being reduced to stumps;
- the mess left to be cleaned up;
- the possible future possibility that the area would become a dog toilet;
- and the overall future responsibility for the area.

Agreed: Houghton Ward Cllrs to meet with Luke Leathers, Carlisle City Council to discuss issues.

SR84. 1/11/14 Carlisle City Council - Letter to Planning Department requesting Statistics

Statistics circulated via e-mail 23rd January 2015.

SR 88.3/11/14 Houghton Green Drainage

S Splinter quoted £850 on the 16th December 2015 - an amount that was approved by the Council. Additional quote obtained from G Robinson of £6,900. No other companies approached had submitted quotations, therefore S Splinter appointed.

SR 90/11/14 Houghton Road - Removal of Paving Slabs

Clerk reported that she had received no response from Highways on this issue. Cllr Mallinson advised that he would pursue this item again, on behalf of the PC.

SR 117.3/1/15 Tribune Drive Play Area

Cllr Bainbridge advised that this problem was unlikely to be solved in the near future. The developer is not required to provide equipment until the 77th property was built or a period of two years had passed from commencement of the development.

Other Items Raised

Faulty Streetlight - The Row, Crosby on Eden

Reported on-line reference no. LE/WEB 151303107.

Village Hall Grants

Grant applications submitted on behalf of Crosby on Eden village hall for works to emergency lighting and for Linstock for the external painting/treatment of the hall.

Parish Council Election 2015

Election to take place on the 7th May 2015. The first day for the receipt of nominations being Monday 23rd March, with the last day being 4:00 p.m. on Thursday 9th April. Clerk to submit a report on changes to procedure for consideration at the March meeting and nomination papers to be made available then, if required.

Townhead Farm, Houghton - Solar Farm Development

Clerk advised that she had been approached by the developers of a prospective solar farm about arranging a public meeting. However, this item had progressed no further at this stage.

SR 130/2/15 Administration & Governance

130.1 Electronic Communications

Clerk reported on changes to the Local Government Act which now allowed summons to meetings to be sent electronically - if a member gives their consent.

Resolved: Cllrs Telford, Nicholson, Gordon & Phillips gave their consent for information to be sent electronically.

130.2 Footpath Working Group

Cllr P Duncan advised that a meeting had been held with members of Irthington & Walton Parish Council. Items discussed and agreed to be progressed included that:-

- The Hadrian's Wall Trust is no-longer in existence, but some financial reserves are still available for general maintenance and improvements to the footpath;
- The Hadrian's Wall webpage contains no reference to the Carlisle area or promotion of any business's or facilities, within the area;
- Group members have agreed to walk sections of the Hadrian's Wall path and a report of suggested maintenance or improvements to be submitted to Guy Timperley;
- the lack of toilet facilities for users of the path is considered of high priority, Irthington PC, Carlisle CC and Cumbria CC having funded the provision of a portaloo on the trail in the summer of 2014. Cllr Mallinson advised that he may be able to provide some funding towards this again, if PC's were willing to co-ordinate the project. Cllrs also suggested that village hall toilet facilities could be made available to walkers - an item that could be further investigated.

SR 131/2/15 Village Matters

131.1 SPAA - Summer Activity Programme

Consideration was given to the holding the summer play scheme.

Resolved: Six sessions to be held over the summer holidays. These to be held on Wednesdays and to alternate between Houghton & Crosby on Eden village halls.

131.2 Linstock Village Green - Flooding

Consideration was given to a circulated response from United Utilities. United Utilities District Engineer advising that the new sewers had not crossed the area of flooding and that there was no drainage in the area that could have been affected by construction of the sewers. Clerk advised that she had found no maps on file which indicated the existence of any drains in the area. The Clerk also advised on a phone call that she had received from a member of the Linstock community who had provided further information on the history of drainage in the area.

Agreed: Cllr M Fox to contact the resident to determine further details.

131.3 Linstock - Removal of Highway Sign to 'Eden Nurseries'

Consideration was given to the removal of a highway sign that is considered redundant and detracting from other village signage.

Resolved: to request that Cumbria Highways remove the sign.

SR 132/2/15 Schedule of Correspondence, notices and publications

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

SR 133/2/15 Councillor Matters

Cllr P Duncan advised that paving slabs had been inserted in an area of Houghton village green, for the purpose vehicle parking.

Agreed: Cllrs Lightfoot, Duncan and Phillips to approach the resident who had inserted the slabs and advise on legalities regarding the above, on an area of village green - the resident possibly being unaware of these.

Cllr A Lightfoot advised that a 4" pot-hole was in evidence on Orchard Lane. Clerk to report.

Cllrs J Mallinson, J Bainbridge & Clerk left the meeting at 8:50 p.m.

Part B Item

Consideration of the following item is confidential and members of the press and public were excluded under the Local Government Act 1972.

SR 134/2/15 Resignation of Clerk

Chairman advised that A McCallum had submitted her resignation that day and that procedures for the appointment of a new Clerk should be agreed.

Agreed: Cllrs Telford, Phillips & Fox were appointed to form a recruitment panel to carry out all the stages in the selection process and including interviewing candidates and to make a recommendation for appointment.

Date of Next Meeting The next meeting will be held on Wednesday 11th March at 7.30pm in Crosby on Eden Parish Hall.

The meeting closed at 9:15 p.m.

WMAE
11/3/15

STANWIX RURAL PARISH COUNCIL

Minutes of the meeting of Stanwix Rural Parish Council held on
Wednesday 11th March 2015 in Crosby on Eden Village Hall at 7:30 p.m.

SR 135/3/15 Apologies for absence
Cllr M Sheriff & R Gordon.

SR 136/3/15 Present
The Chairman, Cllr M Fox, Cllrs P Duncan, C Duncan, A Lightfoot, C Nicholson, H Phillips,
Y Robertson & J Telford.

SR 137/3/15 In Attendance
County Cllr J Mallinson & City Cllr J Bainbridge.

SR 138/3/15 Declarations of Interest
Cllrs C Phillips & P Duncan declared an interest in item 10.3 - Houghton Fair;
Cllrs J Telford & C Nicholson declared an interest in item 7.1 - application No. 15/0098 &
15/0117, the applicant being known to them;
Cllr H Phillips & C Nicholson declared an interest in item 6.4 - Houghton Echo, as co-editors
of the magazine.

SR 139/3/15 Requests for Dispensations
None received.

SR 140/3/15 Minutes of the meeting of the Parish Council held on 11th February 2015
The minutes of the meeting of the Parish Council held on the 11th February were agreed,
approved and signed by the Chairman.

SR 141/3/15 Public Participation
No members of the public were in attendance.

SR 142/3/15 Finance Matters

142.1 Resolved that the following payments be approved:-

British Telecom - Phone & internet Feb 2015 (D/D 11/2/15)	37.41
NEST - Clerks pension contributions Feb 2015 (D/D 18/2/15)	88.85
A McCallum - Feb salary £1051.18 & re-imburements of £81.50	1,132.68
Cumbria Payroll Services - payroll services for Feb 2015	15.00
HMRC - PAYE & NI February 2015	251.26
Staples - Stamps	6.36
G Robinson - Houghton in Bloom - planting of trees on Houghton green	250.00
B Hill - Houghton in Bloom re-imburements	347.53
Smiths Gore - Linstock village green - rent	10.00
Colville Grounds - Tree work	600.00
Cumbria County Council - Crosby Street light improvements	2412.59
Houghton village hall - room hire 3rd February 2015	8.00
Tech4 Office Equipment - printer lease February 2015	46.07
Cumbria Newspapers - Advert for Clerk	444.19
SAP Pro Audio - Houghton Fair sound system deposit	<u>100.00</u>
Total	<u>5749.94</u>

142.2 To note the balances at the bank as at 28th February 2015

Treasurer Account	£	2,150.76
Money Manager Account	£	60,002.46
Expenditure to 28/2/15	£	63,206.94

142.3 To note - income received of £141.00 from Houghton Evergreens Club. This being a donation towards the planting of trees on the village green.

142.4 Houghton in Bloom Group

Consideration was given to payment of the entry fee of £30.00 to 'Cumbria in Bloom' on behalf of the Houghton in Bloom group.

Resolved: Approved.

142.5 Review of Internal Audit Arrangements 2015/16

Consideration was given to the internal audit arrangements. A list of the checks undertaken by the internal auditor having been circulated alongside the agenda.

Resolved: Internal audit checklist approved and Mrs J Airey appointed as internal auditor to the council for the year 2015/16.

142.6 Houghton Echo

Cllr H Phillips & C Nicholson advised that a draft letter was currently being prepared and would be circulated to Cllrs for approval, prior to delivery to the Treasurer of the village hall committee.

142.7 Asset Register

Cllrs were asked to approve the circulated asset register.

Resolved: Approved.

It was further **Agreed** that the following items should be given future consideration:-

- Windsor Way notice board - to consider erection in the Wolsty Close/Pennington Drive area;
- Crosby on Eden village hall storage container - to investigate the transfer of this asset to the village hall committee;
- Metal Stile - to remain in storage, until a suitable site is determined.

SR 142/3/15 Planning Matters

142.1 Applications

15/0075 & 76(LBC) Ivy Cottage, Rickerby Mews, Rickerby - erection of first floor rear extension to provide 1no. bedroom.

Resolved: that 'no observations' be made.

15/0103 Crosby Lodge, Crosby on Eden - erection of single storey infill extension to provide ancillary accommodation; internal alterations and additional window openings together with re-roofing of main building. Erection of detached double garage, workshop and storage area (revised application to include alterations to garage - LBC).

Resolved: that 'no observations' be made.

15/0122 28 The Green, Houghton - single storey rear extension to provide kitchen extension.

Resolved: that 'no observations' be made.

15/0117 Land to the east of the village green, Brunstock - variation of condition 2 (approved documents) of previously approved application 13/0596.

Resolved: to 'object' to the application for the following reasons:-

- The point of access and exit to the development from the public highway is considered potentially hazardous and 'tight' for the number of vehicles who will be required to use the shared drive;
- the opinion of Cumbria County Highways representatives would be appreciated.

15/0098 Land to the east of Village green, Brunstock - erection of 1no. dormer bungalow

Resolved: to 'object' to the application for the following reasons:-

- o the addition of another bungalow would result in the small site being considered over-developed;
- o concerns over the planned access/exit to the site - see application No. 15/0117 condition variation;
- o the effect that further development would have on surface water drainage levels. The reed bed appearing to have been reduced, not increased, in size;
- o the affect that this may have on the village pond and green that lies directly adjacent to the site - which is water-sodden throughout much of the year.

15/0131 Carlisle Lake District Airport - variation of condition 2 (approved documents) of previously approved permission 10/1116 to enable the carrying out of the development in two phases including minor changes to the internal layout, elevations, circulation areas and landscaping.

Resolved: to comment that it is strongly recommended that conditions are imposed to ensure that waste currently in evidence on the site is removed and remedial landscaping is undertaken - due to the perceived uncertainty regarding completion of the development.

15/0179 Land adjacent to Wensleydale, Tarraby - Erection of 1no. dwelling (Revised Application)

Resolved: to 'object' to the application for the following reasons:-

- that the development is within the conservation area of Tarraby, on a green field site and within the area of the Hadrian's Wall World heritage site.

Cllr C Nicholson to draft a detailed response, this to be circulated to Cllrs for approval prior to its submission.

15/0024/SNBN - Street Naming - Hadrian's Camp

Consideration was given to proposed names for the Hadrian's Camp housing development. Suggested names being Risingham Close; Ebchester Drive; Halton Lane; Carrawburgh Drive & Petriana Drive.

Resolved: to 'object' to the proposed names, the names being considered in-appropriate to the local area. Suggested that the names reflect the history of the site as an Army Camp or acknowledges roman ancestry more relevant to the local area.

To consider permission notices received:-

14/0943 Greenfield Farm, The Green, Houghton - relocation of 2no. agricultural dwelling - approved.

14/1073 Barn at Eden Nurseries, Linstock - conversion of existing barn to 1no. dwelling; demolition of existing byre and erection of two storey extension to provide additional living accommodation and single storey garage together with associated existing works - approved.

142.2 Carlisle District Local Plan 2015-30 - Submission Draft Consultation

Consideration was given to the submission of a response to third stage of the consultation by the 20th April 2015.

Agreed: Planning group to draft a response and further consideration of this to be given at the April meeting.

142.3 Townhead Farm Solar Farm, Houghton

Notes of a meeting held on the 5th March with Energy of the World (EftW) had been circulated. This included that:-

- EftW planned to site a solar farm on land adjacent to the A689 at Townhead Farm, Houghton;
- site will be approximately 30 acres in size and at 5MW, will provide energy for an estimated 1,000 homes;
- planning permission for the development is to be applied for in early May, with construction hoped to begin in August for a period of approximately 6-7 weeks;
- EftW advised that they planned to hold a pre-application public consultation 'drop-in' session at Houghton village hall at the end of March 2015.

SR 143/3/15 Clerks Report

The Garth, Crosby on Eden - Additional Light

No objections had been received to the scheme, following the public consultation. Therefore, additional light column and other improvements ordered 28th February 2015. Works estimated to be undertaken in May 2015.

SR 114/1/15 Tree Coppicing - Antonine Way

Cllrs advised that no meeting as yet, been arranged with Luke Leathers, Carlisle City Council.

Agreed: Chairman to arrange site meeting.

SR 90/11/14 Houghton Road - Removal of Paving Slabs Highway Verge

Cllr Mallinson reported that Cumbria County Council Highway staff had advised that 'the removal of paving stones on highway verges would not be seen as a priority, at this time'. Advised however, that if the PC wished to pursue this issue independently, he may be in a position to make a financial contribution.

Agreed: this item to be given further consideration, at a later date.

SR 131.1/2/15 SPAA - Summer Activity Programme

Summer sessions booked.

SR 133/2/15 Houghton Village Green - Removal of Paving Slabs

Cllrs advised that residents had been requested to remove paving slabs on an area of village green and to refrain from the parking of vehicles within the area.

Agreed: situation to be monitored and included as an agenda item for the April meeting.

SR 133/2/15 Orchard Lane - Pot Hole

Reported to Highways Hotline Ref 32/WEB151315148

City Cllr J Bainbridge left the meeting at 8:40 p.m.

SR 144/3/15 Administration & Governance

144.1 Parish Council Election

A report had been circulated alongside the agenda advising on election processes and changes to procedure - following warding off the parish. Election nomination papers were distributed to Cllrs.

WRAF

SR 145/3/15 Village Matters

145.1 Linstock Village Green - Flooding

Cllr Fox advised that a meeting had been arranged with a resident of Linstock, concerning drainage history in the area.

145.2 Houghton Farmers Market

Consideration was given to the request from a mobile wood-fired pizza company to trade on the village hall car park on market days.

Resolved: to advise that the PC would have no objections to this, provided that permission was also received from the Houghton Village Hall and that all necessary licenses concerning the food hygiene were in place.

145.3 Houghton Summer Fair

Cllr H Phillips advised on plans for this year's summer fair and a draft budget had been circulated for approval, alongside the agenda.

Resolved: budget approved.

SR 146/3/15 Schedule of Correspondence, notices and publications

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

SR 147/3/15 Councillor Matters

Cllr C Nicholson advised that a meeting had been ^{held} ~~arranged~~ with Cumbria County Council staff concerning the asset transfer of an area of verge and apple tree at Whiteclosegate. ~~Completion of the transfer may require that a business plan is submitted.~~ Also reported that the Hadrian's Camp Gypsy and Traveller site would now be under the direct ownership of Carlisle City Council.

Cllr P Duncan reported that a resident from the area of Linstock roundabout had indicated that they were interested in connecting to superfast broadband.

Also advised that ~~the~~ walks working group were ~~meeting~~ next week ~~and everyone was invited to attend.~~ ^{there was to be a meeting of the} ~~(delete)~~

Cllr J Telford advised that the redundant highway sign for Eden Nurseries had been removed. A resident had requested that the trees on the left hand side of the area are cut back further. Clerk to pursue.

Cllr C Duncan advised that a rut was visible on the village green at Houghton and that he would undertake re-instatement of the area.

Cllr P Phillips requested that road re-surfacing was undertaken at The Croft, Houghton. Clerk to advise Highways Department to pursue.

SR 148/3/15 Date of Next Meeting The next meeting will be held on Wednesday 8th April 2015 at 7.30pm in Crosby on Eden Parish Hall.

The meeting closed at 9:05 p.m.

WMA 8/4/15
as amended

STANWIX RURAL PARISH COUNCIL

Minutes of the meeting of Stanwix Rural Parish Council held on
Wednesday 8th April 2015 in Crosby on Eden Village Hall at 7:30 p.m.

SR 149/4/15 Apologies for absence

Cllr R Gordon and County Cllr J Mallinson.

SR 150/4/15 Present

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

SR 151/4/15 In Attendance

City Cllr J Bainbridge and M Bowman. S. Kyle (see item 159.5).

SR 152/4/15 Declarations of Interest

Cllr A Lightfoot declared an interest in 9.2 – Houghton Village Hall & 9.4 – Houghton Echo, as Chairman of Houghton Village Hall Committee and an interest in 10.3 – Houghton Village Green was also mentioned due to being involved in an incident relating to the item.

Cllrs H Phillips & C Nicholson declared an interest in item 9.4 - Houghton Echo, as co-editors of the magazine.

SR 153/4/15 Requests for Dispensations

None received.

SR 154/4/15 Minutes of the meeting of the Parish Council held on 11th March 2015

The minutes of the meeting of the Parish Council held on the 11th March were agreed, approved and signed by the Chairman after the following two items were amended to read:

SR 147/3/15 - Cllr Matters

Cllr P Duncan reported that a resident from the area of Linstock roundabout had indicated that they were interested in connecting to superfast broadband.

Also advised that there was to be a meeting of the Walks' Working Group the following week.

Cllr C Nicholson advised that a meeting had been held with Cumbria County Council staff concerning the asset transfer of an area of verge and apple tree at Whiteclosegate. Completion of the transfer may require that a business plan is submitted.

SR 155/4/15 Public Participation

No members of the public were in attendance.

SR 156/4/15 Finance Matters

156.1 Resolved that the following payments be approved:-

NEST Pension contributions - March (Pd 20/3/15)	88.85
British Telecom Phone & internet - March (Pd 11/03/15)	39.83
Playdale Playgrounds Linstock Carousel play surfacing (Pd 20/03/15)	1,440.00
A McCallum - March Salary £1051.18 & re-imbursements of £101.49	1152.67
Cumbria Payroll Services – Payroll services for March 2015	15.00
HMRC – PAYE & NI March 2015	251.26
Staples Stamps, stationary & boxes	49.65
Colville Grounds Maintenance – Additional Tree work required - Linstock	198.00
P Middleton Houghton Fair – Band Deposit	50.00
Houghton Village Hall – Hall Hire March 5 th 2015	8.00
Tech4 Office Equipment – Printer Hire March 2015	58.75
Total	<u>3352.01</u>

156.2 To note the balances at the bank as at 31st March 2015
Treasurer Account £ 54,062.36
Money Manager Account £ 0.76
Expenditure to 31/03/15 £ 70,399.30

156.3 To note income received as:

- £26.50 printing re-charge fee from Kirkbampton PC
- £23.59 printing re-charge fee from Rockcliffe PC
- £15.16 printing re-charge fee from St Cuthbert PC
- £9.81 bank interest.

SR 157/4/15 Planning Matters

157.1 Applications

15/0208 Hadrian's Camp, Houghton Road – display of 2no. sales advertising boards and 4no. sales flags.

Resolved: that 'no observations' be made.

15/0236 Nether Park, Linstock – replacement of flat roof with pitched roof over utility.

Resolved: that 'no observations' be made.

To consider permission notices received:-

15/0122 28 The Green, Houghton - single storey rear extension to provide kitchen extension - approved

15/0103 Crosby Lodge, Crosby on Eden - erection of single storey infill extension to provide ancillary accommodation; internal alterations and additional window openings together with re-roofing of main building. Erection of detached double garage, workshop and storage area and erection of 6-8m flag pole (revised application to include alterations to garage) (LBC) - approved.

14/0943 Greenfield Farm, The Green, Houghton - relocation of 2no. agricultural dwelling - approved.

Refusals:-

14/1056 Land to the west of Rivendell, Crosby on Eden - erection of 1no. dwelling (outline) – refused.

157.2 Carlisle District Local Plan 2015 – 30 Proposed Submission Draft Consultation
Cllr Fox reported that he had consulted with Cllr Nicholson and that it had been determined that the document overall was not significantly different to the earlier version previously consulted on and that concern remained that the document was urban centric.

Resolved to repeat the Council's response to the second stage consultation.

Also discussed under this agenda item was whether the production of a Neighbourhood Plan could be considered in the future – this item will be looked at further during the summer as part of a general review of the Parish Plan and the priorities for the Council.

Thanks were expressed to Cllr C Duncan for the planned donation of an old map he has purchased of the Hadrian's Camp area, which also identifies footpaths.

157.3 15/0024SNBN Land at Hadrian's Camp, Houghton – Street Names Notification
Alternate names of Eagle Way, Drawdykes Lane, Gladwin Drive, Cross Close and Fox

Lane, Houghton had been suggested by the developer.

Resolved that the City Council be informed that the PC are happier with the alternate names proposed.

SK

SR 158/4/15 Clerks Report

All items listed on agenda proper.

SR 159/4/15 Administration & Governance

159.1 Consultations Received

None received.

159.2 Village Hall Reports – Houghton and Crosby on Eden

Houghton - Cllr Lightfoot reported that projects for works included kitchen tiles and the floor. He noted that ceiling modifications are a priority and estimates for the installation of a false ceiling are being obtained. Also noted that issues with a car driving on the Green had been successfully resolved.

A query was raised as to what agreement for operating times for the pizza van had been reached. Chairman advised that to his knowledge, no contact for consent had been made with the Management Committee by the pizza operators and it was agreed that the Hall Committee would take the issue forward in the first instance to put permissions in place.

Crosby – Cllr Fox reported that projects relating to electrics and the floor in the supper room were in-hand.

159.3 Footpaths Working Group

A paper had been circulated alongside the agenda outlining that a meeting had been held with neighbouring parishes and Guy Timperley, the Cumbria County Council Footpaths' Officer. A further meeting is planned during May to progress the issues with David McGlade, the Hadrian's Wall Officer. Additionally Cllr Fox had attended a meeting with Carlisle City Council and it is hoped a strategic move forward is possible, with a further meeting planned during June.

Noted also that Cllr P Duncan will email Councillors in case any wish to join him on walking the parish footpaths.

PD

159.4 Houghton Echo

This item was moved forward to be discussed under item 159.2.

A paper had been previously circulated to all Councillors outlining the current position of the Houghton Village Hall Committee and discussion was held regarding the on-going issues. It was noted that Cllr Nicholson and Cllr Philips act as Editors to the Houghton Echo independently of them being Parish Councillors.

Resolved that Cllr Lightfoot would approach the Houghton Village Hall Committee to request an invitation be made to Cllr Nicholson and Cllr Phillips in their capacity as Editors to attend the Hall AGM to allow for a face-to-face discussion of the issues.

AL

159.5 Appointment of Parish Council Clerk/Responsible Financial Officer

Resolved that Sarah Kyle be appointed Parish Council Clerk/Responsible Financial Officer from 8 April 2015 for 96 hours per month on point 26 and subject to successful annual performance reviews will progress to point 29. The appointment was subject to a successful 13 week probationary period.

Also agreed that Andrea McCallum would be paid an honorarium of up to 40 hours for handover arrangements and the completion and internal audit of the 2014/15 accounts, as

well as reimbursement of mileage for agenda distribution. It was further agreed that a manned van be hired to assist the transfer of filing cabinets, computer and documents etc.

SR 160/4/15 Village Matters

160.1 Linstock Village Green - Flooding

Cllr Fox advised that a meeting had been held with a resident of Linstock, concerning drainage on the Village Green. Further investigations are necessary and Cllr Fox is to pursue the matter with Carlisle City Council as it is believed that the drain is possibly a one of the former Border Rural District Council. Cllr Fox will also include United Utilities in discussions.

MF

160.2 Crosby Moor Litter Bin

Resolved that the Crosby Moor litter bin be removed due to none usage and relocated to Tarraby. The Clerk to confirm with City Cllr Bainbridge.

SK

160.3 Houghton Village Green

A paper had been circulated to councillors alongside the agenda and after discussion it was **Resolved** that a paper on options be prepared for the May meeting.

MF,
HP, SK

160.4 Grass Cutting – Devolved Services

It was noted that at a recently held meeting of the CPCA, the devolving of some grass cutting services from Carlisle City Councils to Parish Councils had been mentioned.

Resolved that further information regarding the terms of engagement of the above be obtained so that the matter can be fully considered.

SK

SR 161/4/15 Schedule of Correspondence, notices and publications

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

SR 162/4/15 Councillor Matters

Cllr Robertson requested clarification as to why repeater signage could not be installed on Houghton Road when repeater signage is in place on the Brampton Road. Clarification from Highways is to be obtained.

SK

Cllr P Duncan noted waste on the no-mans-land behind Hadrian's Camp. He is to contact Luke Leathers to confirm a meeting to be held on Wednesday 15th April to discuss the matter further.

PD

Cllr P Duncan reported that he had been approached by a representative of the Halifax Bank to consider whether they could support an initiative to clear litter in Houghton. All agreed the scheme has merit and the Parish Council could be approached for support.

PD

Cllr Nicholson notified Councillors he was to produce a draft business plan to enable progression of the CAT transfer of the apple tree.

CN

SR 163/4/15 Date of Next Meeting The next meeting will be the Annual Meeting of the Parish Council which will be held on Wednesday 13th May 2015 at 7.30pm in Crosby Village Hall, Crosby on Eden.

The meeting closed at 9:00p.m.

Following the closure of the meeting, thanks were noted to Cllr Robertson who had chosen not to re-stand for election. Thanks were also given to the retiring Clerk, Andrea McCallum for her many years' service to the council and all that she had achieved in that time. Both were given best wishes going forward.

STANWIX RURAL PARISH COUNCIL

Minutes of the Annual Meeting of Stanwix Rural Parish Council held on Wednesday 13th May 2015 in Crosby on Eden Village Hall at 7:30 p.m.

SR 164/5/15 Election of Chairman for Year 2015/16

Resolved unanimously that Cllr M Fox be elected Chairman for the Council year 2015/16. Cllr Fox signed the Declaration of Acceptance of Office of Chairman.

SR 165/5/15 Election of Vice-Chairman

Resolved unanimously that Cllr H Phillips be elected Vice-Chairman for the Council year 2015/16.

SR 166/5/15 Membership of the Council

The Chairman confirmed that Peter Duncan and Julie Telford had chosen not to stand for election, therefore the Council were depleted on numbers with only seven Councillors. It was agreed that numbers needed to be increased and advertisements will be placed on the notice boards.

SK

Cllr Phillips suggested holding a series of open evenings/council surgeries in Houghton, Crosby and Linstock Village Halls. This could be used as both promotion for the Council to say what work they do and how the Parish Plan is progressing, as well as a tool for the potential recruitment of new Councillors. All agreed this would be a useful exercise - refreshments will be provided and personal invitations will be sent to local community group leaders. Cllrs Fox, Phillips and the Clerk will liaise to arrange dates for the evenings, towards the end of June.

MF,
HP, SK

SR 167/5/15 Apologies for absence

No apologies were received.

SR 168/5/15 Present

The Chairman, Cllr M Fox, Cllrs C Duncan, R Gordon, A Lightfoot, M Sherriff, C Nicholson and H Phillips.

SR 169/5/15 In Attendance

City Cllrs J Bainbridge and M Bowman.

SR 170/5/15 Requests for Dispensation

None received.

SR 171/5/15 Declarations of Interest

Cllrs Phillips & Nicholson declared an interest in item 178.3 (Houghton Echo) as co-editors of the magazine. Cllr Lightfoot declared an interest in 178.3 (Houghton Echo) and 174.9 (Grants) as Chairman of Houghton Village Hall Committee. Cllr Fox declared an interest also in 174.9 as a member of Crosby-on-Eden Parish Hall Committee. Cllr Nicholson declared an interest in 176.1 (15/0314 planning application) as the applicant was known to him. An interest was also declared in 176.1 (15/0025) by Cllr Duncan due to living nearby.

SR 172/5/15 Minutes of the meeting of the Parish Council held on 8th April 2015

The minutes of the meeting of the Parish Council held on the 8th April were agreed, approved and signed by the Chairman.

SR 173/5/15 Public Participation

No members of the public were in attendance.

SR 174/5/15 Finance Matters

174.1 Resolved that the following payments be approved:-

British Telecom, Phone & Internet April 2015 (Pd 15 April 2015)	£36.79
A McCallum, April Honorarium payment £548.63 & reimbursements £9.00	£557.63
S Kyle, April Salary £664.22 & reimbursements £86.21	£750.43
Cumbria Payroll Services, April 2015	£15.00
HMRC PAYE & NI, April 2015	£219.55
Staples, Stamps	£15.12
Colville Grounds Maintenance, Grass Cutting March and April	£1076.40
Solway Comms Line Rental, April, May, June	£16.80
Cumbria In Bloom, Entry Fee	£30.00
Broker Network Limited, Insurance 2015/16	£965.74
Billy Cannon, Removal and delivery of Clerks equipment	£120.00
CALC, Subscriptions 2015/16 plus Local Council Review	£356.00
Jean Airey, Internal Audit and travel costs	£144.20
Brian Hill, Houghton in Bloom Reimbursements	£90.78
Total	<u>£4394.44</u>

174.2 To note the balances at the bank as at 30th April 2015 (which were to be circulated after the meeting due to problems with the internet banking service).

Treasurer Account	£8,217.43
Money Manager Account	£46,770.12
Expenditure to 30/04/15	£1,783.33

174.3 To note income received as:

- £50 donation to Houghton Fair from Lloyd Ltd
- £2692.60 VAT refund from HMRC

It was also **noted** that the precept had not yet been paid by the City Council; Cllr Nicholson is to raise this with the CPCA.

174.4 Internal Audit Report

A copy of the internal audit report had been circulated with the agenda and was **noted**.

174.5 Accounts to Year Ended 31st March 2015

Resolved that the accounts for the year ending 2014/15 be approved and that the Chairman be authorised to sign the accounting statement. The accounting statement had also been signed by the previous Clerk as she had undertaken the completion of the audit before handover.

174.6 Audit Commission Annual Return for Year Ended 31st March 2015

Resolved that the Annual Governance Statement for the Audit Commission Annual Return for the year ended 31st March 2015 be signed by the Chairman and Clerk.

174.7 Insurance 2015/16

Resolved to change insurance companies and accept a lower priced quote through the Broker Network Limited for £965.74. Event cover (excluding cancellation cover) for the Houghton Fair is to be included in the standard policy terms.

174.8 Finance Group

Resolved to hold a Finance/Risk Assessment Group meeting on Thursday 11th June 2015 at 11am.

174.9 Grants Scheme 2015/16

Applications for grants from community groups were considered. **Resolved** to award the following grants:

- Houghton Echo - printing charges - £700 (S142)
- Houghton in Bloom - bulbs & bedding plants - £300 (S164)
- 1st Houghton Rainbows - outdoor activity day - £303 (S145)
- Crosby-on-Eden Parish Hall - replacement doors - £600 (S133)
- Linstock WI - replacement light fittings - £1000 (S133)
- Houghton PCC – grass cutting - £250 (Open Spaces Act 1906 s15)
- Houghton Village Hall - re-tiling of kitchen - £300 (S133)
- Houghton Community Event Group - bonfire - £300 (S145)
- 1st Houghton Guides - residential event - £500 (S145)
- 2nd Houghton Scouts - residential event - £500 (S145)

Also **resolved** to refine the grant criteria and process for 2016/17. The next Finance Group meeting will discuss and present recommendations to the full Council for approval.

174.10 Society of Local Council Clerks - Clerks Membership

Resolved to authorise membership for the Clerk at a cost of £187. The Clerk is to request her other Parish Councils consider a donation towards the cost.

SK

174.11 Bank Mandate

Resolved that Cllrs Phillips and Nicholson continue as cheque signatories with the addition of Cllrs Fox and Sherriff. The updated bank mandate was completed following the closure of the meeting.

SR 175/5/15 Highways Matters

175.1 Houghton Road

A parishioner had informed the Parish Council that a petition was being organised with regards the perceived speeding issue on Houghton Road. The petition will be presented to a County Council Committee if it reaches over 50 signatures which will trigger a report to be commissioned into the problem. City Cllr Bainbridge reiterated that this was a renewed attempt to combat the speeding problems in the area.

Cllrs agreed that an added problem in the area was the lack of repeater signage and the lack of maintenance on the road roundel 30mph sign. Furthermore it was agreed that the Council could act to support the petition by requesting a speed survey be carried out as a matter of urgency.

Resolved to recognise and support the petition. Also **resolved** to request an urgent speed survey be carried out on Houghton Road and that the 30mph roundel in the road be repaired as soon as possible.

SK

SR 176/5/15 Planning Matters

176.1 Applications

15/0314: Parkside, The Knells, Houghton, Carlisle, CA6 4JG - Alteration Of Existing Vehicular Access And Erection Of Garden

Resolved that support be given to the pre-application advice, with regards to a replacement hedge being planted behind the new wall.

SK

15/0351 Chestnut House, Crosby on Eden, Carlisle, CA6 4QN - Erection of Detached Garage; Single Storey Rear Extension to Provide Family Room & Erection of Boundary Wall to Roadside Site Entrance

Resolved: that 'no observations' be made.

SK

WMAF
17/6/15

To consider permission notices received:-

15/0075 Ivy Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Erection of First Floor Rear Extension to Provide 1no. Bedroom - permission granted

15/0076 Ivy Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Erection of First Floor Rear Extension to Provide 1no. Bedroom & Insertion of New Window and Bi-Fold Doors in Utility (LBC) - permission granted

15/0117 Land to East of Village Green, Brunstock, Carlisle - Variation of Condition 2 (Approved Documents) of Previously Approved Application 13/0496 - permission granted

15/0208 Land at Hadrian's Camp, Houghton Road, Houghton, Carlisle, CA3 0LG - Display of 2no. Sales Advertisement Boards & 4no Sales Flags - permission granted

15/0236 Nether Park, Linstock, Carlisle, CA6 4QD - Replacement of Flat Roof with Pitched Roof Over Utility (Retrospective) - permission granted

15/0025 Land to north east of Smithy Cottage, Orchard Gardens, Houghton, Carlisle, CA3 0LH - Erection Of 1No. Dwelling (Outline) - permission granted

Refusals:-

15/0098 Land to east of Village Green, Brunstock, Carlisle - erection of 1no. Dormer Bungalow with Detached Garage

It was noted that further information had been received on application 14/0778 (Land to the north east of Windsor Way) and it was agreed that Cllrs Fox, Philips and Nicholson submit comments due to the limited timescale, with ratification at the June meeting.

MF,
HP, CN

SR 177/5/15 Clerks Report

SR157.2/4/15 Carlisle District Local Plan 2015 - 20130 Proposed Submission Draft Consultation

The Clerk submitted the agreed response which was acknowledged by Carlisle City Council.

SR157.3/4/15 15/0024SNBN Land at Hadrian's Camp, Houghton - Street Names Notification

It was agreed by email that "Hadrian Way" was a suitable alternative to Fox Lane (which could not be used).

SR160.2/4/15 Crosby Moor Litter Bin

Notification was made to the City Council that the litter bin could be reallocated to Tarraby. The Council have been informed that a list is currently being compiled so that each request can be dealt with in due course once all Councillors have responded with their requests for provisions. It is likely that requests will be dealt with during May.

SR160.4/4/15 Grass Cutting - Devolved Services

Contact has been made and an interest registered in gaining further information as and when available regarding the terms of engagement.

SR162/4/15 Repeater Signage

Clarification as to why repeater signage could not be installed on Houghton Road, when it is present on Brampton Road, was obtained. On Brampton Road, the repeaters are for the 40mph limit. This is because there are 2 different speed limits and the presence of street lighting in the 30mph.

Where a road has a system of street lighting (which Houghton Road does), the road is classed as a Restricted Road (under the Road Traffic Regulations Act 1984) and therefore automatically has a 30mph speed limit. Repeater signs are not permitted on these Restricted Roads – this is prohibited by direction 11(4) of the Traffic Signs Regulations & General Directions (TSRGD) - and the streetlights in effect act as the repeater signs. (Repeater signs incorrectly placed on such Restricted Roads can lead to any potential speeding convictions being overturned on a technicality).

Where a speed limit other than the national speed limit is in force, direction 11(2) of the TSRGD requires that repeater signs are provided at regular intervals along the road, except for Restricted Roads as mentioned above. Therefore for Brampton Old Road, repeater signs are provided as the speed limit here is 40mph. This ensures that this speed limit is correctly signed to TSRGD and means that enforcement can successfully be undertaken.

Other Items Raised

SR131.1/2/15 Summer Play Scheme

A grant application has been submitted to the Community Grants fund for the six summer activity days. The confirmed dates are:

Houghton - Wednesday 22nd July, Wednesday 5th August and Wednesday 19th August

Crosby - Wednesday 29th July, Wednesday 12th August and Wednesday 26th August

SR85.3/11/14 Houghton Goalmouth Resurfacing

Following consultation with Cllr C Duncan and Cllr Phillips, it was agreed to delay the resurfacing of the goalmouths at Houghton until the Autumn.

SR 13.6/6/14 Linstock Safety Surfacing

Resurfacing at the Linstock Carousel was undertaken on 28 April 2015.

SR142.3/3/15 Townhead Farm Solar Farm, Houghton

A public meeting was held on 14 April 2015. Although turnout was low, the developers have indicated that a pre-application is likely to be submitted to the City Council in the near future and further public consultation will be carried out.

Street Signage, The Green, Houghton

A request was received via Cllr P Duncan that additional street signage was installed for numbers 1 - 8 The Green, Houghton. This request was forwarded onto the relevant representative at Carlisle City Council for their consideration.

SR 178/5/15 Administration & Governance

178.1 Appointment of Representative to Outside Bodies & Appointment of Working Groups/Committees

Resolved to appoint the following representatives to outside bodies:

- Houghton Village Hall Committee – Cllr A Lightfoot. Cllr H Phillips to volunteer to join independently if desired.
- Crosby Village Hall Committee – Cllr M Fox
- Brampton & Beyond Community Trust – Cllr M Fox (Trustee)
- Broadband – Vacant
- Airport Consultative Forum – Cllr C Nicholson

Also **Resolved** to appoint the following working groups:

- Finance/Risk - Cllrs M Fox, H Philips, R Gordon, A Lightfoot & C Nicholson
- Planning & Housing - Cllrs M Fox, C Nicholson & relevant ward Councillors
- Personnel - Cllrs M Fox & H Philips plus any other relevant Cllr if necessary
- Salary Review - Cllrs M Fox & H Philips
- Cllr Interview Panel - Cllrs H Philips, C Nicholson & A Lightfoot
- Complaints/Appeals - Relevant Selection based upon nature of complaint/appeal
- Environment & Recreation - Cllrs M Fox, H Philips & C Duncan
- Highways & Transport - Cllrs M Fox, H Philips & C Nicholson

178.2 Programme of Meetings

Resolved that with the exception of the June date, all meetings will take place on the second Wednesday of the month. No meeting is planned for August unless urgent business

occurs. A schedule of venues will be determined in June with the intention of using Houghton again if possible.

178.3 Houghton Echo

Cllr Philips informed Councillors that he and Cllr Nicholson had had a very positive meeting with the Houghton Village Hall Committee and that the current organisational and funding arrangements were to continue for one further year until review. Cllr Philips also stated that the Christmas edition was already proving popular with advertisers and that eventually the increased advertising revenue may enable the Echo to be less reliant on grant funding.

Cllr Lightfoot raised a query over whether a supplementary grant of £250 was to be paid to the Hall Committee as requested (min. SR127.4/2/15 refers). Councillors expressed concerns that they did not fully understand what the supplementary grant was to pay for and therefore it was **resolved** that the Clerk would contact the Hall Committee for clarification before the matter is progressed in June.

178.4 Risk Assessment Group

The matter was discussed under 174.8 as above.

178.5 Land between Eden Camp Development and Antonine Way/Tribune Drive

Cllr Phillips and the former Cllr P Duncan had met with Luke Leathers of Carlisle City Council to discuss the coppicing area behind Tribute Drive and the land between the play area and the Eden Camp. Cllr Philips reported that the meeting had been positive with a commitment from the City Council to maintain and renovate the land with a potential to make a woodland walkway in the future. He also stated that talks were underway with regards the strip of land owned by Persimmon to discuss future ownership.

Additional issues of drainage at the existing play area and the use of ropes on trees by a parishioner were also confirmed as being in hand. The potential of an additional play area would be a long term goal once the housing development is complete.

178.6 Footpaths Working Group

Cllr Fox reported that Cumbria County Council are progressing with funding plans for the Hadrian's Wall Trail. A donation towards match funding, as a collaborative effort between the Council along with Burtholme, Walton and Irthington Parish Councils, may need to be considered in the future.

Cllr Fox also reported that the public house in Crosby-on-Eden had re-opened during the day (except Monday's) and could be used by walkers. It was agreed this was a more practical solution than funding a portable WC in a farmers field and should be supported.

Finally noted that Carlisle City Council have taken the lead discussions over the Hadrian's Wall path west of Gilsland.

City Cllrs Bowman and Bainbridge left the meeting at 9.15pm.

SR 179/5/15 Village Matters

179.1 Houghton Village Green

A draft policy outlining the position of the Parish Council with regards to action over Village Green issues had been circulated prior to the meeting, stating that the Council would be reasonable in its approach and would only resort to legal measures in extreme circumstances. It was proposed that the statement be made specific to Houghton only and will be circulated in the Houghton Echo to the relevant properties on the Village Green. Feedback will be assessed at the Risk Assessment meeting.

Resolved to circulate the statement in the Houghton Echo and to put a copy on notice boards. The Clerk to provide Cllr Philips with the required number of headed copies.

179.2 Football Goals

Consideration was given to the replacement purchase of football nets at Crosby, Houghton and Linstock sites.

Resolved that Cllr C Duncan source prices for heavy duty nets and the Clerk to put posters up informing children to take care of the new nets as they may not be replaced in future if misused.

CD/SK

179.3 Walks Leaflets 1 – 3

Cllr Philips reported that the first three walk leaflets were nearing completion, with advertisers to be confirmed. The final versions will be discussed at a future meeting.

HP

179.4 Houghton Fair

Cllr Philips noted that arrangements were all now in place for the Fair. Volunteers would be required for the day and an appeal for raffle prizes was made. It was confirmed that if damage to the Village Green is incurred in the setting up of the fairground rides then the Parish Council will need to make repairs to reinstate the Green to its original condition.

SR 180/5/15 Schedule of Correspondence, notices and publications

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

SR 181/5/15 Councillor Matters

Cllr Duncan notified the Council that he had met with Storey Homes to discuss the 7.5 tonne limit on the road and requested compliance that larger vehicles would not break the limit. Cllr Nicholson thanked Cllr Duncan for initiating this dialogue.

Cllr Philips requested that the possibility of a youth council be discussed at a future meeting.

Cllr Fox reported that the grass is overgrowing on the cycle path from Rickerby. The Community Payback Team are to be approached to see if the project would be suitable for them to undertake.

SK

SR 182/5/15 Date of Next Meeting

The next meeting will be held on Wednesday 17th June 2015 at 7.30pm in Crosby Village Hall, Crosby on Eden. Please note the change of date.

The meeting closed at 9.42p.m.

WMA Fox
17/6/15

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 17th June 2015 in Crosby on Eden Village Hall at 7:30 p.m.**

SR 183/6/15 Apologies for absence

Apologies were received from Cllr Lightfoot (holiday) and Cllr Gordon (administrative issues).

SR 184/6/15 Present

The Chairman Cllr M Fox, Cllrs C Duncan, M Sherriff, C Nicholson and H Phillips.

SR 185/6/15 In Attendance

City Cllrs J Bainbridge and M Bowman.

SR 187/6/15 Requests for Dispensation

None received.

SR 188/6/15 Declarations of Interest

Cllrs Phillips & Nicholson declared an interest in item 195.3 (Houghton Echo) as co-editors of the magazine. Cllr Fox declared an interest in item 191.6 (Border Rambler Bus Service) due to his involvement with the group and Cllr Duncan declared an interest in 191.4 (Grants 2015/16) as he volunteers alongside the Houghton in Bloom team.

SR 189/6/15 Minutes of the meeting of the Parish Council held on 13th May 2015

The minutes of the meeting of the Parish Council held on the 13th May were agreed, approved and signed by the Chairman.

SR 190/6/15 Public Participation

No members of the public were in attendance.

SR 191/6/15 Finance Matters

191.1 Resolved that the following payments be approved:-

Newlands Adventure Centre, Mobile Wall Hire, Houghton Fair	£380.00
S.A.P Pro Audio, Houghton Fair PA Equipment	£384.00
Cash for Slaters Funfair, Houghton Fair	£700.00
S Kyle, May Salary £1007.42 plus £109.50 reimbursements	£1116.92
Cumbria Payroll Services, May Services	£15.00
Staples, Envelopes, paper, files, stamps	£29.31
Croftlands Trust, Houghton Fair Flyer Printing	£94.48
Society of Local Council Clerks, Clerks Membership	£187.00
Bluezon (Rightprint) Flyer Printing	£112.00
Tech4Office Equipment, Printing	£19.14
Nicholson & Coulthard, Houghton in Bloom Plaques	£63.80
Cash Float, Houghton Fair	£150.00
B Hill, Houghton In Bloom Reimbursements	£205.58
HMRC, April 2014 Underpayment plus interest	£217.07
Colvilles Grounds Maintenance, May grass cutting	£775.20
William Strike Ltd, Houghton Fair Catering	£50.00
Cash for P Middleton, Houghton Fair Band	£400.00
Total	<u>£4,899.50</u>

191.2 To note the balances at the bank as at 31st May 2015:

Community Account	£5,083.98
Money Manager Account	£87,325.12
Expenditure to 31/05/15	£6,140.98

WTF
8/7/15

191.3 To note income received as:

- Carlisle City Council £2340 CTRS Grant plus £38,200 Precept
- Scaleby Parish Council £15 towards SLCC Membership
- Colin McCluskey Roofing Ltd £60 for Houghton in Bloom Sponsorship
- Cumbria County Council £1000 grant towards an additional light at Crosby-on-Eden

191.4 Grants 2014/16

A letter had been received from the Houghton In Bloom Group requesting that the grant awarded to them be reconsidered to prevent potential disruption to services (min. SR 174.9/5/15 refers). The positive contribution that Brian Hill and his team make to the parish was recognized by Councillors however after consideration it was agreed that the grant award would stand as the Group had not been given any less support proportionally than other applicants.

Resolved: To confirm to the Houghton in Bloom team that the Parish Council fully support their work and will continue to do so within the available resources. Regrettably no increase in grant would be made this financial year, due to the high number of applications, with all grants made being below the sums requested.

191.5 Finance/Risk Group 11th June 2015

Notes and recommended actions of the finance group meeting were circulated alongside the agenda. These included:-

Internal Audit Arrangements 2015/16

Agreed that Jean Airey would continue as internal auditor for the year 2015/16 with increased travel costs to be paid if necessary. Arrangements to be reviewed for 2016/17.

To review the risk assessment for the year 2015/16

Agreed that the group would individually review the risk assessment and feedback any comments via email. Any actions will be taken forward to the July meeting.

191.6 Border Rambler Bus Service Donation Request

Consideration was given to a donation request from the newly formed Border Rambler CIC bus that will operate from August through Irthington, Newtown, Crosby-on-Eden, Linstock and Rickerby to Carlisle.

Resolved: To donate £100 towards the Border Rambler CIC set-up costs (Transport Act 1985 s106A)

SR 192/6/15 Highways Matters

192.1 School Safety Schemes 2015/16 - Houghton C of E Primary School - Proposed New Warning Signs and Amber Flashing Units

A letter from Cumbria County Council had been circulated alongside the agenda outlining a proposal to upgrade the current school warning signs in Houghton to new installations which include amber flashing warning lights. The lights will only operate at the start and end of the main school day during term times only, at times which will be agreed with the school.

Resolved: To support the implementation of the warning lights.

SR 193/6/15 Planning Matters

193.1 Applications

15/0437 Crosby on Eden Primary School, Crosby on Eden, Carlisle, CA6 4QN - Formation of MUGA (Multi Use Games Area) within Existing Playground

Resolved to comment that the Parish Council abhor the lack of consultation carried out by the applicant within the local community and with relevant organizations and to recommend that the applicant undertakes thorough consultation with all relevant parties before any further progress or decision is made. Also to comment that the Parish Council reserve judgment on the application until such consultation is carried out.

15/0425 Land Adjacent 7 The Nurseries, Linstock, Carlisle, CA6 4RR - Erection of 1No. Dwelling

Resolved to object to the above planning application as the proposed dwelling would represent a cramped form of development by reason of the likely relationship to the road frontage, site boundaries and resultant design which would be noticeably at variance with the existing street scene, thus making the proposal detrimental to the character of the area. Furthermore, the utilities in the area are already under strain and an additional dwelling on this site would further exacerbate the problem.

15/0445 Wayside, Rickerby, Carlisle, CA3 9AA - Erection of 1.8m High Close Boarded Fence to Boundary with Old School House (LBC)

Resolved to object as the Parish Council believe the erection of the fence will be to the detriment of residential amenity to the neighboring property in this conservation area and to recommend that the application is redesigned.

15/0411 Linstock House, Linstock, Carlisle, CA6 4PY - Conversion of Holiday Let Barn Conversion into Two Dwellings; Erection of Oak Framed Garage/Store Adjacent to Linstock House

Resolved to comment that when the planning permission was originally granted for these Holiday Let Barn Conversions (under planning application 10/0174 dated 2 March 2010), planning permission was only granted under the condition that "the premises shall not be used as a second home by any person". The Parish Council to request that if permission is granted this condition be retained and that the dwellings only be used for full-time local residents and must not be allowed to become second or holiday homes.

15/0306 18 & 19 Hadrian's Gardens, Carlisle, Cumbria, CA3 0JJ - Erection of Covered Storage Area to Front Elevations

Resolved: No representation to be made.

15/0521 L/A Field 0915, Tarraby, Carlisle - Erection Of Stable Block And Site Entrance Improvement Works

Resolved to comment that the Parish Council have noted that Mr J Parsons, Historic Environment Officer, has recommended that permission for this application is refused due to his belief that the proposed development may cause substantial harm to a designated heritage asset due to it being sited on the line of Hadrian's Wall. However, the Parish Council also note that when consulted on application 15/0179 which is the erection of 1no. dwelling on land adjacent to Wensleydale, Tarraby Lane, Mr Parsons did not recommend permission was refused but only that the groundworks be subject to a programme of archaeological recording. The Parish Council are to therefore ask that the LPA consider the proximity of these sites, the nature of the application and note the discordant views being presented before progressing with decision making.

193.2 To note comments on application(s) submitted between meetings:

14/0778 Land to north east of Windsor Way, Carlisle, Cumbria - Erection of 277no. Dwellings (Including 83no. Affordable Dwellings), Associated Open Space and Infrastructure

The Parish Council response had been formulated by the Planning Working Group and had been submitted prior to the meeting to ensure compliance with the necessary deadline.

Resolved: to ratify the response of the planning working group.

To consider permission notices received:-

15/0131 Carlisle Lake District Airport, Carlisle, Cumbria CA6 4NW - Variation Of Condition 2 (approved Documents) Of Previously Approved Permission 10/1116 To Enable The Carrying Out Of The Development In Two Phases Including Minor Changes To The

Internal Layout, Elevations, Circulation Areas And Landscaping - permission granted.

15/0314 Parkside, The Knells, Houghton, Carlisle, CA6 4JG - Alteration of Existing Vehicular Access and Erection of Garden Wall with Railings (Part Retrospective) - permission granted.

12/0768 Knells Farm, Houghton, Carlisle, CA6 4JG - Conversion of Agricultural Buildings to Provide 8No. Dwellings Along with Amenity Space - permission granted.

193.3 Proposed Upgrade to Telecommunications Radio Base Station Installation at CTIL_121888_VF83315_TEF2209 on Land on Hadrian's Camp, Houghton Road, Carlisle, Cumbria, CA3 0LA - (NGR E 341400 N 558684)

Noted that a planning application for the above would be submitted in due course for consideration at a future meeting.

SR 194/6/15 Clerks Report

SR160.4/4/15 Grass Cutting - Devolved Services

A meeting of the CPCA was held on 2 June 2015 where the matter was to be discussed. Further information will follow in due course.

SR175.1/5/15 Houghton Road

A letter of support was sent to the organiser of the petition against speeding on Houghton Road. A request for a speed survey as a matter of urgency, and the repair of the 30mph road roundel was also made. The Parish Council has been informed that the petition reached 58 signatures and will be discussed at the Carlisle Local Committee on 8 July.

SR179.1/5/15 Houghton Village Green

Copies of the Village Green statement were placed on both Houghton notice boards and copies provided for circulation with the Houghton Echo.

SR179.2/5/15 Football Goals

Work remains in-progress to source prices for the necessary replacement nets.

SR181/5/15 Rickerby Cycle Path

The Clerk confirmed that Cumbria Highways have taken over this section of maintenance from Carlisle City Council and therefore the Community Payback team were not contacted as a commitment was made by the Highways authority to carry out any work required.

SR 195/6/15 Administration & Governance

195.1 Consultations Received:

195.1.1 Dumfries and Galloway Strategic Reinforcement Project

Noted that the nearest point of reference to this project was in Harker where no additional work was to be required.

Resolved: No response was to be made.

195.2 Interpretation Boards

Consideration was given to progressing with the planned design of interpretation boards (min. SR 132.5/2/14 refers). It was agreed that it would be prudent to combine progressing the boards in conjunction with the development of the first set of footpath booklets.

Resolved: Cllrs Fox and Phillips to progress along with Mr P Duncan as part of the Footpaths Working Group for further consideration in September.

195.3 Houghton Echo

Clarification had been sought as to the reasons for a requested supplementary donation of £250 to Houghton Village Hall for the Houghton Echo. It was confirmed that the Hall had

MF/HP

stated the donation was to offset a deficit in advertising revenue.

Resolved: As a gesture of goodwill and as recognition of the continued success of the Houghton Echo that an additional £250 be paid to the Village Hall. Cllrs Nicholson and Phillips did not take part in the vote having previously declared an interest.

195.4 Open Evenings

Following the previous meeting (min. SR 166/5/15 refers) drop in sessions had been arranged at Crosby-on-Eden on 18 June 2015, Linstock WI Hall on 25 June 2015 and Houghton Hall on 30 June 2015, all to run from 6pm - 8pm. Flyers had been distributed around the Villages.

195.5 Youth Council

Cllr Phillips outlined a plan to engage with the younger generation in the parish to try and foster some interest in the work and role of the parish council whilst trying to simultaneously ensure that the Council are listening to the views of the younger people. A potential shadow Youth Council could be the ultimate aim. City Cllr Bowman pledged support and requested that she be involved in dialogue with the necessary organizations such as the Youth Zone, Carlisle College, nearby secondary schools and the University. All Cllrs were in favour and it was recognized that the young people involved would need to have an active role to ensure that interest was maintained.

Resolved: Cllr Phillips to begin conversations with relevant youth bodies.

HP

195.6 Safety & Risk Management Seminar

Consideration was given to the Clerk attending the above seminar in Wigton on 9th July 2015.

Resolved: that the Clerk is to attend at a cost of £30.

195.7 CAT Transfer, Whiteclosegate

Cllr Nicholson explained that the County Council had offered an additional piece of land in addition to that originally requested. Clarification is to be sought as to the extent of the extra land as the two maps provided for consideration were discrepant.

Resolved: Cllr Nicholson to request a definitive map from the County Council before progressing. Clerk to confirm additional cost of grass cutting of the area with Colville Grounds Maintenance.

CN/SK

SR 196/6/15 Village Matters

196.1 Houghton Fair

Cllr Phillips confirmed that all arrangements were in hand and requested that raffle prizes be donated where possible. Thanks were noted to Cllr Phillips for all of his work on the Fair.

City Cllrs Bowman and Bainbridge left the meeting at 21.18.

SR 197/5/15 Schedule of Correspondence, notices and publications

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

SR 198/6/15 Councillor Matters

Cllr Phillips requested that the Houghton Echo be put on the July agenda.

SR 199/6/15 Date of Next Meeting

The next meeting will be held on Wednesday 8th July 2015 at 7.30pm in St. Johns Church Hall, Houghton.

The meeting closed at 21.21.

WMAFor 8/7/15

STANWIX RURAL PARISH COUNCIL

Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 8th July 2015 in St. Johns Church Hall, Houghton at 7:30 p.m.

SR 200/7/15 Apologies for absence

Apologies were received from County Cllr J Mallinson.

SR 201/7/15 Present

The Chairman Cllr M Fox, Cllrs C Duncan, R Gordon, A Lightfoot, M Sherriff, C Nicholson and H Phillips.

SR 202/7/15 In Attendance

City Cllrs J Bainbridge and M Bowman.

SR 203/7/15 Requests for Dispensation

None received.

SR 204/7/15 Declarations of Interest

Cllrs Phillips & Nicholson declared an interest in item 210.4 (Houghton Echo) as co-editors of the magazine. Cllr Gordon declared an interest in planning applications 15/0573 and 15/0437 being a School Governor. Cllr Lightfoot declared an interest in item 210.3 as Chairman of the Houghton Village Hall Management Committee and Cllr Fox also declared an interest in 210.3 being a member of the Crosby Village Hall Management Committee.

SR 205/7/15 Minutes of the meeting of the Parish Council held on 17th June 2015

The minutes of the meeting of the Parish Council held on the 17th June were agreed, approved and signed by the Chairman.

SR 206/7/15 Public Participation

No members of the public were in attendance.

SR 207/7/15 Finance Matters

207.1 Resolved that the following payments be approved:-

S Kyle, June Salary £1240.44 plus reimbursements of £94.38	£1,334.82
Cumbria Payroll Services, Payroll for June 2015	£15.00
Houghton Village Hall, Houghton Echo grant plus supplementary donation	£950.00
Staples, Stationary	£32.65
Information Commissioner, Data Protection	£35.00
Tech4 Office, Printing to 15 June 2015	£25.20
Border Rambler Transport Service CIC, Donation	£100.00
Airbounce, Houghton Fair Bouncy Castle	£374.00
Crosby Parish Hall, Rental	£209.00
HMRC, PAYE and NI	£170.88
YPO, Stationary	£11.27
Linstock WI Hall, Rental	£24.00
H Phillips, Reimbursements for Houghton Fair	£77.04
Mr D Occmore, Houghton Fair Hornby Model Steam Trains	£60.00
Nichol Signs, Houghton Fair Plaques and Medals	£55.00
CGM Colville's Grounds Maintenance, Grass Cutting	£1,134.00
TOTAL	£4,607.86

207.2 To note the balances at the bank as at 30th June 2015:

Community Account	£3,367.03
Money Manager Account	£86,392.90
Expenditure to 30/06/15	£11,040.48

191.3 To note income received as:

- Houghton Fair Cash Receipts £2,074.55
- Houghton in Bloom takings from Houghton Fair £65.20
- HSBC Bank Interest £7.78
- Carlisle City Council Concurrent Services Grant £4,206.00

207.4 August Payments

Consideration was given as to arrangements for payments during August when no meeting is scheduled to take place.

Resolved: To defer all non-urgent payments until September. The Clerk to visit two signatories during August, the first of which to be Cllr Fox, if essential payments are to be made.

207.5 Quarterly Monitoring Report

A report on income and expenditure for the period 1st April to 30th June 2015 was circulated alongside the agenda and noted without query.

SR 208/7/15 Planning Matters

208.1 Applications

15/0537 Land to the west of Fairholme Farm, Walby, Crosby-on-Eden, Carlisle - Proposed Farm Track

Resolved: No representation to be made, other than to give high value to the statements from Heritage Officers.

15/0179 Land adj to Wensleydale, Tarraby Lane, Carlisle, Cumbria, CA3 0JS - Erection Of 1no. Dwelling (Revised Application)

Resolved: That the revisions made to this application are minimal and that the PC continues to object to the application, for the reasons outlined in our letter dated 23 March 2015. Additionally the PC stresses concerns over the seemingly inconsistent advice being issued by The County Council Historic Environment Officer with regards to planning applications made in and around this area.

15/0563 23 Millcroft, Carlisle, CA3 0HX - Removal Of Flat Roofs; Replacement Pitched Roofs To Front And Rear Elevations

Resolved: No representation to be made.

15/0573 Crosby on Eden Primary School, Crosby on Eden, Carlisle, CA6 4QN - Formation Of MUGA (Multi Use Games Area) Within Existing Playground (Revised Application)

Resolved: That the Parish Council object to the planning application. The Parish Council is concerned by the lack of notification to nearby residents. The proposed site faces directly onto two residential properties and is adjacent to a third and the PC is aware that at least one of these properties has not been notified of the application to date. Additionally the documents submitted for the application appear to be incomplete. There is a lack of information presented as to the features of the MUGA, which make commenting on its suitability more difficult, given its proximity to residential properties. Finally the Parish Council is concerned over the inappropriate positioning of the MUGA within a cramped site. The potential for noise and disturbance for nearby properties is also high and the PC therefore support the objections raised by residents.

15/0565 Brunstock Cottage, Brunstock, Carlisle, CA6 4QG - Demolition Of Existing Playroom And Conservatory And Erection Of Two Storey Side Extension To Provide Playroom And Orangery On Ground Floor With 1No. En-Suite Bedroom Above; First Floor Extension Above Utility Room To Provide 1No. Bedroom (Revised Application Of 12/0587)

& **15/0577 Brunstock Cottage, Brunstock, Carlisle, CA6 4QG**- Demolition Of Existing Playroom And Conservatory And Erection Of Two Storey Side Extension To Provide Playroom And Orangery On Ground Floor With 1No. En-Suite Bedroom Above; First Floor Extension Above Utility Room To Provide 1No. Bedroom (LBC) (Revised Application Of 12/0588)

Resolved: That the Parish Council has no objections to the above proposal on condition that the appropriate guidance on Listed Buildings Consent is followed.

15/0620 18 Jackson Road, Houghton, Carlisle, CA3 0NW - Erection Of Replacement Garage

Resolved: No representation to be made.

15/0604 - 5 Chestnut Grove, Linstock, Carlisle - Erection of Detached Garden Room - Change of use of Unused Land to Incorporate into Garden Area with Hard standing for Car Parking

This application had arrived immediately prior to the meeting and a lack of documentation on the LPA website was noted. Potential civic issues regarding covenants on the land were highlighted as well as the potential for highways/parking difficulties.

Resolved: Cllrs Fox, Nicholson and Phillips to consider the application further when additional documentation is available and submit a response on behalf of the Parish Council.

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HP

To consider permission notices received:-

15/0351 Chestnut House, Crosby on Eden, Carlisle, CA6 4QN - Erection of Detached Garage; Single Storey Rear Extension to Provide Family Room & Erection of Boundary Wall to Roadside Site Entrance - permission granted.

14/1092 Rickerby Retreat, Rickerby Park, Carlisle, CA3 9AA - Erection Of New Entrance Wall, Gates And Fencing To Newly Formed Access Road (Maximum 2 Metres); Illumination Of Access Road And Footpath By Provision Of 1 Metre High Low Level Lighting Posts (Retrospective) - permission granted.

To note withdrawn applications:-

15/0437 Crosby on Eden Primary School, Crosby on Eden, Carlisle, CA6 4QN - Formation of MUGA (Multi Use Games Area) Within Existing Playground

SK

Cllr Nicholson noted that the officer report regarding application 15/0425 for presentation to the Development Control Committee on 10 July 2015 was inaccurate with an incorrect address featured - this was to be flagged up to Carlisle City Council.

SR 209/7/15 Clerks Report

SR160.4/4/15 Grass Cutting - Devolved Services

The CPCA, following a meeting held on 2 June, have advised that interested Parish Councils need to put together a proposal for the City Council to consider. This will need to outline costs for the Parish Council to take over grass cutting from the City Council in their parish. The City Council will consider these proposals but in order for them to transfer responsibility and funding there will need to be a cost saving for the City Council. A map is to be provided to the Parish Council to show the areas of grass currently being cut and following receipt of this the Clerk will arrange for a quotation from Colville Grounds Maintenance. This will then be progressed as necessary in the timescales permitted.

SR 195.4/6/15 Open Evenings

Open evenings were held at Crosby-on-Eden, Linstock and Houghton. Numbers of attendees were adequate and some useful feedback was obtained. Issues at Crosby included unwanted parking; the Carlisle Airport development; public footpaths and bus services. Drainage issues featured

heavily at the Linstock meeting and speeding, drainage and play area maintenance were mentioned at Houghton. Any issues needing progressed will be considered in September (noted that the Clerk is currently working on some analysis of traffic data comparing the A69 to A689). Cllr Fox gave thanks to all those who had attended and stated that the feedback received had given useful and timely reinforcement to some current issues as well as providing a foundation for the review of the Parish Plan. Apologies were noted from Cllr Nicholson for the Houghton meeting.

SK

SR 191.5/6/15 Finance/Risk Group 11th June 2015

The Risk group are currently working through the Risk Assessment. Many areas are covered and work remains on-going with some outstanding issues. A further update will be provided in September.

SR 194.6/6/15 Border Rambler Bus Service

Meetings were held on Monday 29th June and Wednesday 1st July to progress the scheme – Cllr Fox was in attendance at both and confirmed to the Council that a service was hoped to be established by 8th September, running initially Brampton to Carlisle two days per week. A further service is hoped to be developed to run from outlying villages to Brampton one day per week in the future.

Other Items

Website

Cllr Phillips and the Clerk met on Tuesday 30th June to discuss website provision. The meeting was positive with progress and costs to be discussed by the Clerk at the September meeting or deferred until the October meeting to allow Cllr Phillips to present. It was confirmed that the Parish Council will remain as data controllers for the website with no provision for external groups (such as the Village Halls) to upload information directly.

HP/SK

Cllr Bainbridge left the meeting at 20.09.

SR 210/7/15 Administration & Governance

210.1 Consultations Received:

210.1.1 Carlisle City Council Licensing Act 2003 - Draft Statement of Licensing Policy 2016

Resolved: To defer the item until the next meeting. A draft response will be circulated prior to the meeting for ratification in September.

SK

210.2 Defibrillator

A report to Cllrs had been circulated alongside the agenda requesting that consideration be given to the acquisition of up to three AED's (Automated External Defibrillator's) for parish ownership funded by the Brampton Cottage Hospital League of Friends. Concerns were raised over potential liability issues and the requirement to find a guardian to assume responsibility for each site, although Cllrs agreed that the scheme was positive and costs were not significant for maintenance in the long term.

Resolved: To research liability issues further with the North West Ambulance Service and begin dialogue with Crosby, Linstock and Houghton Village Halls to request they consider the possibility of hosting an AED.

SK

210.3 Village Hall Reports

The following reports were received on behalf of Houghton and Crosby-on-Eden Village Halls:

Houghton:

- Increased communication with the co-editors of the Houghton Echo had been positive and Dr P Herrick had been appointed to act on behalf of the Hall in between Committee meetings.

- Noted that the floor is in a reasonable condition
- A risk assessment had been recently carried out.
- Believed the Fair was a success.
- Quotations for a replacement ceiling and tiling were also being progressed and prices for maintenance of the hall chairs being obtained.
- A hedge behind the hall had been identified as causing an obstruction on the roof, leading to damp. Discussions were underway with the owners and the Management Committee were advised to have the roof tiles and guttering checked. The Committee were also advised to see if the City Council would be prepared to carry out a Village Halls Conditions survey - Cllr Lightfoot is to contact Zoe Sutton for advice with this and Luke Leathers for guidance over the legal height of the hedge.

AL

Crosby-on-Eden:

- Lighting remains a concern
- Discussions continue with regards to reshaping the entrance area.
- A fun day was to take place on Sunday 12 July including a dog show.

210.4 Houghton Echo

Cllr Phillips requested that Cllrs give consideration to the future direction of the Houghton Echo. Cllr Phillips explained that a decision was required as to whether to leave circulation and size of each issue the same or whether to increase the circulation; increase advertising/article space and establish a standalone website - measures which are deemed to be necessary if the Echo is to become self-funding in the future. Discussions would need to be opened up with the Village Hall Management Committee before any decisions were reached and clarity would need achieved over the implications for the Parish Council in terms of costs and roles, particularly of the Clerk, if the Echo was to become more of a Parish Council newsletter.

Resolved: Cllrs to give thoughts to the desired direction of the Houghton Echo prior to a future meeting.

Cllr Gordon left the meeting at 20.42.

210.5 CAT Transfer, Whiteclosegate

Clarification had been sought as to the definitive areas suggested for transfer by the County Council (min. SR 195.7/6/15 refers) and Cllrs were asked to give consideration as to whether to apply for the area around the apple tree only, or whether to accept the second piece of land being offered. It was confirmed that the approximate price per grass cut for both areas would be £45 (potentially to be undertaken twice per month in line with the schedule currently established).

Resolved: To accept both pieces of land, as per the definitive map produced by the County Council. Cllr Duncan to speak to CGM with regards the price of the cut in the areas.

CN/CD

SR 211/7/15 Village Matters

211.1 Houghton Fair

Thanks were given to Cllr Phillips and Ms A Occomore for all of their work towards making the Fair a success as well as all those who had volunteered on the day. A provisional income and expenditure statement had been circulated with the agenda showing an expected small surplus. Cllr Phillips is to hold a debriefing with the team responsible and will put together a "could do better list" to enable progress for next year, however it was stressed that the day was a huge success and all were delighted with it.

211.2 Play Areas

Consideration was given to a number of issues at the various parish play areas:

- **Resolved** to authorize expenditure on new football nets, clips and pegs at Crosby,

WMAF

9/9/15

Linstock and Houghton. City Cllr Bowman offered to donate up to £250 to help fund them. Also confirmed that signage is to be put on nearby notice boards discouraging abuse of the nets and to request that the grass cutters take care whilst cutting nearby.

SK

- Cllr Phillips noted that the FA Grant (min. SR85.3/11/147 refers) has now been approved.
- It was noted that quotations were being sought for repair works to the surfacing needed on the BMX track at Crosby. **Resolved** also to authorize expenditure of up to £60 for weed killing needed on the track.
- Consideration was given to repairs necessary to the gate in the Crosby play area - quotations are to be obtained in due course.
- Cllrs were asked to consider the purchase replacement signage at all play areas following the change in Clerk. It was suggested that AST Signs may be able to produce stickers to cover only the phone number - the Clerk to investigate costs.

SK

SK

SK

211.3 Houghton Village Green

Cllr Phillips and Cllr Duncan have begun preparatory works to refurbish the goal mouths on Houghton Village Green, in conjunction with Colville's Grounds Maintenance. The above mentioned replacement goal nets will be put on after the works are completed.

Resolved: To fund up to £50 expenditure required to complete the groundwork's.

HP/CD

211.4 Linstock Village Green Drainage

Cllr Fox noted that concerns had been raised at the Linstock Open Evening regarding drainage issues that are deemed to be progressively worsening. Both United Utilities and Cumbria County Council have no knowledge of drainage in the area therefore scoping works have been suggested before a suggested course of action is discussed in September.

Resolved: To give consent to Mr Woodmass to undertake surveying work on the Green. Cllr Fox to liaise with residents to keep them informed and the Clerk to research ownership.

MF/SK

SR 212/7/15 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted. It was agreed to write to Mr D Claxton at CALC prior to his retirement with thanks for his assistance in matters over the years.

SK

SR 213/7/15 Councillor Matters

Cllr Duncan reported he is continuing to work with the Story Homes team with regards to heavy traffic in Houghton.

Cllr Nicholson reported that the footpath on Houghton Road was overgrown with brambles. This is to be reported as a matter of urgency.

SK

SR 214/7/15 Date of Next Meeting

The next meeting will be held on Wednesday 9th September 2015 at 7.30pm in Crosby-on-Eden Parish Hall. Apologies were noted from Cllr Phillips.

The meeting closed at 21.32.

WMAF
9/9/15

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 9th September 2015 in Crosby Parish Hall at 7:30 p.m.**

SR 215/9/15 Apologies for absence

Apologies were received Cllr H Phillips.

SR 216/9/15 Present

The Chairman Cllr M Fox, Cllrs C Duncan, R Gordon, A Lightfoot, M Sherriff and C Nicholson.

SR 217/9/15 In Attendance

City Cllrs J Bainbridge and M Bowman, County Cllr J Mallinson and two members of the public.

SR 218/9/15 Requests for Dispensation

None received.

SR 219/9/15 Declarations of Interest

Cllr Fox declared an interest in item 225.6/9/15 being a Trustee of the Border Rambler CIC. Cllr Nicholson declared an interest in the Houghton Echo section of item 223/9/15 being co-editor. Cllr Lightfoot declared an interest in item 224.1/9/15 Defibrillator, being Chairman of the Houghton Village Hall Management Committee. Cllrs Lightfoot and Duncan both declared an interest in planning application 15/0785 being residents of that area and finally Cllr Gordon declared an interest in the Crosby School Muga application as referenced in the Clerks Report (item 223/9/15) as well as an interest in 229.5/9/15 due to owning property in the area.

SR 220/9/15 Minutes of the meeting of the Parish Council held on 8th July 2015

The minutes of the meeting of the Parish Council held on the 8th July were agreed, approved and signed by the Chairman.

SR 221/9/15 Public Participation

Two members of the public were in attendance to present concerns relating to planning application 15/0686 (Land to South Of Harker Grange, Houghton, Carlisle - Installation Of Ground Mounted Solar Photovoltaic Panels And Ancillary Infrastructure), namely:

- The plan showing the proposed planting of hedgerows appears to far outstretch the application site which would result in a loss of view for the elector concerned;
- A query has to why the allegedly poorer grade land on the opposite of the motorway cannot be used for the solar farm when the land earmarked for development has been regularly used for crops and grazing
- Concerns over visibility from the motorway leading to the potential for accidents
- Worries that the insertion of 2m posts for the solar panels will affect land drainage
- Concerns that the road is already heavily used and will potentially increase in the future with nearby developments and that the proposed two access points could increase the potential for accidents
- A query as to the likelihood of sheep being able to graze the fields with the solar panels in as the grass may be unable to grow under the panels due to lack of sunlight.
- Concerns that the existing access had restrictions for agricultural use only.

SR 222/9/15 Finance Matters

222.1 Resolved that the following payments be approved:-

<u>August</u>	
NEST Pension, July payment	£80.12
NEST Pension, April, May, June payments	£169.94
NEST Pension, August Payment	£61.81
<u>September</u>	
Colville's Grounds Maintenance, Houghton Fair work plus July/August Grass	£1,636.80
S Kyle, July & August salary plus reimbursements	£2,343.83
Cumbria Payroll Services, Payroll for July/August	£30.00
Houghton Village Hall, Rental 30 June plus Play Days	£118.50
1 st Houghton Rainbows, Grant	£291.00
Daniel Moses, Website Deposit	£420.00
Tech4Office, Printing May, July, August	£66.23
HMRC, July & August NI & PAYE	£346.44
BDO LLP, Audit Fee	£360.00
B Hill, Houghton in Bloom Reimbursements	£216.64
Zurich, LCAS Seminar	£36.00
St John's Parochial Church Hall, Hall Hire July	£36.00
Steve Splinter, Crosby gate repairs	£50.00
	<u>TOTAL</u> <u>£6,263.31</u>

221.2 To note the balances at the bank as at 31st August 2015:

Community Account	£2,445.30
Money Manager Account	£88,048.90
Expenditure to 31/08/15	£15,960.21

221.3 To note income received as:

- Cumbria County Council £500 donation towards Houghton Fair
- Cumbria County Council £600 donation towards Summer Play Scheme
- Carlisle City Council £450 donation towards replacement goal nets and the Houghton Fair
- Walton Parish Council £15 towards SLCC Membership
- Hethersgill Parish Council £15 towards SLCC Membership
- Cumbrian Sport and Physical Activity Alliance Foundation £1098 income from Summer Play Days

SR 222/9/15 Planning Matters

229.1 Applications

15/0734 Land to north east of Smithy Cottage, Orchard Gardens, Houghton, Carlisle, Cumbria, CA3 0LH - Erection Of 1No. Dwelling (Reserved Matters Application Pursuant To Outline Approval 15/0025)

Resolved: To comment that consistency needs to be maintained between outline permission and full permission, with particular regards to the block plan (which has been realigned) and to the confirmation of the position and type of barriers to protect the trees and hedgerow. Also to note the Footpath Officers recommendations with regards to the need to protect the existing right of way.

15/0740 East View, Rickerby, Carlisle, CA3 9AA - Erection Of Freestanding Summer House & 15/0747 East View, Rickerby, Carlisle, CA3 9AA - Erection of Freestanding Summer House (LBC)

Resolved: To recommend that the application is determined in accordance with the NPPF, Carlisle District Local Plan as well as any Conservation Officer advice.

15/0008 TEL L/A Former Driving Test Centre, Hadrian's Camp, Houghton Road, Carlisle CA3 0LA - Upgrade Of Existing Telecommunication Installation Comprising A 3

Metre Extension To The Existing 15 Metre Lattice Mast; 6no. Replacement Antennas And Addition Of 2no. 0.6 Metre Dishes On Lattice Tower; Ancillary Telecommunications Development

Resolved: To recommend that the application is determined in accordance with the NPPF, Carlisle District Local Plan as well as any Conservation Officer advice.

15/0785 Land adjacent Orchard Holme, Orchard Gardens, Houghton, Carlisle, CA3 0LH - Erection Of General Purpose Agricultural Storage Building

Resolved: To recommend that the Environment Agency is involved to ensure that drainage measures are adequate and to recommend the use of suitable interceptors to prevent water contamination in the event of possible spillages.

15/0686 Land to South Of Harker Grange, Houghton, Carlisle - Installation Of Ground Mounted Solar Photovoltaic Panels And Ancillary Infrastructure

It was agreed that as questions had been raised earlier during the Public Participation section, which may influence the Council's response to this application, to defer any decision making until answers are provided by the developer.

Resolved: The Clerk to confirm an extension to the consultation period with the City Council and to call an additional meeting of the Parish Council once additional information had been acquired.

SK

15/0755 L/A Field 0915, Tarraby, Carlisle - Erection Of Stable Block And Site Entrance Improvement Works (Revised Application)

Resolved: To recommend that the application is determined in accordance with the NPPF, Carlisle District Local Plan as well as any Conservation Officer advice.

229.2 To ratify responses made during August

15/0649 Brunstock Cottage, Brunstock, Carlisle, CA6 4QG - Replace Existing Aluminium Framed Windows With Timber Framed Windows (LBC) – response noted and approved.

15/0604 5 Chestnut Grove, Linstock, Carlisle - Erection of Detached Garden Room – response noted and approved.

229.3 To consider permission notices received:-

15/0411 Linstock House, Linstock, Carlisle, CA6 4PY - Conversion Of Holiday Let Barn Conversion Into Two Dwellings; Erection Of Oak Framed Garage/Store Adjacent To Linstock House - permission granted

15/0306 18 & 19 Hadrian's Gardens, Carlisle, Cumbria, CA3 0JJ - Erection Of Covered Storage Area To Front Elevations - permission granted.

15/0565 Brunstock Cottage, Brunstock, Carlisle, CA6 4QG - Demolition Of Existing Playroom And Conservatory And Erection Of Two Storey Side Extension To Provide Playroom And Orangery On Ground Floor With 1No. En-Suite Bedroom Above; First Floor Extension Above Utility Room To Provide 1No. Bedroom (Revised Application Of 12/0587) - permission granted.

15/0537 Land to the west of Fairholme Farm, Walby, Crosby-on-Eden, Carlisle - Proposed Farm Track - permission granted.

0179 Land adj to Wensleydale, Tarraby Lane, Carlisle, Cumbria, CA3 0JS - Erection no. Dwelling (Revised Application) - permission granted.

14 5 Chestnut Grove, Linstock, Carlisle, CA6 4RS - Erection Of Detached Garden

Room; Change Of Use Of Unused Land To Incorporate Into Garden Area With Hardstanding For Car Parking - permission granted.

15/0445 Wayside, Rickerby, Carlisle, CA3 9AA - Erection Of 1.8m High Close Boarded Fence To Boundary With Old School House (LBC) - permission granted.

229.4 To note withdrawn applications:-

15/0521 L/A Field 0915, Tarraby, Carlisle - Erection Of Stable Block And Site Entrance Improvement Works

15/0657 Land opposite Knells Cottages, The Knells, Houghton, Carlisle - Erection Of 1No. Dwelling (Outline)

229.5 15/0425 Land adjacent 7 The Nurseries, Linstock, Carlisle, CA6 4RR - Erection of 1No. Dwelling

Cllr Gordon outlined parishioner concerns regarding the City Council approval of the above planning application. Parishioners had been surprised by the decision to approve the planning application taking into consideration previous applications refused on the same site, although it was acknowledged by the Council that planning law has changed in that time. Cllrs agreed that the parishioners should continue to take the matter up with the Planning Authority in the first instance.

SR 223/9/15 Clerks Report

SR 131.1/2/15 Sport and Physical Activity Summer Play Days

The days hosted at Crosby and Houghton have been very successful with many children attending over the three days (114 at Crosby over three days and 104 at Houghton over 3 days). It is noted that the County Council have requested talks are held regarding more effective funding methods for future years in which the Clerk will be involved.

SR 142.3/3/15 Townhead Farm Solar Farm, Houghton

A public meeting was held during August which was reasonably well attended by members of the public. A planning application is listed on the agenda proper for consideration.

SR 208/7/15B Planning Appn. 15/0573 - Crosby on Eden Primary School - Formation of MUGA

The application has been deferred until a site visit can be made.

SR 191.5/6/15 Risk Assessment

The Clerk has continued to work on items relating to the risk assessment. Letters have been sent to the Village Hall Management Committee reminding them of their responsibilities so they can be removed from the PC assessment. Also updated playground check sheets have been designed for completion fortnightly by the Clerk and Chair.

A contract of employment for the Clerk has also now been agreed and was to be signed by the Chair and Clerk immediately after the meeting.

Other items for consideration are on the agenda proper.

SR 195.4/6/15 Traffic Data

Data was analysed by the Clerk with regards to traffic on the A69 and A689. This was complicated by a lack of data sites for the roads but has been saved for future use. It was noted that the potential trunking of the A689 had received recently publicity and would be monitored.

SR 210.1.1/7/15 Carlisle City Council Licensing Act 2003 - Draft Statement of Licensing Policy

After consideration by the Clerk, no response was deemed necessary by the Parish Council to the above. The Village Hall Management Committees were all notified of its existence as well as a consultation on Gambling.

SR 210.4/7/15 Houghton Echo

The Chair, Vice-Chair and Clerk met to consider issues arising from the July meeting regarding the future of the Houghton Echo. The matter will be discussed by the Council at the October meeting.

SR 211.2/7/15 Play Areas

Works have been authorised to take place to repair the BMX track at Crosby and will be undertaken in due course. The cost for this will be £282 plus VAT and was authorised to proceed without the need for alternative quotes due to the specialised need for obtaining the correct matching materials. Weed killing around the BMX track has also been completed and the gate entering the play area has been modified.

Stickers were obtained with the Clerks phone number on to update the existing safety signage at the areas and have since been installed.

Football nets have been received and have been installed at the Crosby play area (along with signage to request children respect the new nets). The nets will be put up at Linstock and Houghton in due course by Cllr Phillips and the signs will follow.

SR 212/7/15 David Claxton – CALC

A letter of thanks was sent to the outgoing Chief Executive of CALC for his assistance to the PC. This was acknowledged with thanks.

SR213/7/15 Houghton Road

Following reports at the July meeting regarding overgrowing bramble bushes, the Clerk reported the matter to Highways under reference 32/1354500.

Other Items:

Fallen Branch/Ragwort

CGM Grounds Maintenance reported a large fallen branch and a patch of ragwort in Linstock. The Clerk reported this to Highways under reference 32/1355644 and both have since been cleared.

High Crosby Signage

A complaint was received regarding signage to the Golf Course from High Crosby. This was investigated by Highways but no action could be taken.

Speeding on Houghton Road

The Clerk has been in consultation with Cumbria Constabulary to consider a volunteer speed radar gun system. Volunteers are being sought for training and a leaflet will be distributed by a Houghton resident in early October.

SR 224/9/15 Administration & Governance

224.1 Defibrillator

Permission to site a defibrillator at both Linstock and Houghton Village Halls had been received and it was believed Crosby Village Hall are also in favour of the scheme although confirmation had not yet been received. The issue of liability will now be worked through along with a full investigation into costs before the matter is progressed. County Cllr Mallinson offered financial assistance with installation costs if required.

Resolved: To further consider the liability to the Parish Council and potential costs of installing up to three defibrillators in the parish.

224.2 Audit

Noted that the external audit had been successfully completed with no issues to bring to the attention of the Parish Council.

224.3 Parish Plan

Consideration was given to the need to begin a review of the parish plan. A review of what has been achieved to date in the existing plan along with mapping out consultation needed to formulate a new plan should now begin to be considered. It was also suggested that the production of a Neighbourhood or Community Plan could be considered as a separate matter.

Resolved: Clerk to call a meeting of Cllrs Fox, Phillips, Nicholson and Duncan to begin a review of the parish plan.

224.4 Equal Opportunities Policy

A draft policy had been circulated alongside the agenda for the consideration of Cllrs.

Resolved: To adopt the equal opportunities policy with immediate effect.

224.5 Website

Cllrs were informed that the production of website had been authorized to commence following discussions between the Chair, Vice-Chair and Clerk over the summer. The framework was in place and content was to be agreed – it was suggested the matter is progressed by the Finance/Risk group and the Clerk will set a date for a meeting in due course, to be combined with financial forecasting for the precept setting.

Resolved: That the Finance/Risk Group review content of the new website.

SK

224.6 Asset Inspection

The Clerk had undertaken an asset inspection throughout the parish during August and a report had been circulated alongside the agenda recommending the tidying up of a number of benches and boards in numerous locations. Consideration is also to be given for a rolling maintenance programme for these items.

Resolved: To obtain quotations for the re-staining of various benches and notice boards. Cllr Duncan to re-stain the Houghton village board. Also to seek a quotation for the removal of the metal bench at Linstock.

SK/CD

224.7 Risk Assessment

Following circulation of a report with the agenda it was **resolved** to:

- Authorise the purchase of a cross-cut shredder at approximately £40.
- Authorise the expenditure necessary for the Clerk's office equipment to be PAT tested at approximately £40.
- Grant permission to the Clerk to begin the use of a remote data storage service for the electronic files at no cost.

SK

224.8 Grass Cutting - Devolved Services

The Chair outlined concerns over the above suggested scheme, namely that there was little clarity in the areas of land concerned, and no available data for the financing or costings for such a scheme. It was therefore suggested not to progress further unless additional information could be obtained.

Resolved: To not progress with the devolved grass cutting scheme at the present time.

MF

SR 225/9/15 Village Matters

225.1 Linstock Village Green Drainage

Cllr Fox noted he had held further discussions with local residents following excessive heavy rainfall and proposed that the best way forward was to create a new drainage system, overflowing into the existing Highways drain, rather than to try and clean out the old one that was invariably blocked by tree roots.

Resolved: Cllr Fox to open discussions with Highways to request permission to access the road drain and to seek quotations for a small overflow drainage system to be installed. Cllr

Duncan is to be involved in discussions going forward.

225.2 The Knells Lay-by Parking

Cllr Nicholson stated that complaints had been raised that residents were using the parking lay-by at the Knells for long-term residential parking instead of allowing the area to be used for its designated purpose as a short-term parking lay-by for the use of the postbox.

Resolved: Clerk to contact Highways to request they investigate the situation.

SK

225.3 Play Area Inspections

It was noted that the RoSPA inspections at Crosby and Linstock play areas had been completed. A few minor low risk issues were noted, the Clerk will obtain quotations for remedial work where appropriate. It was noted that some works at the Crosby area had already been authorised to be completed prior to the completion of the report.

Resolved: Clerk to obtain prices for works needed as recommended in the RoSPA reports.

SK

225.4 CAT Transfer, Whiteclosegate

Cllr Nicholson reported that after submitting a draft business plan for the above, he had been informed by Cumbria County Council that it had come to light that Highways were potentially in need of the land in question and therefore the asset transfer could not progress. Concerns were raised as to the potential future use of the land and concerns were also noted that the City Council would not put a Tree Preservation Order on the apple tree on-site. County Cllr Mallinson expressed regret that the situation had not been conveyed at an earlier stage but stressed that no road work schemes were imminent.

Resolved: Cllr Nicholson to speak to Highways about potential future plans for the area.

CN

225.5 Hadrian's Wall Parish Collaborative Group

Cllr Fox outlined plans to continue to build on the work began by Mr Peter Duncan by collaboratively working with other parishes along the Hadrian's Wall Trail, namely Ithington, Walton and Burtholme as well as groups such as "Wall Together". Cllr Fox will keep the Council updated of future progress.

Cllr Mallinson left the meeting at 21.07.

225.6 Border Rambler Bus Service

Cllr Fox noted that the community interest company would launch the first passenger route on Friday 11th September from Brampton to Carlisle, incorporating many local villages en-route. The service will also run on a Tuesday and include a loop through Dacre Road in Brampton. He stated that there may be a potential to extend services to other parishes such as Scaleby or Hethersgill if demand was present and also possibly to look at the route of the former AD122 along the Hadrian's Wall Trail for next summer.

SR 226/9/15 Schedule of Correspondence, notices and publications

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

SR 227/9/15 Councillor Matters

Cllr Lightfoot reported that a letter received by the Houghton Village Hall Management Committee, from the Council, regarding responsibilities for the car park, was being disputed. It was confirmed that the responsibilities and liabilities of both the Hall and Parish Council would need to be re-examined and clarity sought in what was known to be a grey area.

City Cllrs Bowman and Bainbridge left the meeting at 21.15

Cllr Nicholson noted increase traffic flow on the B6264 Brampton Road to Stanwix Bank, especially with HGV's. The situation will be monitored and traffic data obtained if available.

SK

SR 228/9/15 Date of Next Meeting

A meeting to discuss planning application 15/0686 will be called prior to the October meeting, date to be confirmed. The next scheduled meeting will be held on Wednesday 14th October 2015 at 7.30pm in St. John's Church Hall, Houghton. The meeting closed at 21.23.

WMAS
14/10/15

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 14th October 2015 in St. John's Church Hall, Houghton at 7:30 p.m.**

SR 229/10/15 Apologies for absence

Apologies were received from Cllrs A Lightfoot and R Gordon. Also received from City Cllr J Bainbridge.

SR 230/10/15 Present

The Chairman Cllr M Fox, Cllrs H Phillips, C Duncan, M Sherriff and C Nicholson.

SR 231/10/15 In Attendance

City Cllr M Bowman.

SR 232/10/15 Requests for Dispensation

None received.

SR 233/10/15 Declarations of Interest

Cllr Fox declared an interest in 239.1 being a member of the Management Committee and also an interest in planning application 15/0874 due to knowing the applicants personally. Cllr Phillips declared an interest in 239.1 and 293.3 (being co-editor of the Houghton Echo) and also in item 293.3 being a Partner in HDKE (the website providers). Cllr Nicholson declared an interest in 239.1 (also being a co-editor of the Houghton Echo) and also in item 227/9/15 within item 238/10 as he is resident on the road discussed. Cllr Duncan declared an interest in planning application 15/0734 being a nearby resident.

SR 234/10/15 Minutes of the meeting of the Parish Council held on 9th September 2015

The minutes of the meeting of the Parish Council held on the 9th September were agreed, approved and signed by the Chairman.

SR 235/10/15 Public Participation

No members of the public were in attendance.

SR 236/10/15 Finance Matters

236.1 Resolved that the following payments be approved:-

NEST Pension, September Pension	£61.81
NEST Pension, October Pension	£61.81
Sarah Kyle, September salary (£1,008.20) plus reimbursements (£88.96)	£1,097.16
Cumbria Payroll Services, October 2015	£15.00
Tech4 Office Equipment, September printing	£20.93
HMRC, September PAYE/NI	£173.42
Staples, Paper, stamps and shredder	£73.84
YPO, Envelopes and suspension files	£14.93
Playsafety, Annual Playground Inspections	£177.60
Linstock WI Hall, CPCA Grant repayment	£1,127.00
Colvilles Grounds Maintenance, September grass cutting	£717.60
Cumbria In Bloom, Replacement entry fee for lost cheque	£30.00
Solway Communications, Quarterly line rental	£16.80
TOTAL	£3,587.90

236.2 To note the balances at the bank as at 30th September 2015:

Community Account	£1,927.00
Money Manager Account	£84,061.20
Expenditure to 30/09/15	£21,811.65

236.3 To note income received as:

- £12.30 bank interest from HSBC
- £50.00 prize money from Cumbria in Bloom
- £1,127.00 from Carlisle City Council/CPCA for repayment to Linstock WI Hall

236.4 Quarterly Monitoring Report

A report on income and expenditure for the period 1st April to 30th September 2015 was circulated alongside the agenda and **noted**.

236.5 Finance/Risk Group

Notes and recommended actions of the finance and risk group meetings were circulated alongside the agenda. These included:

Budget & Precept

A recommendation to retain the precept at its current level of £40,500 will be put to the Council at the November meeting.

Future Projects

Cllr Phillips to consider funding streams for collaborative projects in Houghton. Cllr Phillips also to draft an article for the next Houghton Echo requesting projects suggestions from members of the public.

Grants Budget

To recommend that the grant application process is brought forward to January/February to have applications received by 1st March for consideration at the March meeting (with funds being made available from 1st April 2016) and as necessary charged against the 2015/16 budget. The total grant budget for 2016/17 to be reviewed at that time.

Risk Assessment

It was agreed that the risk assessment had been completed and all areas were either completed or in-progress. The only item remaining outstanding was the handing over of responsibility for the Houghton Village Hall Car Park which was under review (to be discussed under item 239.1).

Standing Orders and Financial Regulations

A review of the standing orders and financial regulations had been carried out and it was agreed the Clerk was to action changes where appropriate.

Other items included in the finance/risk notes were to be discussed on the agenda proper or required no actions.

236.6 Fidelity Guarantee Review

A review of the level of Fidelity Guarantee Insurance was undertaken, the Clerk advising that cover of £250,000 was currently in place and deemed more than sufficient for the level of reserves likely to be held on 1st April 2016.

Resolved: That the level of Fidelity Guarantee insurance cover is adequate however a review is to be undertaken as to whether the cover could be reduced to £125,000 prior to insurance renewal in May 2016.

236.7 Pension Auto-Enrolment

Consideration was given to authorizing Cumbria Payroll Services to undertake the registration process necessary for the Clerk's pension auto-enrolment. Consideration was also given as to whether to allow them to undertake the on-going monthly administration necessary to comply with requirements. The Clerk advised that this would be at no additional cost if the Council moved from printed to emailed monthly reports.

Resolved: Cumbria Payroll Services to undertake the pension auto-enrolment registration

SK

SK

and begin monthly pension administration. Also resolved to move from printed to emailed monthly reports.

SR 237/10/15 Planning Matters

237.1 Applications

15/0872 Green Acres, High Knells, Houghton, Carlisle, CA6 4JW - Proposed Combined Use Of Existing Agricultural Stackyard To Provide Overspill For Adjoining Caravan Storage Area For Up To 45No. Caravans; Addition Of 5No. Hardstanding Caravan Pitches For Seasonal Use From March 1st To October 31st On Land Currently Designated For This Use.

Resolved to recommend that the application is considered in line with current policy and additionally suggest that the Environment Agency be consulted in respect of the proposed drainage and propose a condition requiring the installation of suitable interceptors, to prevent ground or watercourse contamination in the case of accidental spillage.

15/0874 Eden Croft, Green Lane, Crosby on Eden, Carlisle, CA6 4QN - Conversion And Extension Of Barn To Create 1no. Dwelling.

Resolved to comment that the Parish Council had no objection to the application in principal although the following were all to be noted and resolved before permissions considered:

- **Lighting.** No light pollution should be allowed to occur and a condition should be placed whereby any lighting installed should not impinge on neighbouring properties or on the highway.
- **Contamination.** The application form indicates that the proposed use would not be particularly vulnerable to the presence of contamination. Any domestic residence would be vulnerable to contamination, should it be present. An appropriate contamination assessment may therefore be required.
- **Bats/breeding birds.** Conditions should be placed to safeguard any bats and breeding birds present on the site or within the existing building
- The application form fails to acknowledge the loss and change of use of non-residential floor space.
- **Flood Risk Assessment.** We note Environment Agency objections that the current assessment does not comply with recommendations. Any consent granted would need to be dependent upon the removal of the Environment Agency objection.
- We acknowledge the neighbouring residents concerns over access and also note the Footpath Officer comments. We suggest that access through Eden Croft would solve this problem if conditioning can be applied successfully.
- We suggest that the large external chimney stack on the proposed plans is out of keeping with the area and should be reduced in size and scale.
- The Parish Council asks that serious consideration be given to requiring a revision of the proposed layout, in order to avoid any significant prejudicial impact upon the environmental amenity of the neighbouring property

15/0900 1 The Nurseries, Linstock, Carlisle, CA6 4RR - Erection Of Porch

Resolved: No representation to be made.

237.2 To ratify responses made outside of meetings

15/0686 Land to South of Harker Grange, Houghton, Carlisle - Installation of Ground Mounted Solar Photovoltaic Panels and Ancillary Infrastructure

The response submitted had been circulated alongside the agenda and was noted and approved.

237.3 To consider permission notices received:-

15/0573 Crosby on Eden Primary School, Crosby on Eden, Carlisle, CA6 4QN - Formation Of MUGA (Multi Use Games Area) Within School Grounds (Revised Application) - to note permission has been granted.

Concerns were expressed over the conduct of the site visit that occurred prior to permission being granted, which were being dealt with by residents of Crosby independent of the Parish Council.

15/0734 Land to north east of Smithy Cottage, Orchard Gardens, Houghton, Carlisle, Cumbria, CA3 0LH - Erection Of 1No. Dwelling (Reserved Matters Application Pursuant To Outline Approval 15/0025) - to note permission has been granted.

Cllr Duncan noted that there was little space between the newly installed access road and the adjacent hedge.

Resolved: Clerk to contact the Planning Enforcement Officer to request investigation be made as to the proximity of the access road to the adjacent property. Cllr Duncan to also contact the property's landlord for their consideration.

SK/CD

SR 238/10/15 Clerks Report

SR 225.3/9/15 Play Areas

The work to repair the BMX track at Crosby has been completed. The Clerk continues to work on obtaining quotes for the minor issues reported during the annual RoSPA inspection.

SR 224.3/9/15 Parish Plan

A meeting date will be set following the October meeting to begin preliminary discussions for the updating of the Parish Plan.

SR 225.2/9/15 The Knells Lay-by Parking

Highways were contacted regarding the above complaint, however as there are no parking restrictions in the area then no action could be taken.

SR 225.6/9/15 Border Rambler Bus Service

Thanks have been received from the Directors of the above for supporting the bus service. The first service went out on Friday 11th September with 12 passengers. The return journey had 14 passengers. The Friday service runs from Dacre Road in Brampton through Newtown, Irthington, Laversdale, Crosby on Eden, Brunstock, Linstock and Rickerby to Carlisle. The Tuesday service runs from Dacre Road to Newtown, Irthington, Laversdale into Brampton and around Crosby on Eden, Brunstock, Linstock and Rickerby to Carlisle. Additional volunteer drivers are required for the service.

SR 222.1/9/15 Additional Meeting

As per the September meeting, an additional meeting was scheduled to be held on Wednesday 30th September to discuss the planning application 15/0686. Unfortunately due to a high number of apologies the meeting was cancelled and a delegated response was submitted.

SR 227/9/15 Traffic Flow on B6264

Traffic data has been received for the B6264 Brampton Road to Stanwix Bank which as shown that the flow reduced after the by-pass opened and has stayed consistent ever since. The Clerk also noted that traffic data had been requested for the A689 and A69 following a Road Traffic Accident during August, however it was noted that the traffic counter at Crosbymoore has been destroyed in an accident and the A69 counter only now records monthly data – concerns were expressed at this news.

Other Items:

Fly tipping

Fly tipping of tree branches and rubbish was report on the minor road, heading west of the A689

road, turning right after Houghton before the lay by. The rubbish was in a passing bay about 50m from the junction.

Traveller Camp

Assistance was sought for a site in the Stanwix Urban ward from a member of the public. The details were passed onto the City Council on their behalf.

Houghton In Bloom

The Parish Council has been notified that the Houghton In Bloom group have been successful, receiving a Certificate for Outstanding Achievement in the "It's Your Neighbourhood" section; a Gold Award in the main village (Pride in Your Community) section and were also winners of an award for Best Sustainable Development in the village section.

Linstock Community Grant Scheme/CPCA Funding

The Clerk assisted the WI Hall in applying for Cumbria County Council grant funding and has submitted the CPCA project completion reports on their behalf.

Internal Audit

The Clerk has arranged for the six-monthly internal audit to be carried out on 20 October 2015.

The Nurseries, Linstock

Cllrs Fox and Gordon met with Cumbria Highways to discuss concerns over excessive hedge growth at the above location which was proven at the visit not to be within the PC remit. Cllr Fox also stated in this item that the opportunity to meet in Linstock with Highways was used to discuss the current drainage issues (due to be discussed under item 240.1). Proposals as to how best to progress with a new drainage system are currently being jointly formulated and the matter will be brought back to a future meeting when a plans is available.

MF

City Cllr Bowman left the meeting at 20.21.

SR 239/10/15 Administration & Governance

239.1 Reports from Village Halls

Houghton

As Cllr Lightfoot was absent no formal report was given, however it was noted that research is being undertaken with regards to the car park ownership ahead of a proposed meeting between the Chair, Vice-Chair and Clerk with the Hall Management Committee. This will be arranged in due course. It was also noted that the December edition of the Houghton Echo was already proving popular and discussions as to how to progress the direction of the Echo will be resumed in the New Year.

Crosby-on-Eden

Cllr Fox stated that new doors had been installed in the front of the building using grant funding. He also stated that bookings were fluctuating but adequate however an external water leak was causing difficulties.

239.2 WW1 Commemoration

Consideration was given to the progression of the WW1 Commemorative Project which has been on hold for the past few months. Cllr Phillips reported that commemorative plaques were ready to be attached to benches in Brunstock and Linstock, together with the planting of poppy seeds, once a service involving Houghton Primary School and the Vicar can be arranged. Cllr Fox requested that Crosby Primary School also be involved in the activities. The project will recommence in the Spring, in line with a date relevant to a significant WW1 battle – Cllr Nicholson to advise.

Resolved: Cllrs Fox and Phillips to coordinate commemorative seed planting services in Spring 2016.

MF/HP/
CN

239.3 Website

Cllrs were provided with screenshots of the new website for comment. It was **resolved**:

- To progress as soon as possible with the core Council activities, ensuring documents are uploaded as soon as possible,
- To defer discussion as to how to progress additional features such as Parish News and Local Directory after the core activities are finalised.
- To display a photograph of each Councillor.
- To remove the photograph of Houghton Village Hall in favour of a simple text based header bar.
- To use the roman based logo as currently displayed on the site, colours to remain as blue/gold.
- To promote links to other complimentary websites to reduce the need for the Clerk to update external pages

HP

239.4 Summer Fair 2016

Cllr Phillips requested the support of the Council for the organization of a summer fair in Houghton in 2016 along similar lines to the previous two years but without evening entertainment (which could be organized by a private group to work alongside the event if so desired by the community). Cllr Phillips stated that he would like the event to become self-financing if possible and will begin to formulate plans for it, to be held in late June as previous with the timings running slightly later (to approx. 6pm).

Resolved: Council to support the holding of a summer fair 2016 in Houghton.

SK

239.5 Defibrillators

Following the meeting of the Risk Group, the Council was recommended to proceed with the purchase of three Public Access Defibrillators, funded through the Brampton Cottage Hospital League of Friends. Letters had been sent informing Crosby, Houghton and Linstock Halls of the plan and requested assistance in finding a "Guardian" to undertake the required weekly check. It was confirmed that no formal training to use the defibrillator is required.

Resolved: To speak to the Village Halls in due course to confirm if there is any progress in finding a Guardian and to purchase the defibrillators once all three guardians were in place.

SK

239.6 Asset Maintenance

Quotations for the re-staining of the various notice boards and benches in the parish as identified in the asset review had been obtained. These were for prices of £310, £560, £650 and £680.

Resolved: To proceed with the re-staining of 1 bench, 3 picnic tables and 1 notice board at a total cost of £560 using Mr S Splinter. Cllr Duncan to re-stain the two Houghton Village Green notice boards.

SR 240/10/15 Village Matters

240.1 Linstock Village Green Drainage

This item was considered above during the Clerks Report (min. 238/10/15 refers).

240.2 CAT Transfer, Whiteclosegate

Cllr Nicholson reported that he had not had any further correspondence regarding the potential future use of the land above.

240.3 Crosby-on-Eden Parish Hall Hedges

Consideration was given to the cutting of the hedge at Crosby-on-Eden Parish Hall. It was confirmed that the Parish Council have financed the cutting in the past in order to comply with planning conditions relating to visibility of the play area from the road. It was also considered that the Council could be responsible for the organizing of the cutting of the verge (which had been confirmed as not being either Parish Council or Highways responsibility) and the costs re-charged to the Parish Hall annually.

SK

Resolved to continue to finance the cutting of the hedge at Crosby Parish Hall and to offer assistance in the organising of the verge cutting, at a cost to be borne by the Parish Hall Committee.

SR 241/10/15 Schedule of Correspondence, notices and publications

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

SR 242/10/15 Councillor Matters

Cllr Nicholson noted concerns over mud on the highway and water leaking onto the road, both from the Storey Homes development, although it was acknowledged that a road sweeper had quickly removed the mud. Concerns were also noted regarding the sight of 40tonne vehicles in Houghton in spite of the 7.5 tonne weight limit.

Resolved: Clerk to write to Storey Homes outlining highway concerns.

SK

Cllr Duncan reported that the Houghton In Bloom team had done very well in the recent awards. Updated signage to commemorate the success will be a matter for the next agenda.

Cllr Phillips requested that "Play Area Leisure Facility" and "Village Green, Houghton" be put on the November agenda and distributed information relating to free solar panels.

Cllr Phillips noted that the turning area at Tarraby was badly damaged by large vehicles. The signage to attempt to prevent the area being used as a turning circle is to be more clearly displayed.

SK

Cllr Phillips noted a complaint from a member of the public regarding a lack of feedback from the Open Evenings held. The Clerk will respond to this.

SK

SR 243/10/15 Date of Next Meeting

The next meeting will be held on Wednesday 11th November 2015 at 7.30pm in Crosby Parish Hall. It was also **resolved** to move the December meeting to Crosby-on-Eden Parish Hall.

The meeting closed at 21.29.

WMAF02
11/11/15

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 11 November 2015 in Crosby on Eden Parish Hall, Crosby on Eden at 7:30 p.m.**

SR 244/11/15 Apologies for absence

Apologies were received from Cllr M Sherriff and from County Cllr J Mallinson.

SR 245/11/15 Present

The Chairman Cllr M Fox, Cllrs H Phillips, C Duncan, R Gordon, A Lightfoot and C Nicholson.

SR 246/11/15 In Attendance

City Cllrs M Bowman, J Bainbridge and one member of the public.

SR 247/11/15 Requests for Dispensation

Requests for dispensations in regards to precept setting were received from Cllrs Fox, Lightfoot, Nicholson, Phillips, Gordon and Duncan. The Clerk granted all requests up to 31st October 2019.

SR 248/11/15 Declarations of Interest

Cllrs Duncan and Lightfoot both declared an interest in planning application 15/0785 being nearby residents.

SR 249/11/15 Minutes of the meeting of the Parish Council held on 14th October 2015

The minutes of the last meeting of the Parish Council were agreed, approved and signed by the Chairman.

SR 250/11/15 Public Participation

No comments were made by the attending members of the public.

SR 251/11/15 Finance Matters

251.1 Resolved that the following payments be approved:-

Nest Pension, November pension	£61.81
Colville Grounds Maintenance, replacement for chq 101980	£717.60
Sarah Kyle, October Salary plus reimbursements	£1,187.17
Cumbria Payroll Services, Payroll October	£15.00
Tech4Office, October printing	£24.72
HMRC, October PAYE and NI	£173.42
Houghton Parochial Church Fund, October rental	£36.00
H Phillips, Reimbursements for football goal ties	£19.95
J Airey, Internal Audit and Travel Expenses	£144.10
J Williams, BMX Track Repair	£249.60
Nichol Signs, Summer Fair balance and WW1 Plaques	£120.00
Colvilles Grounds Maintenance, October grass cutting	416.40
Cumbrian SPAAF, Summer Play Days	£2,400.00
TOTAL	<u>£5,565.77</u>

It was noted that the cheque payable to Cllr Phillips will be signed by Cllr Fox and then Cllr Sherriff following the meeting as there had been an administrative issue with the bank mandate concerning Cllr Nicholson, which was still being resolved.

251.2 To note the balances at the bank as at 31st October 2015:

Community Account	£1,498.96
Money Manager Account	£81,688.20
Expenditure to 31/10/15	£25,499.55

251.3 Internal Audit Report

The report of the internal auditor for the period 1st April to 30th September 2015 was circulated alongside the agenda and considered.

Resolved: The internal audit report was noted and approved.

251.4 Budget and Precept 2016/17

A report had been circulated alongside the agenda containing forecasted income and expenditure levels for 2015/16; the proposed budget for 2016/17 and the estimated levels of financial reserves to be held on the 1st April 2016.

Resolved: To accept the recommendations of the finance group and accept the proposed budget for 2016/17, the precept to remain at £40,540.

Cllr Gordon entered the meeting at 19.37.

SR 252/11/15 Planning Matters

252.1 Applications

15/0969 Rickerby Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Variation Of Condition 11 (Trading Hours) Of Previously Approved Permission 12/0835 To Allow Trading Up To 23:00hrs Sunday To Thursday And 23:30hrs Friday To Saturday

Resolved not to make any representation on the proposal.

15/0956 Park Broom Lodge, Park Broom, Carlisle, CA6 4QH - Additional Storey Added To Existing Single Storey Side Extension To Provide 2No. Hotel Bedrooms With Rear Balcony

Resolved not to make any representation the proposal.

15/1005 South Garth, Crosby on Eden, Carlisle, CA6 4QZ - Formation Of A Vehicular Access Location

Resolved to object to the proposal as the application is located on the public footpath from High Crosby to Newby East. The footpath has a stock gate to be negotiated and to keep stock in from the fields used by the side of the footpath, by a local farm and users for stock. None of these are South Garth.

Additionally there is access to South Garth already by a stable block off the main road at High Crosby and there is no evidence of need for this additional access provided in the application documents. The Parish Council also note the concerns from local residents who use the field adjacent to the footpath.

15/1025 Land adjacent A689 between West House and East Lodge, Crosby on Eden, Carlisle, Cumbria - Provision Of A Permanent Field Access Onto The A689 (Previously Approved 14/0239)

Resolved: The Parish Council feel the application needs to be delayed until technical issues relating to the National Grid are resolved. If that can be resolved, the Parish Council require to be satisfied that Highways impose appropriate and sufficient safety considerations, as were applicable during the temporary permission for construction access. It is also felt that consideration needs to be made to signage, with particular regard to the cycle way.

252.2 To consider permission notices received:-

15/0785 Land adjacent Orchard Holme, Orchard Gardens, Houghton, Carlisle, CA3 0LH - Erection Of General Purpose Agricultural Storage Building Location - permission granted.

Resolved under this item that the Clerk to speak to the Enforcement Officer at Carlisle City Council to ensure that the right of way is not being impeded by the placing of building materials in the area, which would be contrary to planning conditions relating to application 15/0734.

SK

WMAF
13/1/16

15/0872 Green Acres, High Knells, Houghton, Carlisle, CA6 4JW - Proposed Combined Use Of Existing Agricultural Stackyard To Provide Overspill For Adjoining Caravan Storage Area For Up To 45No. Caravans; Addition Of 5No. Hardstanding Caravan Pitches For Seasonal Use From March 1st To October 31st On Land Currently Designated For This Use – permission granted.

252.3 To note withdrawn applications:-

15/0747 East View, Rickerby, Carlisle, CA3 9AA - Erection of Freestanding Summer House (LBC).

SR 253/11/15 Clerks Report

SR 225.3/9/15 Play Areas

The Clerk has authorised repair on the two remaining minor works (being namely the replacement of two caps on the elephant rocker at Crosby and the filing down of a projecting bolt on a picnic bench at Linstock).

SR 227/9/15 Traffic Flow

Further to the previous meeting whereby the Clerk reported that the A69 traffic data was not available, further investigations have now led to the obtainment of the said data, which the Clerk will analyse in due course.

SR 236.7/10/15 Pension Auto-Enrolment

The Clerk has authorised Cumbria Payroll to begin works to ensure that compliance is met with the new legislation.

SR239.5/10/15 Defibrillators

Crosby-on-Eden Village Hall confirmed a Guardian has been approached and Linstock Hall and Houghton Village Hall are both believed to have also a suitable Guardian in place. The order for the defibrillators will be made once all arrangements are secured.

SR239.6/10/15 Asset Maintenance

The Clerk provided Cllr Duncan with wood stain to refurbish the Houghton Village Boards. Many thanks to Cllr Duncan for volunteering to do this. The Clerk has also purchased wood stain for Mr Splinter for the Brunstock boards. Mr Splinter is continuing to work on the asset refurbishment and will be removing the Linstock picnic benches for cleaning before varnishing. Mr Splinter has also been authorised to repair a small problem with the Linstock bench.

SR240.3/10/15 Crosby-on-Eden Parish Hall Hedges

The Clerk has written to the Village Hall Management Committee offering assistance with arranging verge cutting. It is noted that the hedge has been cut (prior to the last meeting) and an invoice is anticipated to arrive in due course.

SR242/10/15 Story Homes

The Clerk sent a letter of concern to the site manager of the Eden Gate development regarding the highways concerns raised. No response had been received.

SR242/10/15 Open Evenings

The Clerk responded to a member of the public who had concerns over the lack of feedback provided following the open evenings held in June.

Other Items:

Houghton Village Hall Car Park

The Clerk has undertaken further research at the Archive Office and continues to research previous history relating to car park ownership. Once all the available information is collated discussions with the Village Hall Management Committee will be arranged. It was noted this will be brought forward as an agenda item in December and a meeting will be arranged with the Village Hall

SK

WMAF
13/1/16

Management Committee to establish responsibilities.

Crosby-on-Eden Lighting

LED lights have been installed and are working in the Garth. This includes the light the Council have been requesting over the last 2 years' (min. SR13.3/5/14 refers).

SR 254/11/15 Administration & Governance

254.1 Consultations

Carlisle City Council Local Plan

It was noted that the Plan is being subject to examination and hearing dates were published – no Cllrs were appointed to attend the hearings. Also noted that supporting documents have also been published.

Cumbria County Council Budget Consultation

Resolved that Cllrs Fox, Nicholson and Phillips would consider the consultation and formulate a proposal for ratification at the January meeting.

Cumbria Police Budget Cuts

It was noted that the proposed severe cuts to the Cumbria Constabulary budget had been revised since publication of the agenda and there was deemed no need to consider sending a letter of concern at this stage.

Health and Well-Being Strategy Consultation

A proposed statement regarding the above had been circulated alongside the agenda and it was resolved to submit it in response to the consultation.

MF,HP,
CN

254.2 Play Area Maintenance

A report had been circulated alongside the agenda proposing cancelling the current inspection arrangements in favour of moving to a scheduled yearly programme of one annual inspection and three operational inspections. Quotations had been obtained from three providers at a cost of £510, £598 and £600.

Resolved: To begin a yearly maintenance programme with the Play Inspection Company at an annual cost of £510 for both the Crosby and Linstock sites.

SK

254.3 Grass Cutting Tender

Consideration was given to the need to tender for Greens Maintenance as the current three year contract was due to end on 31st March 2016. It was noted by all that the current contractors engaged have provided excellent service over the past term.

Resolved: The Clerk to confirm tender specification and advertise as soon as possible – the successful contractor to be determined at the January meeting.

SK

254.4 Parish Plan Update

Cllrs were informed that a successful and productive planning meeting had been held to begin steps to formulate a new parish plan. A full paper will be presented to the December meeting but it was stressed that community engagement will be key, once dialogue has been established with agencies such as Police and Highways so that expectations can be managed realistically. Volunteers to assist in the production of the plan are still welcome.

Under this heading City Cllr Bowman commented that the City Council had recently listened to a presentation regarding the Community Infrastructure Levy which would be payable at a greater rate if the Parish produced a Neighbourhood Plan. Cllr Bowman is to make the presentation notes available to the Clerk.

254.5 Jackson Road Double Yellow Lines

Councillors were informed that a proposal to install 15m of double yellow lines on the corner of Jackson Road was being consulted on. Concerns were expressed as to how the lines will be monitored and their use implemented however it was acknowledged that similar schemes had made a difference in Crosby-on-Eden.

Resolved: The Parish Council to support the installation of double yellow lines on Jackson Road.

It was noted under this item also that a speed counter is due to be installed on the Houghton Road in due course.

City Cllr Bowman left the meeting at 20.40.

SR 255/11/15 Village Matters

255.1 Houghton In Bloom Commemorative Plaque

Consideration was given to the purchase of updated signage following the success of the Houghton in Bloom team this year. Cllrs agreed costs should be split three ways with the Houghton in Bloom team and Houghton Village Hall Management Committee if they are in agreement.

Resolved: Clerk to obtain prices for a new plaque which is to be considered at the above-mentioned Village Hall meeting, when arranged.

SK

255.2 Tarraby Signage

It was noted that there are two "No Tipping" signs at the Tarraby common land but both were obscured by the hedge. It was also noted that farmers are using the land as a turning circle and damaging the grass therefore a need may exist for a "No Turning" sign. Consideration is to be given as to whether the existing signs should be replaced rather than installing additional signs in order not to over clutter the area. As a matter of courtesy the owner of the farm deemed most likely to turn in the area will be spoken to, to ensure they are aware of the proposals.

Resolved: Cllr Phillips to have an informal chat with the owner of Croft Farm regarding the turning of tractors on the land. Also for the Clerk to obtain prices for new signage whilst investigating the best means of ensuring the existing signs in place are visible.

HP/SK

255.3 Play Area Leisure Facilities

Cllr Phillips outlined an idea to transform the unused space at the bottom of Tribune Drive into a nature area/leisure facility. Luke Leathers from Carlisle City Council had been in favour of the development of the area when informally spoken to and Cllr Phillips hopes any project could be a collaboration between various agencies such as the City Council as well as private investment from local housing developers.

Resolved: The Parish Council to give initial support to the idea of a development of leisure facilities in Tribune Drive.

HP

255.4 Village Green, Houghton

Cllr Phillips informed Cllrs that the Village Green at Houghton was in need of refurbishment, both due to normal wear and tear and also due to the use of it by local football teams. It was agreed the works need to be done as soon as possible before the Green is in use again in the better weather and also that publicity needs to be undertaken to inform residents that the Green will be out-of-bounds for the length of the refurbishment work.

Resolved: A specification to be drawn up to enable the Clerk to obtain three quotations for the works before the Council considers further. Also resolved that the Clerk should investigate what maintenance works had already been authorized to take place on the Green.

HP/SK

SR 256/11/15 Schedule of Correspondence, notices and publications

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

SR 257/11/15 Councillor Matters

No matters were brought to the attention of the Council.

SR 258/11/15 Date of Next Meeting

The next meeting will be held on Wednesday 9th December 2015 at 7.30pm in Crosby Parish Hall. The meeting closed at 21.09.