

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 13 January 2016 in St. John's Church Hall, Houghton at 7:30 p.m.**

SR 259/1/16 Apologies for absence

Apologies were received from Cllrs M Sherriff and R Gordon.

SR 260/1/16 Present

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

SR 261/1/16 in Attendance

City Cllrs M Bowman, J Bainbridge and County Cllr J Mallinson.

SR 262/1/16 Requests for Dispensations

No requests for dispensations were received.

SR 263/1/16 Declarations of Interest

Cllr Nicholson declared an interest in planning application 15/1135, the owners of the property being known to him. Cllr Duncan declared an interest planning application 15/0734 (in Clerks Report) being a nearby resident.

SR 264/1/16 Minutes of the meeting of the Parish Council held on 11th November 2015

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

SR 265/1/16 Public Participation

No members of the public were in attendance.

SR 266/1/16 Finance Matters

266.1 Resolved that the following payments be approved:

Paid December 2015

Nest Pension, December pension	£61.81
Sarah Kyle, November Salary plus reimbursements	£1,182.31

January 2016

Cumbria Payroll Services, Payroll November	£15.00
Tech4Office, November printing	£25.20
HMRC, November PAYE and NI	£173.42
Susan Aglionby, Houghton Bonfire Grant	£300.00
YPO, Stationery	£18.42
Staples, Paper and stamps	£33.86
Newlands Adventure Centre, Houghton Fair Deposit, Climbing Wall	£100.00
Crosby Parish Hall, Rental plus PC grant for doors	£777.00
Brian Hill, HIB Reimbursements	£162.99
Sarah Kyle, December Salary plus reimbursements £79.96	£1088.36
Cumbria Payroll Services, Payroll December	£15.00
Tech4 Office, December Printing	£31.65
HMRC, December PAYE and NI	£173.22
Colvilles Grounds Maintenance, Crosby BMX Track Weedkilling	£60.00
David Kinnaird, Brunstock Hedge cutting	£60.00
Solway Communications, Quarterly telephone line rental	£16.80
TOTAL	£4,278.04

266.2 To note the balances at the bank as at 31st December 2015:

Community Account	£906.87
Money Manager Account	£77,363.22
Expenditure to 31/12/15	£32,309.24

WMAF
10/12/16

266.3 Receipts

Income was noted from:

- HMRC VAT Repayment £1164.68
- Colvilles Grounds Maintenance returned cheque adjustment £717.60
- Cumbria In Bloom lost cheque adjustment £30.00
- HSBC Bank Interest £10.34

266.4 Houghton In Bloom

A request had been made by Houghton in Bloom for the Parish Council to consider the reimbursement of the £30 Cumbria in Bloom entry fee and £86 public liability insurance. County Cllr Mallinson offered to meet both of these costs. The Parish Council are to advise the Houghton in Bloom group that costs such as these that are deemed necessary should be built into the annual budget as it may not be possible to reimburse them in future years.

Resolved: Clerk to inform Houghton in Bloom of Cllr Mallinson's offer and of future budgeting needs.

SK

City Cllr J Bainbridge arrived at 19.37

266.5 Grass Cutting Tender

A meeting of the Finance Group had taken place prior to the Parish Council meeting and considered the five grass cutting tenders received. Their recommendation to appoint Colvilles Grounds Maintenance for a 24 month period (extendable annually for a maximum of three years) was agreed.

Resolved: Colvilles Grounds Maintenance to be appointed from 1 April 2016 at a cost of £7977 per annum.

SK

266.6 Tree Risk Assessment

Three quotations had been received, these being £450, £550 and £765 for the necessary tree risk assessment inspection.

Resolved: To accept a quotation from BHA Trees for £450 for the tree risk assessment.

SK

266.7 Quarterly Monitoring Report

A report on income and expenditure for the period 1st April to 31st December 2015 was circulated alongside the agenda and noted.

SR 267/1/16 Planning Matters

267.1 Applications

15/1135 39 Millcroft, Carlisle, CA3 0HZ - Erection Of Single Storey Rear Extension To Provide 1No. En Suite Bedroom

Resolved: No representations to be made.

SK

15/1151 Land to east of Village Green, Brunstock, Carlisle - Erection Of 1no. Dormer Bungalow (Revised Application)

Resolved: The Parish Council have previously objected to the previously refused planning application 15/0098, which is on the same site as this application relates. The reasons for that objection were:

- The addition of another bungalow results in the small site being considered over-developed
- Concerns over the planned access/exit to the site (ref: application 15/0117 condition variation)
- Concern exists on the effect that further development of the site may have on surface water drainage. The reed bed appearing to have been reduced, not increased, in size.

• The effect that this may have on the village pond and village green that lies directly adjacent to the site – which is very wet throughout many months of the year.
The Parish Council cannot see that the above points have been remedied and as such it was resolved to **object** and recommend refusal of the application.

SK

15/1172 Land to the rear of Croft House, Tarraby, Carlisle, CA3 0JS - Erection Of Agricultural Storage Building And Construction Of Access Track And Hard Standing Area
Resolved: To **object** to the application based on the insufficient information in the application, with particular regards to the materials to be used and the drainage methods. Also to express concerns regarding the large footprint of the development in an area abutting the Tarraby Conservation Area and within the Hadrian's Wall World Heritage Site.

CN

267.2 To ratify decisions made outside of Meetings

15/0982 171 Tribune Drive, Houghton, Carlisle, CA3 0LF - Erection of First Floor Extension Above Existing Garage to Provide 2no. Bedrooms Together with Internal Alterations – to note "no representation" was made.

267.3 To consider permission notices received:-

15/0740 East View, Rickerby, Carlisle, CA3 9AA - Erection Of Freestanding Summer House - permission granted

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

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

15/1005 South Garth, Crosby on Eden, Carlisle, CA6 4QZ - Formation Of A Vehicular Access - noted that the application did not require planning consent. City Cllr Bainbridge is to follow up on concerns that this application should not have been consulted on.

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

267.4 To note withdrawn applications:-

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

SR 268/1/16 Clerks Report

SR254.2/11/15 Play Areas

The Clerk has arranged for the Play Inspection Company to commence a yearly maintenance programme; the first operational inspection took place in December and the report will follow in due course. The contract with the Play Safety company has been cancelled. The Clerk had sought advice as to whether the play equipment should be sanitized following the floods. Confirmation from United Utilities as to whether any foul waste was present will help determine the answer and advice will be taken from Environmental Health is such a case.

SK

SR242/10/15 Story Homes

No response has been received as yet to the letter sent regarding the cleaning of the Houghton Road or the water leak, however no further complaints have been received from any residents or Councillors.

SR253/115/15 Houghton Village Hall Car Park

The Chairman, Vice-Chairman and Clerk met with representatives of Houghton Village Hall

WMAF
10/2/16

Management Committee. The Parish Council provided evidence that the Management Committee are responsible for the maintenance and ownership of the car park. The Management Committee are to verify this against their own records before any formal conclusions are reached and no response has yet been received.

SR255.1/11/15 Houghton In Bloom Commemorative Plaque

The Clerk has obtained a price for an updated sign to acknowledge the success of the Houghton In Bloom group in 2015. The design, wording and layout has been discussed with Mr Hill and further quotations are in the process of being obtained. This will be brought back to the February meeting.

Other Items:

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

The Clerk has reported a possible breach of planning conditions relating to the obstruction of the right of way. Also, the Clerk had previously reported a potential issue relating to the proximity of the access road to the nearby hedge. The Enforcement Officer has been informed of both matters and investigated but failed to find any area of concern. The Clerk is to seek further clarity regarding this following renewed concerns raised by Cllr Duncan.

SK

Brunstock Lane, Houghton

A resident of the above has complained on three occasions regarding excessive leaves. The Clerk has spoken both times to the City Council, who have confirmed the road will be swept. Partial sweeping has taken place to date. A concern over the bridge at the same property in Brunstock Lane has been separately reported to the Rights of Way Officer for investigation with the Environment Agency.

Under a separate item, blocked gullies were also noted in Brunstock Lane which the Clerk has also reported.

Procurement

The Clerk has begun to advertise all works requiring three quotations (those above £200 according to the updated Financial Regulations) on the new Parish Council website. Posters alerting members of the public to his have been displayed on the notice boards.

County Council Community Funding

Project completion reports have been completed and returned to the County Council for both the Crosby Light Project and the Summer Play Days.

Drains, Houghton

The Clerk has reported that drains from the Croft Farm/ Wildlife Trust entrance past the front of the village shop in Houghton are blocked.

Street Lamp, Houghton

The Clerk reported that there was an outage in street light 98 in Houghton (opposite 57 Tribune Drive).

Linstock Digester

A complain regarding the smell being generated from the digester at Linstock Castle has been received. The Clerk remains in contact with the member of public and has advised them to report occurrences to the Environment Agency.

Grants 2016/17

Posters have been displayed to alert community groups that grant funding applications are being considered. Previous applicants have also been notified, where possible, by email. The closing date has been set as 1 March 2016 to allow for consideration at the March meeting (to be held on

9th March 2016).

Registered Town and Village Green Survey

Friends of the Lake District have requested completion of a survey regarding management issues of the above. The completion of this will be determined by the Chairman and Clerk during January.

MF/SK

Linstock Village Green

Correspondence has been sent from the Chairman to Cumbria County Council with regards to the drainage issues on Linstock Village Green. The matter will be progressed as soon as possible.

SR 269/1/16 Flood Recovery

269.1 Flood 2015: Review

Thanks were placed on record to Cllrs Phillips and Nicholson, as well as the Clerk, for their assistance in delivering boxes of food to residents of Rickerby and Crosby. Thanks were also given to Cllrs Nicholson and Phillips as well as City Cllrs Bowman and Bainbridge for their work in Rickerby liaising and assisting the remaining residents.

Both a briefing document from the Chairman and notes relating to a working group meeting held on 7th January had been circulated prior to the meeting. The actions points raised from these were discussed as follows:

- Cllrs Fox and Philips to Attend the EA Drop in Sessions on 16th And 19th
- Help Assist and Advise in the Establishment of a Flood Group In Rickerby
- Lobby Highways to Keep Drains Clear and Attend to on a Regular Basis
- Chase Highways Regarding the Drainage Issues in Linstock
- Request Highways Maintain the Drains on the Linstock to Rickerby Road on a Regular Basis
- Note Concerns that Emergency Control Rooms Appear to be Unaware of Rural Areas and Ensure that the Message is heard that this is Inadequate
- Request Information from Emergency Services as to the Priority of Rural Areas in the Plans of Emergency Services in Future Emergencies
- Make Complaint to City Council Regarding the Failure to Respond Effectively due to a Lack of Preparedness with Regards Emergency Planning and Request City Council Provide Feedback on Future Strategy/Coping Mechanisms
- Parish Council to Maintain Links With Recovery Group

Resolved: To agree the above points for action.

269.2 Tactical Events and Marketing

Consideration was given to a grant being offered by the Cumbria Local Enterprise Partnership for the delivery of events, festivals or coordinated localised marketing campaigns for flood affected towns or villages. Promotion of the businesses along the Hadrian's Wall route was considered a suitable project.

Resolved: To approach the City Council, relevant Parish Councils and the Wall Together Group to consider a collaborative project to market the Hadrian's Wall Trail.

MF

SR 270/1/16 Administration & Governance

270.1 Consultations Received

270.11 Cumbria County Council Budget Consultation

A meeting to discuss this had been delayed following the floods therefore a response will be formulated and submitted prior to the deadline of 22 January.

Resolved: Cllrs Fox, Phillips and Nicholson to respond; the decision to be ratified at the February meeting.

MF/HP/
CN

270.12 Parish Charter Planning Agreement - Site Visits Amendment

Cllr Nicholson outlined the history and rationale behind the proposed site visit amendment, which had been circulated alongside the agenda. Discussion was also held regarding the perceived flaws in the current site visit arrangements.

Resolved: Support is to be given to the proposed amendments. Additionally the CPCA are

to be urged to establish a clear Code of Practice regarding the conduct of DCC Members attending site visits.

SK

270.2 Parish Plan Update

Minutes of a working group had been previously circulated. It was confirmed that the timetable for the new Parish Plan would need reviewed in light of the inevitable delays that had occurred.

Resolved: Cllrs Fox and Phillips to formulate a new time frame for the parish plan production.

MF/HP

270.3 Parish Council Header and Logo

A report had been circulated prior to the meeting discussing a proposal to adopt the new website header and logo on all Parish Council stationery.

Resolved: The new blue/Roman themed logo and header to be adopted as the Parish Council stationery with immediate effect.

270.4 Proposed Adoption of BT Payphone Kiosks

Prior to the meeting, consultation had been undertaken regarding the removal of the telephone equipment in six BT phone boxes in the parish, with the intention for them to be adopted by the Community Heart Trust for the installation of a defibrillator. Comments on each kiosk were made as follows:

- PCO Centurions Walk - Concerns raised over remote location, desire expressed for service to remain
- Opp Village Store/Post Office, The Green, Houghton - no objection
- Outside Eden School, Rickerby - No objection
- Adj Whiteclosegate Garage, Brampton Old Road - Object due to the usage figures
- Opposite Women's Institute, Linstock - Object due to elderly population in area and proposal to install a PAD at Hall
- Adjacent To The Garth, Crosby On Eden - No objection however it was noted that a PAD is proposed for the Parish Hall which may be a more suitable location

SK

Resolved: To confirm the above responses.

270.5 Village Hall Reports - Houghton and Crosby on Eden

Houghton Village Hall

Cllr Lightfoot outlined plans to replace the chairs in the Village Hall. Cllr Phillips recommended that the Committee investigate steam cleaning them rather than replacing. Cllr Lightfoot also confirmed that the tiling in the kitchen is still to be undertaken and that a second price for a replacement ceiling was still being sought. Also confirmed that a defibrillator guardian has been found – this to be discussed further at their next meeting.

Crosby

Cllr Fox reported that following the flooding the Hall was drying out well and a meeting was to be held to confirm future development. He confirmed rot had been found within the Hall and that some equipment would fall outside of the insurance replacement items. County Cllr Mallinson pledged significant financial support to help and monies as well as physical assistance may also be available from the Rotary Club and Flood Forum.

270.6 Social Media

Resolved: The Parish Council to establish a Facebook account to assist with communication with members of the Public. A Twitter account will be also established in due course.

SK

City Cllrs Bowman and Bainbridge and County Cllr Mallinson left the meeting at 21.03. Thanks were reiterated for their help in the floods.

SR 271/1/16 Village Matters

271.1 Tarraby Conservation Area

Prices had been obtained for new signage for the Tarraby conservation area to warn against fly-tipping and turning by vehicles. As the price for a new sign was £58.75 and the installation of a new pole and sign would be £350, it was agreed to install a new sign on one existing post and request the Grounds Maintenance contractors keep that area of hedge trimmed to ensure visibility. The situation will be reviewed in due course.

Resolved: To purchase a sign for Tarraby at a cost of £58.75.

SK

271.2 Houghton Village Green

One quotation had been received out of five invitations to tender that had been distributed. This was from the existing grounds maintenance contractors for a price of £1865. It was confirmed that there was no need to undertake any soil analysis.

Resolved: To appoint Colvilles Grounds Maintenance at a cost of £1865 to carry out refurbishment works on Houghton Village Green.

SK

271.3 Rights of Way Improvements

A request from the Countryside Access Officer had been received for the Parish Council to contribute towards improved accessibility on the path onto the flood bank at Park Broom.

Resolved: To contribute a maximum of £1500 from the Walks and Footpath's budget towards an improvement on the footpath at Park Broom.

MF

SR 272/1/16 Schedule of Correspondence, notices and publications

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

SR 273/1/16 Councillor Matters

Cllr Nicholson reported that there were significant drainage problems in Houghton. The complaint is to be incorporated into the wider highways discussions to be held regarding the flooded areas.

SK

Cllr Duncan reported that speeding in Houghton village is occurring. The Clerk explained that speeding had been recently proven on Houghton Road and as such the CRASH group were in the process of investigating. This issue is to be requested to be included into their investigations. The Clerk is also to request the speed data from the recently carried out Whiteclosegate survey.

SK

SR 274/1/16 Date of Next Meeting

The next meeting will be held on Wednesday 10th February 2016 at 7.30pm in St. John's Church Hall, Houghton.

There being no further business, the Chairman closed the meeting at 21.21.

WMA/R

10/2/16

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 10 February 2016 in St. John's Church Hall, Houghton at 7:30 p.m.**

SR 275/2/16 Apologies for absence

Apologies were received from City Cllr Bowman and County Cllr Mallinson.

SR 276/2/16 Present

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

SR 277/2/16 in Attendance

City Cllr J Bainbridge and 9 members of the public.

SR 278/2/16 Requests for Dispensations

No requests for dispensations were received.

SR 279/2/16 Declarations of Interest

Cllr Nicholson declared an interest in planning application 16/0097, the applicant being known to him. Cllr Lightfoot also declared an interest in this application retrospectively at the close of the meeting. Cllr Fox declared an interest in item 284/2/16.1, being a local resident and signatory on the nomination papers.

SR 280/2/16 Minutes of the meeting of the Parish Council held on 13 January 2016

Resolved to authorise the Chairman to sign, as a true and accurate record, the minutes of the meeting of the Council held on 13 January 2016.

SR 281/2/16 Public Participation

Five members of the public had attended to discuss planning application 16/0097, Erection of Dwellings (Outline) at Land adj Croft House, Brunstock, Carlisle, CA6 4QG. Concerns were expressed regarding:

- Health and safety as the road is used repeatedly as a short cut for those travelling on the Brampton Road and there have been a number of near miss accidents
- An increase in traffic on roads that are perceived as not wide enough to cope, as well as an increase in the number of cars in Brunstock
- A lack of amenities and utilities as well as play facilities
- The omission of the site from the Carlisle City Council Local Plan and previous assurances from the City Council that the land would not be considered for development
- Speeding concerns on the A689 as well as an increase in traffic on the road leading to safety concerns on entering/exiting Brunstock
- That the proposed entrance to the site is at the narrowest part of the road and a number of serious collisions had already occurred there.
- That the right of way over Brunstock Beck has been almost impassable of late which would lead to difficulties of non-drivers accessing local services in Houghton
- The difficulty in selling already existing property within Brunstock

The Parish Council requested that the Clerk is kept informed of any correspondence exchanged with the planning authority. It was noted that drainage matters etc are unlikely to be considered in an outline application such as this is.

Four members of the public were in attendance to request assistance undertaking a noise pollution survey in Linstock. The Chairman advised that a grant application should be submitted for consideration at the March meeting. It was also suggested that the residents should open dialogue with both the Parish Council and the ward City Councillors so that the profile of the issue could be raised and addressed from numerous directions.

All members of the public were informed that should they wish to stand for co-option onto the

Parish Council they should contact the Clerk in the first instance.

SR 282/2/16 Finance Matters

282.1 Resolved that the following payments be approved:

Nest Pension, February pension	£61.81
Sarah Kyle, January salary and reimbursements	£1120.35
Airbounce, Houghton Fair deposit	£80.00
Cumbria Payroll, January payroll	£15.00
The Play Inspection Company, operational inspections Crosby/Linstock	£150.00
Tech4Office, January printing	£25.13
Linstock WI Hall, Hire on 10 December & 7 January	£36.00
Came & Company, Insurance premium amendment charge	£25.00
Staples, Stamps & paper	£33.86
HMRC, January PAYE & NI	£173.42
SW McHale, Crosby hedge cutting	£84.00
TOTALS	£1804.57

282.2 To note the balances at the bank as at 31 January 2016:

Community Account	£1,594.14
Money Manager Account	£73,863.22
Expenditure to 31/01/16	£35,421.97

282.3 Review of Internal Audit Arrangements 2015/16

Resolved that the internal audit plan, including the internal auditor terms of reference, be approved for 2015/16 and continuation into 2016/17 until further review. Also **resolved** that the Council's internal audit procedures be considered effective and that the current internal auditor, Mrs. G Airey, continue to be appointed until further notice.

282.4 Asset Register 2015/16

Resolved that the asset register be accepted and approved.

282.5 Internet Banking

Resolved that authorisation be made to begin online payments with HSBC. The necessary form to authorise payments to be enabled was signed in accordance with the bank mandate.

SK

SR 283/2/16 Planning Matters

283.1 Applications

15/1142 Land to the east of Shortdale Farm, Tarraby, Carlisle - Proposed Change Of Use Of Part Field To Provide Horse Arena (Manege) For Private Use

Resolved: No representations other than to recommend that the application be considered in view of local and national planning policy, as well as any specialist advice relevant.

16/0032 Land to north east of Windsor Way, Carlisle, Cumbria - Erection Of Road To Serve New Housing Estate (Application 14/0778) Including Crossing For Public Footpath

Resolved: That the Parish Council is supportive of local resident concerns, including, as below, and directs the attention officers to its comments in respect of previous application 14/0778.

- A decision pending on possible Village Green Status
- Newfield Park/Drive road system would be unable to satisfactorily cope with the extra traffic.
- Impact on Public right of Way/Roman Road.

The Parish Council also notes the comments of the Cumbria County Council Countryside Access Officer regarding the stopping up of the Public Right of Way as being required under

planning regulations. The 14 week lead time mentioned by the officer would indicate that, from the date of his email, any stopping up could not take place until the end of April.

The Parish Council to direct the attention of officers to Condition 22 of the Decision Notice granted in respect of Appn No 10/1116 regarding bird nesting and request that should permission be granted that this condition be imposed.

The Parish Council also to seek the following conditions:

- To require, at the developer's expense, the installation of a raised table at the intersection with the Public Right of Way, in order to calm traffic and protect pedestrians.
- To require during construction, at the developers expense, an archaeological survey and/or watching brief, in order to protect any archaeological remains as may be present in the vicinity of the Roman Road.
- To ensure maximum protection in respect of the hedgerows to be bisected, including measures to restrict disturbance to wildlife interests especially during the nesting season.
- To protect the hedge boundary with Blaylock Riggs Common Land.

16/0089 161 Tribune Drive, Houghton, Carlisle, CA3 0LF - Erection Of Ground Floor Extension To Provide Utility Room And First Floor Extension Over Existing Garage To Provide 2no. Bedrooms Together With Internal Alterations And Installation Of Domestic Lift
Resolved: No representations other than to recommend that the application be considered in view of local and national planning policy.

16/0101 Burnside, Crosby on Eden, Carlisle, CA6 4QN - Erection Of Single Storey Side Extension To Provide En-Suite And Dressing Area To Existing Bedroom
Resolved: No representations other than to recommend that the application be considered in view of local and national planning policy and to note the property lies in a flood plane.

16/0097 Land adj Croft House, Brunstock, Carlisle, CA6 4QG - Erection Of Dwellings (Outline)

It was noted that in view of the late receipt of the application, as well as the strong feelings of objection heard earlier in the public participation section, a request for an extension until the March Council meeting is to be made. Delegation arrangements to the Planning Group were agreed if this request is refused.

SK

283.2 To consider permission notices received:-

15/1135 39 Millcroft, Carlisle, CA3 0HZ - Erection Of Single Storey Rear Extension To Provide 1No. En Suite Bedroom. Noted that permission had been granted.

283.3 To consider refusal notices received:-

15/1151 Land to east of Village Green, Brunstock, Carlisle - Erection Of 1no. Dormer Bungalow (Revised Application). Noted that permission had been refused.

SR 284/2/16 Clerks Report

SR255.1/11/15 Houghton In Bloom Commemorative Plaque

This item has been deferred until the March meeting. A proposal has been made that the existing sign on the Village Green is replaced and the Clerk is still in the process of obtaining measurements and quotations for this. Additionally, the Clerk is submitting a grant application for the insurance costs and Cumbria in Bloom entry fee to the Community Grants team as per SR266.4/1/16.

SR266.4/1/16 Tree Inspection

The Clerk has authorised the risk assessment of the trees to be carried out. This will be undertaken during the week commencing 22 February.

SR266.5/1/16 Grass Cutting Contract

Letters have been posted to the four unsuccessful contractors. A contract is being drawn up for Colville's Grounds Maintenance to be signed as soon as possible.

SR269.2/1/16 Tactical Events and Marketing

Cllr Fox has begun dialogue with the necessary agencies to peruse a collaborative project. An update at a future meeting will be provided when further information is available.

SR270.1.1/1/16 Cumbria County Council Budget Consultation

No response was deemed necessary to be submitted to the above.

SR270.6/1/16 Social Media

The Clerk has now established both a Facebook page (Stanwix Rural Parish Council) and a Twitter page also (@stanwixrural_PC).

SR271.1/1/16 Tarraby Conservation Area

A sign has been ordered to replace one of the signs at the Tarraby conservation area. This will be delivered and installed in due course. The Grounds Maintenance contractor is to ensure this small area of hedge remains cut back so the sign is visible.

SR273/1/16 Speeding in Houghton

A meeting had been arranged with the Traffic Management Officer regarding speeding issues, which was held 9 February 2016. Full feedback will be provided in due course however a full traffic management plan for Houghton is planned, including a review of the current speed limits.

Other Items:

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

Additional issues regarding surface water drainage have been reported to the Planning Department.

Brunstock Lane, Houghton

The footpaths officer has now investigated the bridge at Brunstock Beck which was causing concern. Erosion to the abutments has been found but it is believed to be safe for pedestrian access and repairs will be carried out by the Footpaths Officer in due course.

Registered Town and Village Green Survey

The Clerk has completed the above with regards to the Greens at Park Broom, Linstock and Houghton.

SR 285/2/16 Flood Recovery

285.1 Flood 2015: Review

The following points were noted in response to the agreed actions from the January meeting:

- The Parish Council Emergency Plan is in need of review. Cllr Fox to lead.
- The Environment Agency drop-in sessions had been positive with good dialogue established. They were going to be followed up by a review of the event, involving both Flood Action Groups and also the Parish Council. This would focus on short term actions on the raised issues. Additionally longer term strategies were being considered in the wider catchment areas. Also, groups were meeting in coordination with Rory Stewart MP.
- The Flood Group in Crosby had been re-energized and work was to be undertaken to establish what the situation was in Rickerby. It had also been suggested that the Crosby Flood Group could become an advisory/working group of the Parish Council

MF

- similarly this could be a route forward for any such group in Rickerby.
- Correspondence had been exchanged with highways regarding drainage problems; a programme of works was being formulated.
- A letter had been sent to the County Council regarding emergency planning and response. A letter of complaint had also been sent to the City Council although no response had been received to date.
- It was agreed that publicity for the Eden Flood Volunteer group, based in Penrith, should be increased; Cllr Fox to request assistance from CALC with this.

SR 286/2/16 Administration & Governance

286.1 Risk Assessment

Resolved that the risk assessment for 2015/16 be accepted and agreed with the following amendments:

- Clocks - Amend wording to Houghton Village Hall
- Footpath & Bridle path maintenance - Allocate responsibility to Cllr H Phillips

It was also noted that electronic archival of documentation will be undertaken in due course and that concerns exist that hire agreements are not being issued for users of Houghton Village Hall - Cllr Lightfoot is to follow this up.

AL

286.2 Review of Standing Orders and Financial Regulations

A report had been circulated alongside the agenda outlining minor changes to the above, as previously agreed by the Finance/Risk Group.

Resolved that the standing orders and financial regulations be updated and approved. Also agreed to appoint Cllr Gordon to undertake the verification and signature of bank reconciliations and statements.

283.3 Electronic Storage of Documents

Resolved that the Clerk purchase a scanner at a price of £266.65 to enable the electronic archival of documents.

283.4 Land Registry

Councillors were informed that although the Parish Council owned land was protected in terms of Village Green/Common Land rights, the process to register the ownership with Land Registry was never completed when considered in 2008.

Resolved that the Clerk investigate the cost of registering Parish Council owned land with the Land Registry.

SK

SR 284/2/16 Village Matters

284.1 Community Right to Bid Nomination, The Stag Inn, Crosby

Under the Localism Act, Community Right to Bid, a nomination had been received to register the Stag Inn, Crosby on Eden, as a community asset.

Resolved to support the nomination.

SK

284.2 Rights of Way Improvements

Following the resolution to commit £1500 towards improvements at Park Broom (min. SR271.3/1/16 refers), the Council had been informed that the project was no longer viable due to flood damage. Different options for the way forward were considered including withdrawal of the funding or using the money on alternative projects within the parish.

Resolved that the committed £1500 be spent on other rights of way improvements within the Parish. Cllrs Fox and Phillips to confirm suitability.

MF/HP

284.3 Public Access Defibrillators

Consideration was given to the planned purchase of three defibrillators for Linstock, Crosby and Houghton. Guardians had been agreed at Houghton and Crosby however a defibrillator guardian was still in the process of being sought for Linstock; the Clerk is to make additional enquiries to try and find a willing volunteer.

Wint

Resolved: To proceed with the purchase of the defibrillators as previously agreed, subject to a guardian being found for Linstock.

SK

284.4 Linstock Village Green Drainage

This item was considered during item 285.1. It was noted that Cllr Fox had met onsite with representatives from Cumbria Highways and it had been agreed that a proposal to tap into existing Highways drains was the best way forward. Costs are in the process of being obtained before a decision will be taken as to how to undertake the actual works. An estimation of £4,000 to £5,000 has been initially suggested. Consideration could also be made in the future as to whether to retain some surface water for a pond/nature area; agreed that the idea would need to be subject to community consultation and risk assessments.

Resolved to ring fence £5,000 for planned drainage works on Linstock small green.

284.5 Play Area Maintenance

Resolved to engage Colville's Grounds Maintenance to undertake necessary works at Linstock and Crosby Play areas, as well as on the playing field on Linstock green. The total cost of all works being £417 plus VAT. Authorisation had also been made by the Clerk for the removal of moles on Linstock Green.

SR 285/2/16 Schedule of Correspondence, notices and publications

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

SR 286/2/16 Councillor Matters

Cllr Phillips reported a blocked drain adjacent to Houghton Village Hall. As a complaint over drainage in Houghton has already been made this will be monitored for the time being.

Cllr Gordon left the meeting at 21.11.

Cllr Lightfoot had received a complaint that a car was causing an obstruction at the end of Jackson Road.

Cllr Sherriff reported complaints about the state of bus shelters in Houghton - the Clerk is to investigate ownership.

SK

Cllr Duncan reported that a maintenance issue with the telephone box had been resolved.

SR 287/2/16 Date of Next Meeting

The next meeting will be held on Wednesday 9th March 2016 at 7.30pm in St. John's Church Hall, Houghton.

There being no further business, the Chairman closed the meeting at 21.16.

WMAFOX.
9/3/16

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 9 March 2016 in St. John's Church Hall, Houghton at 7:30 p.m.**

SR 288/3/16 Apologies for absence

Apologies were received from Cllr R Gordon and County Cllr Mallinson.

SR 289/3/16 Present

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

SR 290/3/16 in Attendance

City Cllrs J Bainbridge, M Bowman and 2 members of the public.

SR 291/3/16 Requests for Dispensations

No requests for dispensations were received.

SR 292/3/16 Declarations of Interest

Cllr Phillips declared a pecuniary interest in 295.6 (Grants 2016/17) having submitted an application. He also declared an interest in the Houghton Echo application and item 300.4 being a user of the Village Green. Cllr Nicholson declared an interest in planning applications 16/0097 and 16/0183, the applicant being known to him on both occasions. He also declared an interest in the Houghton Echo application in 295.6. Cllr Lightfoot declared an interest in all matters relating to Houghton Village Hall, being a member of their Management Committee.

SR 293/3/16 Minutes of the meeting of the Parish Council held on 10 February 2016

Resolved to authorise the Chairman to sign, as a true and accurate record, the minutes of the meeting of the Council held on 10 February 2016.

SR 294/3/16 Public Participation

Two members of the public were in attendance. Mrs Aglionby had come to support two grant applications (item 295.6) and offered to answer any questions.

SR 295/3/16 Finance Matters

295.1 Resolved that the following payments be approved:

Nest Pension, March pension	£61.81
Sarah Kyle, February salary and reimbursements	£1457.41
Cumbria Payroll, February payroll	£15.00
Tech4 Office, February printing	29.38
2nd Houghton Scouts	£500.00
HMRC, February PAYE & NI	£173.22
Linstock WI Hall, PC Grant	£1000.00
Border Pest Control, mole removal	£54.00
1st Houghton Guides, PC Grant	£500.00
Brian Hill, Houghton in Bloom Reimbursements	£70.95
Linstock WI Hall, CPCA Grant	£500.00
Crosby Parish Hall, CPCA Grant	£1184.00
Crosby on Eden PCC Magazine, donation	£150.00
Cumbria County Council, Rights of Way Improvements	£1500.00
Steve Splinter, asset refurbishment	£721.98
Colvilles Grounds Maintenance, Repair Works	£2738.40
YPO, Stationery	£9.92
Houghton PCC, PC Grant	£250.00
Linstock WI Hall, Hall Hire	£24.00
St. John's Church Hall, Hall Hire	£72.00
YPO, Stationery	£16.06

BHA Trees, Risk Assessment

£540.00
TOTAL £11,568.13

295.2 Noted: balances at bank as at 29 February 2016:

Community Account	£3434.38
Money Manager Account	£70701.32
Expenditure to 29/02/16	£37226.54

295.3 Receipts

Income received was noted as:

- £8.05 from Electricity Northwest (Wayleave payment);
- £338.10 from HMRC (VAT repayment)
- £331.13 from St Andrew's Church, Great Lindford, Milton Keynes (flood recovery support);
- £9.61 from HSBC (bank interest)
- £500 from Carlisle City Council (Linstock CPCA Grant)
- £1184 from Carlisle City Council (Crosby Parish Hall CPCA Grant)
- £4206 from Carlisle City Council (Concurrent services grant received July but not minuted)

295.4 Fidelity Insurance Guarantee

Resolved that the level of Fidelity Guarantee insurance cover is adequate and can possibly be reduced to £125,000 prior to insurance renewal in May 2016.

295.5 Grants 2015/16

Resolved to extend the deadline for grant completion for tiling works in Houghton Village Hall.

295.6 Grants 2016/17

A report, with recommendations for payments as well as a recommendation for the creation of a second round of funding later in 2016, had been circulated prior to the meeting.

Resolved: To create a second round of grant funding and award the following grants:

- Crosby Parish Hall - new chairs - £1276 (S133)
- Houghton PCC - grass cutting - defer application until further information is provided
- Linstock Village - noise pollution survey - obtain quotes for holistic parish survey; provisionally ring-fence £1000 towards costs (S137)
- Houghton Village Hall (Houghton Echo) - Printing costs - defer until April meeting until updated printing costs have been obtained
- 1st Houghton Rainbows - event costs - £100 (S145)
- Carlisle Centurions FC - Houghton - Start-up costs - up to a maximum of £500 (Local Govn. Misc. Prov) Act 1961 s54. (Cllr Phillips left the room for this item).
- Linstock WI Hall - re-roofing part of the building - £527.84 (S133)
- 1st Houghton Girl Guides - event costs - £500 (S145)
- Houghton In Bloom - competition expenses - £570 to be ring-fenced in the Parish Council budget along with existing reserves (S164) (budgetary allocation dependent upon other funding streams to be confirmed)
- Houghton Community Event - Queen's 90th birthday - £310 plus up to £50 printing costs (S145)
- Houghton Community Event - Bonfire - £305 plus up to £50 printing costs (S145)

It was also agreed that a review of the grant criteria would be made prior to the second round of applications.

City Cllr Bowman entered the meeting at 19.55.

One member of the public left the meeting following the closure of the grants item.

SR 296/3/16 Planning Matters

296.1 Applications

16/0061 Land opposite Knells Cottages, The Knells, Houghton, Carlisle - Erection Of 1No. Dwelling (Outline/Revised Application)

Resolved: The above application relates to previously withdrawn application 15/0657. The only difference that is apparent to the Parish Council being the insertion, within the Planning and Design & Access statement, of reference to Policy HO2 Windfall Housing Development of the emerging Carlisle District Local Plan 2015 -2030; and the submission of a sketch plan, absent from the earlier application. The sketch map provided however is not drawn to any identified scale. Save for these amendments the Parish Council cannot discern any change in the application sufficient to warrant revision of its objections to previous application.

16/0105 55 Jackson Road, Houghton, Carlisle, CA3 0NP - Erection Of Single Storey Side And Rear Extensions To Provide Kitchen/Dining Room, Extended Living Room, Bathroom And En-Suite. Alterations To Garage To Provide External Store

Resolved: The Parish Council have no representation to make other than to recommend that the application should be determined in accordance with national and local planning policy guidelines.

16/0133 Chestnut Cottage, 3 Houghton Road North, Houghton, Carlisle, CA3 0NL - Removal Of Existing Garage And Erection Of Two Storey Extension To Provide Garage/Store, WC And Cloakroom On Ground Floor With En-Suite Bedroom Above

Resolved: The Parish Council have no representation to make other than to recommend that the application should be determined in accordance with national and local planning policy guidelines.

16/0158 South Garth, Crosby on Eden, Carlisle, CA6 4QZ - Erection Of Boundary Fence

Resolved: To object to the proposal based upon the potential negative impact upon the future of the property with regards to access and drainage and access from a public footpath.

16/0183 Brunstock House, Brunstock, Carlisle, CA6 4QG - Repair And Alterations To Existing Roof (LBC)

Resolved: The Parish Council have no representation to make other than to recommend that the application should be determined in accordance with national and local planning policy guidelines.

16/0097 Land adj Croft House, Brunstock, Carlisle, CA6 4QG - Erection Of Dwellings (Outline)

Following a public meeting held for the benefits of the residents of Linstock, the Planning Group had formulated an objection to the above, which had been circulated via email prior to the meeting.

Resolved: To ratify the proposed objection, save for two edits where Cllr Nicholson is to make some grammatical changes and comment upon density. The updated response will be circulated prior to formal submission.

CN

296.2 To consider permission notices received:-

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)

16/0089 161 Tribune Drive, Houghton, Carlisle, CA3 0LF - Erection Of Ground Floor Extension To Provide Utility Room And First Floor Extension Over Existing Garage To

Provide 2no. Bedrooms Together With Internal Alterations And Installation Of Domestic Lift - to note permission has been granted.

15/1142 Land to the east of Shortdale Farm, Tarraby, Carlisle - Proposed Change Of Use Of Part Field To Provide Horse Arena (Manege) For Private Use - to note permission has been granted

16/0101 Burnside, Crosby on Eden, Carlisle, CA6 4QN - Erection Of Single Storey Side Extension To Provide En-Suite And Dressing Area To Existing Bedroom - to note permission has been granted

SR 297/3/16 Clerks Report

SR282.5/2/16 Internet Banking

The Clerk will submit the signed forms following the March meeting. This is to allow for the signed minutes to be presented alongside the authorisation.

SK

SR283.3/2/16 Electronic Storage of Documents

The Clerk has purchased a scanner. This has been included in the asset register and the insurance schedule (at no additional charge this term). Work has begun to make an electronic copy of necessary records before they will be lodged with the Archive Offices.

SR283.4/2/16 Land Registry

The Clerk has undertaken works to collate the information required for a solicitor to give an estimate for works to be made. The documents have been lodged and an estimate will be discussed at the April meeting.

SR284.3/2/16 Public Access Defibrillators

Work remains ongoing to find a volunteer in Linstock as efforts have so far continued to be unsuccessful. City Cllr Bainbridge therefore volunteered to undertake the weekly checks and so it was **resolved** to proceed with the purchase, using grant funding from the Brampton Cottage Hospital League of Friends (min. SR/284.3/2/16 refers).

SK

SR286/2/16 Bus Shelters, Houghton

The Clerk established that the four bus shelters in/around Houghton were owned by Carlisle City Council. An inspection has taken place and discussions are ongoing regarding maintenance needs. Consideration is to be given to obtaining permission to undertake the maintenance if the City Council are unable to do it.

SK

Other Matters

CPCA Grants

The Clerk has submitted the grant claim forms for Linstock WI Hall and has been liaising with the City Council to allow for the provision of upfront payment of the grant for Crosby Parish Hall.

SR 298/3/16 Flood Recovery

Cllr Fox updated on the following issues:

- The agreed Rights of Way donation (min. SR284.2/2/16 refers) will be used to restore some areas of the Hadrian's Wall trail, damaged by the floods, in between Park Broom and Crosby.
- Highways have been undertaking drain clearance in both Houghton and Crosby as requested as a result of the flood recovery process; their efforts are to be acknowledged.
- Cllr Fox has been invited on behalf of the Parish to take part in an external review of the effectiveness of the City Council response. He noted that he had confirmed that similar frustrations with the City Council had been experienced in other affected parishes in the district.

SK

MF

SR 299/3/16 Administration & Governance

299.1 Clerks Salary

Resolved that the Clerk will progress to salary point 27 on the LC2 scale, effective 1 April 2016, following the completion of a satisfactory appraisal.

299.2 Freedom of Information

Resolved to adopt an updated Publication Policy, Document Retention Policy, Freedom of Information Policy and Data Protection Policy.

SR 300/3/16 Village Matters

300.1 Queen's 90th Birthday Celebrations, Houghton

It was noted that financial support had been agreed earlier during the Grant Application process and that a beacon was to be lit for the above. Councillors were encouraged to attend the event.

300.2 Project Update

Walks Leaflets 1 - 3

Noted that leaflets 1 and 2 are completed ready for printing. A sponsor is being sought for leaflet 3 and costs will be obtained for the printing of them all.

HP

Interpretation Panels

This project remains on-going and will be developed by Cllrs Fox and Phillips.

MF/HP

WW1 Commemoration

A date is to be organised in the near future for the carrying out of plaque installation and poppy seed planting.

HP/CN

300.3 Allocation of Donation for Flood Restoration

Thanks were noted to St. Andrew's Church for the donation as mentioned above. Cllr Fox is to investigate suitable project areas in Rickerby or Crosby before making a recommendation to a future meeting as to how the funds may benefit the community.

MF

300.4 Village Green Maintenance

It was noted that a complaint about football goal mouth refurbishment on Linstock Village Green had been received. Cllr Phillips had investigated alongside the contractor and found that the work had been carried out to the required standard expected. Problems had however occurred as members of the public had continued to play on the area, despite the goal mouths being roped off. The area of segregation had been increased to try and prevent further damage and the goal nets removed completely. The grounds maintenance contractor is to undertake further works to fix the damage, potentially laying turf in the goal mouths instead of grass seed.

Cllr Phillips also noted that work remains ongoing to refurbishment works on Houghton Village Green. Remedial short term action is required to fix damage inflicted by people playing on the Green despite the area being roped off. Turf is therefore going to be laid which is to be taken from the school playing field. Longer term maintenance issues are also to be considered.

HP

It was also noted that two trees, planted by the Evergreens, are to be moved to prevent damage. Cllr Phillips will inform the Evergreen members out of courtesy. Some boulders near to the telephone box are also to be moved. Finally it was agreed that the Houghton in Bloom team should begin to request permission from the Council prior to installing any type of street furniture (e.g. paving flags or planters) on Houghton Village Green.

HP

SK

Under this item it was noted that there had been no progress to date with the drainage problems in Linstock.

300.5 Houghton in Bloom Commemorative Plaque

Resolved to progress with the purchase of an updated commemorative plaque at a cost of £85. Costs to be split equally between the Parish Council and the ring fenced Houghton in Bloom monies, with their agreement.

SK

SR 301/3/16 Schedule of Correspondence, notices and publications

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

SR 302/3/16 Councillor Matters

Cllr Duncan noted ongoing concerns regarding drainage problems being caused by building works (application 15/0734). Cllr Duncan was advised to take photographs of the problem to enable the Clerk to write again to the planning authority.

CD

Cllr Duncan also reported concerns regarding speeding in Houghton village centre.

Cllr Lightfoot reported potholes on the road to the Knells. This is to be reported to the Highways hotline.

AL

SR 303/3/16 Date of Next Meeting

The next meeting will be held on Wednesday 6th April 2016 in St. John's Church Hall, Houghton. Please note the change of date. The meeting will commence directly after the closure of the Annual Parish Meeting which will begin at 7.15pm.

There being no further business, the Chairman closed the meeting at 21.03.

WMAF
6/4/2016

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 6 April 2016 in St. John's Church Hall, Houghton at 7:40 p.m.**

SR 304/4/16 Apologies for absence

Apologies were received from Cllrs R Gordon, M Sherriff and City Cllr Bowman.

SR 305/4/16 Present

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

SR 306/4/16 In Attendance

City Cllr J Bainbridge and 1 member of the public.

SR 307/4/16 Requests for Dispensations

No requests for dispensations were received.

SR 308/4/16 Declarations of Interest

Cllrs Nicholson and Phillips both declared an interest in item 311.3 (Houghton Echo Grant Application) due to being co-editors of the publication. Cllrs Lightfoot and Fox both declared an interest in item 314.2, being a member of Houghton Village Hall and Crosby Village Hall Management Committees respectively. Cllr Nicholson also noted he was a representative of the CPCA on the Carlisle Flood Recovery Group in relation to item 313.

SR 309/4/16 Minutes of the meeting of the Parish Council held on 9 March 2016

Resolved to authorise the Chairman to sign, as a true and accurate record, the minutes of the meeting of the Council held on 9 March 2016.

SR 310/4/16 Public Participation

There were no comments from attending members of the public.

SR 311/4/16 Finance Matters

311.1 Resolved that the following payments be approved:

NEST Pension, April pension	£61.81
Sarah Kyle, March Salary plus reimbursements	£1,125.93
Cumbria Payroll, March payroll	£15.00
Tech4 Office, March printing	£27.43
HMRC, March PAYE & NI	£173.22
Green Urban, Defibrillator cabinets	£2,730.00
WEL Medical Ltd, Defibrillators	£3,030.30
Play Inspection Company, Operational Inspections	£150.00
Graphix Signs, BMX Replacement Sign	£120.00
Cumbria County Council, Tarraby & Houghton in Bloom Sign	£173.69
Right Print, Houghton Community Event Flyers	£45.00
Colvilles Grounds Maintenance, March grass cutting	£358.80
TOTAL	£8,011.18

311.2 Noted: balances at bank as at 31 March 2016:

Community Account	£667.23
Money Manager Account	£64,154.38
Expenditure to 31/03/16	£48,794.67

311.3 Grants 2016/17

A decision regarding a grant application for the Houghton Echo was deferred until the May meeting to allow for the submission of updated printing quotes.

HP

311.4 Finance/Risk Group Meeting

It was agreed that a Finance/Risk group meeting will be arranged via email prior to the May meeting to discuss a revised budget for the new parish council year, grant terms/conditions and changes to financial regulations.

SK

SR 312/4/16 Planning Matters

312.1 Applications

16/0218 Land adjacent Dykeside Cottage, High Knells, Houghton, Carlisle, CA6 4JW - Installation Of Agricultural Access Track

Resolved: To support the Countryside Access Officers comments and to recommend that the applicant's statement of using stone as the material of choice be supported to ensure the track is permeable.

SK

312.2 Permission Notices Received:-

15/1172 Land to the rear of Croft House, Tarraby, Carlisle, CA3 0JS - Erection Of Agricultural Storage Building And Construction Of Access Track And Hard Standing Area.

312.3 Withdrawn Applications Received:-

12/0791 Rickerby House, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Erection Of 1.5 Metre Timber Trellis Fence To Front (Retrospective)

SR 312/4/16 Clerks Report

SR282.5/2/16 Internet Banking

The Clerk has submitted the forms and arrangements now allow for the payment of invoices, once authorised by two signatories at a PC meeting, to take place. The Clerk will discuss methods with the internal auditor to ensure clarity before progressing with using this method for regular or urgent payments.

SR283.4/2/16 Land Registry

No estimate has yet been received regarding registration works. This will be carried forward to a future meeting.

SR286/2/16 Bus Shelters, Houghton

There has not yet been an update regarding maintenance works on the bus shelters in Houghton. The Clerk is to email the City Council Officer again, giving 21 days for response before the Parish Council undertake the work themselves. City Cllr Bainbridge asked to be kept informed of developments. The Council agreed that it did not wish to follow a Freedom of Information request to the district Council over the ownership and maintenance of bus shelters.

SK

SR295.6/3/16 Grants 2016/17

The Clerk has requested an updated quotation for a noise pollution survey in Houghton and Brunstock. The advice provided was that the locations planned in Linstock will provide sufficient data for Houghton and Brunstock due to the distances involved and the report can reflect this for an additional £250. The Clerk is to discuss this with the Linstock Community Group before progressing. The Clerk has also been liaising with the organisers of the Queen's 90th Birthday Celebrations regarding publicity. All other Groups have been written to regarding their applications.

SK

Other Matters

Play Area Inspections

Quarterly play area inspections have been carried out in March at both Linstock and Crosby sites. The Clerk is working through the issues raised and will bring any matters needing significant

expenditure to the May meeting. It would appear that the safety matting will be subject to annual maintenance issues to prevent and deal with compacting of soil, as the issue is being repeated in each inspection carried out. The Clerk has included the checking of goal posts in the schedule from the next inspection, at an additional annual cost of £20 per site. This is necessary to deal with updated regulations regarding goal posts.

Audit

The Clerk has arranged a date of Thursday 21st April for the internal audit to be completed. The Parish Council have been selected as part of a five percent sample for an intermediate audit.

Parish Plan

Work has now resumed on the Parish Plan review with prices for initial consultation being formulated for review.

Tri-Partite Meeting

The Chairman and Clerk both attended the recently held tri-partite meeting of the CPCA, City Council and County Council.

Insurance Review

The Clerk has arranged a meeting with the current brokers to discuss insurance renewal on Thursday 14th April.

SR 313/4/16 Flood Recovery

Cllr Fox noted the following:

- A Tri-Partite meeting was held on 22 March. The meeting was deemed to be disappointing, with officers being defensive about performance post-flood. It was noted that a briefing paper summarising concurring views from both Stanwix Rural and Wetheral PC, on the perceived failure of the City Council and (to a lesser extent) County Council responses to the event, had been presented.
- Cllr Fox had spoken with consultants who are reviewing the City Council performance. It remains unclear whether the review outcomes will be available to others than Officers of the authority and the Executive. Cllr Fox will liaise with City Cllr Bainbridge regarding the final report.
- Cllr Fox had attended a meeting of the Carlisle Flood Group as a private individual; he reported that recognition that the floods affected a much wider area than the City Centre is still lacking.
- Cumbria County Council are hosting review meetings in conjunction with leading groups. A meeting will be held in Rickerby in May and Crosby in June. This will give residents the chance to air their views and be involved with shaping future strategy.

MF

Cllr Nicholson agreed that the review process must involve rural areas and needs a strategic approach.

SR 314/4/16 Administration & Governance

314.1 Consultations Received

314.1.1 Planning Carlisle's Future: Notification of Public Consultation, Carlisle District

Local Plan 2015-2030 Proposed Main Modifications (March 2016)

The main points of the updated plan were noted, namely that the focus on housing targets has shifted to the south of the City and that resilience to flood events has also been reviewed. It was also noted that a housing allocation site for 12 properties in Linstock has been removed.

Resolved: Cllrs Fox and Nicholson to collate a response for submission before 25 April.

MF/CN

314.1.2 Jackson Road, Houghton - Proposed Introduction of Double Yellow Lines

A query was raised regarding how much public consultation has been held with local residents regarding the proposal; the Clerk is to investigate. In line with the informal consultation previously discussed, it was agreed that the Parish Council are in support of

SK

the proposal.

314.2 Village Hall Reports

Houghton Village Hall

Cllr Lightfoot provided a general update regarding numerous ongoing maintenance issues. He also confirmed he had checked that hirer's terms and conditions were being given to all users by the new booking secretary and that the committee were currently investigating succession planning. Discussion was also held regarding the ongoing car park ownership query. The Council confirmed that documentation had proven that the car park falls under the management of the hall, and unless the hall were able to provide documentary evidence to prove otherwise, the ownership was determined. Cllr Lightfoot confirmed the hall would provide its use free of charge at the forthcoming Houghton Fair.

Crosby Village Hall

Cllr Fox noted that the hall was still being repaired and discussions were being held with the insurance company with regards replacing the main hall floor. The Committee's success in obtaining grant funding for a mobile stage was noted.

SR 315/4/16 Village Matters

315.1 Tarraby Common Land

Cllr Phillips outlined plans to undertake restoration works on the common land in Tarraby to restore the surface, remove a dead tree and move signage to ensure that it is clear that the turning of vehicles is prohibited. Small boulders will also be placed along the edge to prevent further vehicular access. A quotation of under £200 had been received from Mr S Splinter to undertake all of the works. Cllr Phillips also confirmed he had spoken to adjacent land owners regarding the problem and they have agreed to use the official turning area for their vehicles in the future.

Resolved: To authorise expenditure needed to undertake restorations works on Tarraby Common Land. The need for a felling license for the removal of a tree will be investigated prior to any works commencing and the Clerk will obtain utility maps for the area.

SK

315.2 Linstock Village Green Track Maintenance

Quotations for the repair of potholes on the two tracks in Linstock had been obtained following a complaint about the state of the surface. Concerns were however raised that a drain was present under the larger of the tracks and that the track had been consolidated which is exacerbating the continuing problem of standing water in the area. Works undertaken in this area in the recent past are to be investigated before any quotation is accepted.

CN

315.3 Houghton In Bloom

A request for permission to site a planter on a paving flag adjacent to the entrance to Houghton Village Hall was received.

Resolved: Permission to install the above is to be granted in principal, following receipt of a plan to show the exact location.

SK

315.4 Goal Posts

It was noted that updated guidance had been obtained regarding goal post safety. Cllr Phillips had undertaken an audit of the three sets of goal posts in the area. The removal of metal pins at Linstock had been authorised but signage for all three areas is to be investigated for discussion at a Risk group. The Clerk also noted the goals posts at Crosby and Linstock will be included in the quarterly play area inspections, at an additional cost of £20 per site per year.

315.5 Houghton Village Green Drainage

It was noted that work is to commence on drainage works (min. SR148.2/3/14 refers) between numbers 1 – 3 The Green.

315.6 Summer Fun Days

Resolved: To organise six summer fun days at a cost of £400 per day plus hall hire. The days will be provided by the Cumbrian Sports and Physical Activities Foundation as in previous years and will take place during July and August at both Houghton and Crosby Village Halls. The Clerk is in the process of investigating potential grant funding, however it was cautioned that any support was unlikely due to the recurrent nature of the event.

SK

315.7 The Stag, Crosby

Cllr Fox informed Cllr's that a public meeting had been held regarding the potential purchase of the Stag as a community asset. A Committee has been established and a business plan is being written to support the proposal.

SR 316/4/16 Schedule of Correspondence, notices and publications

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

SR 316/4/16 Councillor Matters

One member of the public left at 21.01

Cllr Duncan informed Cllr's that he is to undertake training for a speed radar gun for use in Houghton.

Cllr Duncan and Cllr Phillips both noted concerns over the refurbishment works undertaken on Houghton Village Green. Concerns over the standard of the finish and the apparent divergence from the specification quoted were outlined. Both Cllr's are to speak to the contractor engaged to find a satisfactory remedy to the problem. It was agreed that detailed specifications will need to be obtained in the future when works are to be undertaken to ensure the situation does not recur.

HP/CD

SR 317/4/16 Date of Next Meeting

The Annual Meeting of the Parish Council will be held on Wednesday 11th May 2016 in St. John's Church Hall, Houghton at 7.30pm.

There being no further business, the Chairman closed the meeting at 21.10.

WMAF
11/05/2016

DECLARATION OF ACCEPTANCE OF OFFICE

I,.....MIKE FOX.....having been elected to the office of
Chairman of Stanwix Rural Parish Council declare that I take that office upon myself,
and will duly and faithfully fulfil the duties of it according to the best of my judgement
and ability.

I undertake to observe the code as to the conduct which is expected of members of
Stanwix Rural Parish Council.

Signed WMA FOX.....

Date 11 May 2016.....

This declaration was made and signed before me

Signed Skyle.....

Proper Officer of the Council

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 11 May 2016 in St. John's Church Hall, Houghton at 7:30 p.m.**

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

In Attendance: County Cllr Mallinson, City Cllrs M Bowman and J Bainbridge.

SR 318/5/16 Election of Chairman for Council Year 2016/17

Resolved unanimously that Cllr M Fox be elected as Chairman for the Council Year 2016/17. Cllr Fox signed the Declaration of Acceptance of Office.

SR 319/5/16 Election of Vice-Chairman for Council Year 2016/17

Resolved unanimously that Cllr H Phillips be elected as Vice-Chairman for the Council Year 2016/17.

SR 320/5/16 Apologies for absence

Apologies were received from Cllr R Gordon.

SR 321/5/16 Requests for Dispensations

No requests for dispensations were received.

SR 322/5/16 Declarations of Interest

Cllrs Nicholson and Phillips both declared an interest in item 325.10 (Houghton Echo Grant Application) due to being co-editors of the publication. Cllr Nicholson also declared an interest in planning application 16/0348 due to knowing the applicants and item 382.1, due to sitting on the Carlisle Flood Recovery Group on behalf of the CPCA.

SR 323/5/16 Minutes of the meeting of the Parish Council held on 6 April 2016

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

SR 324/5/16 Public Participation

There were no attending members of the public. City Cllr Bainbridge reported he was continuing to investigate flood recovery communication issues and City Cllr Bowman reported that no communication has been received yet regarding a decision to relocate a litter bin in Tarraby.

SR 325/5/16 Finance Matters

325.1 Resolved that the following payments be approved:

NEST Pension, April pension amendment (note of corrected figure)	£73.31
NEST Pension, May pension	£73.31
Sarah Kyle, Salary and Reimbursements	£1,195.56
Cumbria Payroll, April Payroll	£15.00
Tech4 Office, April Printing	£28.63
HMRC, PAYE & NI	£184.54
YPO, Stationery	£20.64
CALC, Subscription & LCR Review	£356.00
Colvilles Grounds Maintenance, Grounds Maintenance & Graffiti Removal	£915.60
Jean Airey, Internal Audit	£144.10
Came & Company, Insurance 2016/17	£857.10
Houghton Church Parochial Fund, Rental April	£36.00
Linstock WI Hall, Rental April	£24.00
The Society of Local Council Clerks, Membership	£187.00
Savills UK Limited, Linstock Green Tenancy	£10.00
H Phillips, Reimbursements	£14.94
TOTAL	£4062.42

325.2 Noted: balances at bank as at 30 April 2016:

Community Account	£3,862.43
Money Manager Account	£98,404.38
Expenditure to 30/04/16	£8,022.68

325.3 Income Received

Noted the receipt of £38,301.07 being the Precept 2016/17 and £2,238.93 CTRS Grant, both from Carlisle City Council. Also to note the receipt of £4,800.25 from the League of Friends of Brampton and District War Memorial Hospital & The Community in respect of the provision of three defibrillators.

325.4 Internal Audit Report

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

325.5 Audit Commission Annual Return Governance Statement

Resolved that the Annual Governance Statement for the Audit Commission Annual Return for the year ended 31 March 2016 be signed by the Chairman.

325.6 Statement of Accounts for Year Ended 31 March 2016

Resolved that the accounts for the year ended 31st March 2016 be approved and that the Chairman be authorised to sign the Annual Return.

325.7 Finance/Risk Group

Resolved to accept recommendations made by the Finance/Risk Group, namely:

- No grant funding is to be applied for the children's summer fun days.
- Following updated guidance for the management of goal posts, signs for each of the three areas are to be investigated and consolidated with existing signage where possible. The Clerk will investigate for discussion at a future meeting.

SK

325.8 Insurance

Resolved to accept a quotation for a three year long-term binding insurance policy with Came & Company brokers. The first years premium of £857.10 was included in the payment schedule.

325.9 Society of Local Council Clerks Membership

Resolved to authorise membership for the Clerk at a cost of £187. The Clerk has sought approval of donations from Hethersgill, Walton and Scaleby Parish Council's towards the cost.

325.10 Grant Scheme 2016/17

Due to two Cllr's declaring an interest in the matter, thereby leaving the Council inquorate on this item, a decision regarding a grant application for the Houghton Echo was deferred until the June meeting. Updated quotations for the publication have been received and Cllr's will be asked to consider them prior to the next meeting so a firm recommendation can be proposed and the application progressed. It was noted that anyone wishing to advertise in the Echo should contact Cllr Phillips.

325.11 Grant Scheme Criteria

Consideration was given to revising the grant scheme criteria; the updated more explicit wording had been circulated with the agenda.

Resolved to agree the amended criteria and hold a second round of funding this financial year, decisions to be made in October (advertised over the summer with a closing date of end September).

SK

325.12 Financial Regulations

Resolved to adopt updated financial regulations in line with the NALC model, as circulated prior to the meeting.

SR 326/5/16 Planning Matters

326.1 Applications

16/0332 63 Millcroft, Carlisle, CA3 0HT - Erection Of Two Storey Rear Extension To Provide Extended Kitchen And Family Room On Ground Floor With En-Suite Bedroom Above And Balcony

Resolved: No objections to be made, however noted that there was the potential for overlooking neighbouring properties from the balcony and reconfigured gable windows.

16/0348 Clubhouse, Eden Golf Club, Crosby on Eden, Carlisle, CA6 4RA - Replacement Marquee

Resolved: No representation to be made.

326.2 Permission Notices Received:-

16/0133 Chestnut Cottage, 3 Houghton Road North, Houghton, Carlisle, CA3 0NL - Removal of Existing Garage and Erection of Two Storey Extension to Provide Garage/Store, WC and Cloakroom on Ground Floor with En-Suite Bedroom Above

16/0218 Land adjacent Dykeside Cottage, High Knells, Houghton, Carlisle, CA6 4JW - Installation Of Agricultural Access Tracks

326.3 Withdrawn Applications Received:-

16/0061 Land Opposite Knells Cottages, The Knells, Houghton, Carlisle - Erection of 1No. Dwelling (Outline/Revised Application)

326.4 16/0010/SNBN Land to the north west of Windsor Way, Carlisle - Erection of 276no. dwellings

Resolved: No observations to be made on the proposed street naming.

SR 327/5/16 Clerks Report

SR295.6/3/16 Grants 2016/17

The Clerk has authorised the undertaking of a noise pollution survey as previously agreed. The report will encompass Brunstock and Houghton locations for an additional cost of £250. This was due to take place early May but has been delayed due to both illness and the prevailing south wind. It will now take place around 18th May.

SR314/4/16 Planning Carlisle's Future: Notification of Public Consultation, Carlisle District Local Plan 2015 - 2030 Proposed Main Modifications

A response was submitted to the above. Copy available from the Clerk upon request.

SR314.1.2/4/16 Jackson Road, Houghton - Proposed Introduction of Double Yellow Lines

The Clerk confirmed that one property affected by the proposals had been consulted. Some other properties had also had informal consultation. As this was deemed adequate no objections were raised to the proposals.

SR3151.1/4/16 Tarraby Common Land

The Clerk has confirmed there is no need for a tree felling license. Utility maps in the area are not necessary and hand-digging in the area can commence as soon as possible.

SR315.2/4/16 Linstock Village Green Track Maintenance

The project is currently on hold until drainage problems in the area are resolved. In other matters, a request was received from a parishioner to lay small kerbing stones on their access route on Linstock Village Green. A plan detailing the works has been requested.

SR315.3/4/16 Houghton In Bloom

A plan and location map was provided by the Group with regards to an additional planter outside the Village Hall. Consent was therefore given to proceed with the works. The new signage has also been obtained and has been passed onto the Houghton In Bloom group for display.

SR315.6/4/16 Summer Fun Days

Dates have been reserved with both Crosby & Houghton Village Halls for the provision of 6 summer fun days. No grant funding is to be applied for at this stage.

SR315.7/4/16 The Stag, Crosby

Confirmation has been provided that the community group, 'The Stag at Low Crosby' have confirmed their intention to bid on the asset, triggering the six month moratorium period until 07/09/2016.

Other Matters

Parking

Concerns have been raised regarding parking in Linstock (The Nurseries). The matter was one for the Police and the resident has been advised as such. Concerns were also raised regarding long-term parking opposite the shop in Houghton. A polite notice was drafted for placement on the vehicle windscreen to try and prevent the problem reoccurring.

Flood Supplies

The Clerk put a local resident in touch with Cumbria County Council's Flood Recovery Centre for cleaning supplies. Supplies of items remain plentiful and residents are encouraged to use them.

BT Phone Kiosks

The final submission has now been made to BT with regards the previous consultation for the transfer of the assets for use as defibrillator housing. Contact is expected to be received from BT in due course.

Defibrillators

The Clerk has now received the three defibrillators and cabinets. Quotations for installation at the three locations are being sought.

Brunstock Lane

Reports of dog fouling have been received at the above. This has been forwarded to the Environment Officers at Carlisle City Council. Blocked drains in the area have also been reported under call reference 32/1390561 and a repeated requested for street sweeping has been noted.

Police and Crime Commissioner Elections

The Clerk has displayed posters relating to the election of the above around the parish.

SR 328/5/16 Flood Recovery

328.1 Update Report

Cllr Fox had circulated a report alongside the agenda detailing progress to date. He noted also that a County Council website had been established containing useful data however it had not been widely publicised. Communication from the CPCA/CALC was also touched upon with concerns that information is not being widely disseminated by all connected groups.

County Cllr Mallinson updated Cllr's regarding plans for flood defenses for Rickerby. This allayed worries that Rickerby would not be included in future defense plans whilst being part of the Carlisle area reports.

Cllr Fox noted plans for a contract for a pump for the Penstock chamber at Crosby are

underway. He also noted that residents in Crosby are planning that a Christmas Tree be installed in the Village this year. Full details are still being planned and assistance will be offered where possible by the attending City/County Cllr's.

Cllr Nicholson noted Jim Ratcliffe (Environment Agency) is presenting to the CPCA meeting in June.

328.2 Flood Donation

Cllr Fox noted that discussion in Crosby are underway regarding the previously received donation of funds from St. Andrews Church. Cllr Fox will liaise with the Village Hall and report back to a future meeting. It was agreed that some form of recognition of the donation's origins need to be incorporated into the final project.

MF

SR 329/5/16 Administration & Governance

329.1 Appointment of Representative to Outside Bodies & Appointment of Working Groups

Resolved to appoint the following representatives to outside bodies:

- Houghton Village Hall Committee – Cllr A Lightfoot.
- Crosby Village Hall Committee – Cllr M Fox
- Brampton & Beyond Community Trust – Cllr M Fox (Trustee)
- Broadband – No representative required.
- Airport Consultative Forum – No representative currently required although Cllr Nicholson will attend should any matters arise.

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
- Community Plan - Cllrs M Fox & H Phillips

329.2 Programme of Meetings

Resolved that all meetings, with the exception of December, will take place on the second Wednesday of the month. The meeting in December will take place on the first Wednesday to prevent intrusion into the festive period. No meeting is planned for August unless urgent business occurs. (A schedule of venues will be updated during the year when Crosby Village Hall re-opens).

329.3 Community Plan

A report outlining the proposed timeline for the updated Community (Parish) Plan had been circulated alongside the agenda and was **noted**. A suggestion to involve local schools to ensure young people are heard was made. Cllr's Fox and Phillips will pursue this.

Resolved: To agree the proposed timetable for production of the above. The questionnaire wording, which will be posted to all households was also agreed.

MF/HP

SR 330/5/16 Village Matters

330.1 Linstock Seating

Consideration was given to a request for additional seating in Linstock, following the removal of the broken metal bench.

Resolved: To assess need during the Community Plan process and progress at a future meeting if necessary.

330.2 Tree at The Garth, Crosby-on-Eden

Noted that a dangerous tree at the above location had been removed; thanks were offered to County Cllr Mallinson for his assistance.

330.3 Tree Risk Assessment

A risk assessment of trees had been carried out with a recommendation for works required on 11 trees. Two quotations had been received for the works recommended, being £450 and £480.

Resolved: To proceed with tree surgery as recommended in the risk assessment using Radiata Trees at a price of £450.

330.4 Bus Shelters, Houghton

It was noted that the City Council had cleaned the bus shelters as requested and permission had been granted that the Parish Council could paint them to complete the renovation.

Resolved: To obtain quotations for the re-painting of two bus shelters in Houghton.

SK

SR 331/5/16 Schedule of Correspondence, notices and publications

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

SR 332/5/16 Councillor Matters

Cllr Phillips noted complaints regarding dog fouling in Houghton. The Clerk will liaise with the appropriate City Council team for advice and guidance.

SK

Cllr Phillips also presented photographs of the Queen's 90th birthday celebratory bonfire, recently held using Parish Council grant funding.

SR 333/5/16 Date of Next Meeting

The next meeting of the Parish Council will be held on Wednesday 8th June 2016 in St. John's Church Hall, Houghton at 7.30pm.

There being no further business, the Chairman closed the meeting at 20.55

WMAF
8/6/16

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 8 June 2016 in St. John's Church Hall, Houghton at 7:30 p.m.**

Present: The Chairman Cllr M Fox, C Duncan, A Lightfoot, R Gordon and C Nicholson.

In Attendance: County Cllr Mallinson, City Cllrs M Bowman and J Bainbridge. Two members of the public.

SR 334/6/16 Apologies for absence

Apologies were received from Cllrs H Phillips.

SR 335/6/16 Minutes of the meeting of the Parish Council held on 11 May 2016

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

SR 336/6/16 Requests for Dispensations

No requests for dispensations were received.

SR 337/6/16 Declarations of Interest

Cllrs Nicholson declared an interest in item 339.4 (Houghton Echo Grant Application) due to being a co-editor of the publication.

SR 338/6/16 Public Participation

Mr Woodmass, an attending member of the public, expressed concerns regarding:

- Drainage on the small Green in Linstock
- The condition of the surface of the tracks over the Village Green in Linstock
- The removal of a metal bench from Linstock
- The delay in the relocation, after refurbishment, of the goal posts on the Village Green
- The condition of various trees in Linstock
- The condition of various trees in Brunstock

Cllr Fox responded to each of the above points, noting that progress was being made with the drainage works with money set aside for work this year, and that track maintenance was due to be carried out imminently. He also noted that Mr Woodmass had been invited to be involved in discussions regarding the relocation of the goal posts. Cllr Fox requested that any other members of Linstock with concerns contact the Council directly. Cllr Fox agreed that both he and Cllr Gordon will meet with Mr Woodmass on-site to discuss the issues further.

MF/RG

Mr Coles, an attending member of the public, raised concerns the amount of tarmac at the police handling/parade ground, leading to surface water potentially being discharged directly into the catchment of the river Eden. This will be pursued with the landowner.

SK

SR 339/6/16 Finance Matters

339.1 Resolved that the following payments be approved:

NEST Pension, June pension	£73.31
Sarah Kyle, Salary and Reimbursements	£1,187.07
Cumbria Payroll, May Payroll	£15.00
Tech4 Office, May Printing	£22.11
HMRC, PAYE & NI	£184.54
YPO, Stationery	£41.04
Royal Mail Group Ltd, Response Plus License	£60.00
Airbounce, Houghton Fair	£374.00
Staples, Stamps	£30.24
Houghton Church Parochial Fund, Rental	£36.00
Float, Houghton Fair	£150.00

Newlands Adventure Centre, Houghton Fair	£380.00
William Strike Ltd, Houghton Fair	£75.00
Slaters Fun Fair, Houghton Fair	£725.00
B Hill, Reimbursements Houghton In Bloom	£351.12
Colvilles Grounds Maintenance, May grounds maintenance	£933.60
S Splinter, Tarraby refurbishment works	£200.00
TOTAL	£4,769.03

The Clerk to have the cheques counter-signed by Cllr Phillips after the close of the meeting.

339.2 Noted: balances at bank as at 31 May 2016:

Community Account	£4,201.32
Money Manager Account	£94,420.38
Expenditure to 31/05/16	£12,085.10

339.3 Income Received

Noted the receipt of:

- £50 donation towards the Houghton Fair from Lloyd Ltd
- £616.00 towards the Houghton Fair and Houghton in Bloom from Cumbria County Council
- £15 from Walton Parish Council, contribution towards Clerks SLCC membership
- £15 from Hethersgill Parish Council, contribution towards Clerks SLCC membership
- £15 from Scaleby Parish Council, contribution towards Clerks SLCC membership

339.4 Houghton Echo Grant

Resolved to pay a grant based on the difference between the cost of printing and advertising revenue received, up to a maximum of £400 over two editions. Cllr Nicholson did not take part in the discussion.

SR 340/6/16 Planning Matters

340.1 Applications

16/0032S211 Land adjacent to Waterside Cottage, Tarraby - Tree 445 ash - remove lowest limb, Tree 446 sycamore - Fell, Birch - Fell

Resolved: No representation to be made.

16/0435 Ivy Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Replacement Of First floor PVCu Window In Rear Extension With Timber Casement Window; Amend Lintel Detail To Arched Soldier Course; Fitting Of Flood Gates To 3No. External Doors; Cover External Stair To Basement And Fit Aluminium Framed Glazed Lantern Over To Provide Natural Light; Raising Of Cill Height To 500mm Of Gable Window To Improve Flood Resistance Of Property (LBC) (Part Retrospective) Amendments To Previously Approved Consent 15/0075

Resolved: The Parish Council cannot determine from the application the type of glass to be used in the proposed aluminium framed glazed lantern over the basement and it is unclear as to whether any basement access is to be retained. The Parish Council to recommend that the Fire Service and Health and Safety Executive be consulted before any consent is granted due to the possible fire and safety hazard presented.

16/0440 Ivy Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Variation Of Condition 2 (Approved Documents) Of Previously Approved Application 15/0075

Resolved: No representation to be made on this application but attention to be directed to the response of Appn. 16/0435.

16/0450 The Beeches, Rickerby, Carlisle, CA3 9AA - Internal Alterations To Create Larger Kitchen/Dining Room, Utility And WC Together With Installation Of New Glazed Screen & Door To Existing Porch (LBC)

Resolved: To recommend this application is determined in line with local and national planning policies.

16/0485 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB - Erection Of Timber Building Adjacent To Entrance Of Garden Centre For The Sale Of Fruit And Vegetables

Resolved: The Parish Council feel unable to comment on this application due to the plans being unable to view online as of 8 June 2016 and the printed plans lacking detailed information. Further details and an extension for response are to be requested.

16/0486 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB - Creation Of Hand Car Wash With Package Recycling System

Resolved: The Parish Council is unable to comment on this application due to the lack of information given. Specific concerns regarding the arrangements for the disposal of the water/detergent being used were expressed and it was agreed that the application fails to properly and clearly identify the arrangements for its discharge resulting in concerns that inadequate drainage may result in discharge into the nearby Brunstock Beck, a tributary of the River Eden.

Concerns were also expressed that there does not appear to be any consultation being made with either United Utilities or the Environment Agency.

Further details and an extension for response are to be requested.

340.2 Permission Notices Received:-

16/0332 63 Millicroft, Carlisle, CA3 0HT - Erection Of Two Storey Rear Extension To Provide Extended Kitchen And Family Room On Ground Floor With En-Suite Bedroom Above And Balcony

16/0158 South Garth, Crosby on Eden, Carlisle, CA6 4QZ - Erection Of Boundary Fence

SR 341/6/16 Clerks Report

SR315.3/4/16 Houghton In Bloom

Permission was granted to Houghton In Bloom to plant a tree in commemoration of the Queen's 90th Birthday following consultation with the Chair/Vice-Chair. A plan is to be submitted retrospectively.

SR330.3/5/16 Tree Risk Assessment

The appointed contractors for the tree works have confirmed that all works (subject to consent in Tarraby) will take place in August or slightly later, following the bird nesting season.

Other Matters

Defibrillators

Installation is due to take place before the end of June. Once the cabinets have been installed the Clerk will arrange the handover of the defibrillators. The Clerk will also investigate signage options.

SK

Linstock Tree

Discussion with the Tree Protection officer was held after concerns were raised following some private work to an oak tree in Linstock. A review of trees in the area may be necessary by the Environment and Recreation group in the future. The Clerk to arrange a meeting.

SK

Cumbria Countryside Access Fund: Workshop Presentation

Cllr Phillips attended the above on behalf of the Parish Council. An application to the fund will not be progressed due to the minimum grant being £100,000.

SR 342/6/16 Flood Recovery

Cllr Fox noted that the Cumbria Flood Partnership (a mix of local authorities, voluntary groups,

Environment Agency and flood groups) were currently creating a plan for the County with a 25 year life span. This is based upon the three areas of Eden, Derwent and Kent Rivers and incorporates a series of solutions to overcome flooding, such as up-stream storage and means of dissipating the flow. Concerns were expressed regarding the capacity of organisations to deliver based on the number of reports that must be written. It was also stressed that a more co-ordinated approach to ensure all groups are coherently working together is needed. Cllr Nicholson advised that the City Council is pressing the Environment Agency to implement actions before winter.

A Carlisle Flood Forum will take place at Crosby School on 29th June for residents, commencing at 6pm. Cllr Nicholson sent apologies for this meeting.

SR 343/6/16 Administration & Governance

343.1 Community Plan

It was noted that the questionnaire is due to be distributed soon to homes and that voluntary groups were also to be contacted separately. Cllrs Fox and Phillips are also speaking to local schools. Analysis will take place during August and dates for the September meetings around the parish will be made available in due course. Cllr Nicholson suggested the completion of the Community Plan should be used as a springboard for the production of a Neighbourhood Plan.

SR 344/6/16 Village Matters

344.1 Bus Shelters, Houghton

Only two quotations had been received to date to repaint the shelters. The Clerk to obtain a third quotation before progressing at the July meeting.

SK

SR 345/6/16 Highways Matters

345.1 Highways England's Request for Evidence

Resolved that Cllrs Fox and Nicholson will collate a response to the above before the submission deadline of end June 2016. Cllr Bainbridge is to forward an email containing a presentation on the future of the A69 and the Clerk is to obtain recent traffic data for the A69 and A689.

MF/CN
SK

SR 346/6/16 Schedule of Correspondence, notices and publications

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

SR 347/6/16 Councillor Matters

Cllr Nicholson noted he had reported an overgrown hedge in Rickerby to Highways. He also passed on details of an overgrown hedge on Houghton Road - the Clerk to report.

SK

Cllr Fox noted that Electricity NW had been in contact for consent to undertake cable works on the White Moss Common. They are to be informed that the Parish Council have no objections however they will need to speak to Natural England, who are responsible for the SSSI.

MF

SR 348/6/16 Date of Next Meeting

The next meeting of the Parish Council will be held on Wednesday 13th July 2016 in St. John's Church Hall, Houghton at 7.30pm.

Councillors were reminded that the Houghton Fair is to take place on Saturday 2nd July.

There being no further business, the Chairman closed the meeting at 20.34.

WMAH
13/7/16

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 13 July 2016 in St. John's Church Hall, Houghton at 7:30 p.m.**

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

In Attendance: City Cllrs M Bowman and J Bainbridge.

SR 349/7/16 Apologies for absence

Apologies were received from Cllr H Phillips and County Cllr J Mallinson.

SR 350/7/16 Minutes of the meeting of the Parish Council held on 8th June 2016

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

SR 351/7/16 Requests for Dispensations

No requests for dispensations were received.

SR 352/7/16 Declarations of Interest

Cllr Duncan declared an interest in planning applications 16/0485, 16/0486 (at the time of the agenda items) as well as application 16/0597. He also declared an interest in item 358.5 (Tidy Garden scheme). Cllr Lightfoot also declared an interest in planning application 16/0597. Cllr Nicholson declared an interest in correspondence relating to Linstock Village Green. Cllr Fox declared an interest in matters relating to Crosby Parish Hall, being an appointed Committee member on behalf of the Council.

SR 353/7/16 Public Participation

No members of the public were present.

SR 354/7/16 Finance Matters

354.1 Resolved that the following payments be approved:

NEST Pension, July pension	£73.31
Sarah Kyle, Salary and Reimbursements	£1275.53
Cumbria Payroll, May Payroll	£18.00
Tech4 Office, May Printing	£28.15
HMRC, PAYE & NI	£184.54
Houghton Church Parochial Fund, hire June	£24.00
Play Inspection Company, Quarterly Inspections	£150.00
Croftlands Trust, Houghton Fair Printing	£87.89
P Short, PAT Testing	£48.00
John Williams Landscaping, BMX Track Repairs	£147.60
A Occomore, Houghton Fair Expenses	£203.39
YPO, Stationery	£40.11
Colvilles Grounds Maintenance, Grounds works	£1641.60
TOTAL	£3922.12

354.2 Noted: balances at bank as at 30 June 2016:

Community Account	£2,106.29
Money Manager Account	£93,128.03
Expenditure to 30/06/16	£16,854.13

354.3 Income Received

Noted the receipt of:

- £697.28 from HMRC (VAT Refund)
- £10.37 from HSBC (Bank Interest)

- £32.50 Houghton In Bloom (Fair receipts)
- £130 Return of Float less Expenses (Houghton Fair)
- £706.15 Houghton Fair Receipts from day
- £75.00 Return of Cheque 200049 William Strike Ltd (Houghton Fair Refreshments)

354.4 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. Any urgent payments requiring authorisation will be ratified at the next meeting.

354.5 Quarterly Monitoring Report

A report on income and expenditure for the period 1st April to 30th June 2016 was circulated alongside the agenda and noted.

354.6 Clerks Salary

Resolved to adopt new pay scales in accordance with National Joint Council salary scales, effective 1 April 2016 to 31st March 2018.

SR 355/7/16 Planning Matters

355.1 Ratification of Responses Made Prior to the Meeting

1/16/9004 Houghton C of E School, Houghton, Carlisle, Cumbria, CA3 OPA - Single Storey extension at rear of school, to create provision for larger assembly/dining hall, two new classrooms and withdrawal/PPA spaces

Resolved: To approve the submitted response (previously circulated alongside the agenda). Particular concerns regarding parking and drainage were highlighted.

355.2 New Applications

16/0485 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB - Erection Of Timber Building Adjacent To Entrance Of Garden Centre For The Sale Of Fruit And Vegetables

Resolved: To note that there are still no detailed elevations, or clear photographic or artistic illustrations of the proposal and no meaningful descriptions of materials are given on the application form however, even without further detailed information, by virtue of its proposed location the Council consider that the timber framed building will intrude significantly upon the glazed façade of the garden centre, detracting considerably from the latter's symmetry of design. The balanced aspect of the glazed façade is fundamental to the integrity of the building's design; described in the officer report, relating to original Appn No 03/1024, as being – "...designed and finished to reflect a Victorian palm house. It would have 3 bays and would be entered through the central bay from the car park areas."

Also to note that the use of brown PPC roller shutters compounds the proposed building's clumsy design which, in conjunction with its siting, would create a wholly inappropriate clash of styles at what is the garden centre's most attractive elevation. For the above reasons the Parish Council urges the refusal of planning consent.

In addition, the application states that there are no protected and priority species or designated sites, important habitats or other biodiversity features on land adjacent to or near the proposed development. The package treatment plant attenuation pond that would serve the proposed development lies within approximately 25m-30m of Brunstock Beck, a tributary of the River Eden SSSI/SAC, yet no projected additional discharge volumes are given.

16/0486 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB - Creation Of Hand Car Wash With Package Recycling System

Resolved: To note that some documents on the LPA website are not in the customary PDF format and are inaccessible online. Also that the Parish Council has previously raised

specific concerns regarding the arrangements for the disposal of the water/detergent to be used and the application's failure to properly and clearly identify the arrangements for its discharge. The Parish Council also expressed concerns that inadequate drainage arrangements may result in discharges into the nearby Brunstock Beck, a tributary of the River Eden SSSI/SAC.

It is noted that the applicant, Klondyke Group Ltd, does not know how any foul sewage will be disposed of yet proposes to connect to the existing drainage system.

The Parish Council welcome the Environment Agency's comments relating to the disposal of foul waste water from the site and existing surface water drainage. It also notes the ES's comments regarding existing permitted levels of water abstraction and the existing Discharge Consent. The Parish Council recommends examination of the current actual volumes in order to ensure that these do not already exceed the permitted levels.

The application states that there are no protected and priority species or designated sites, important habitats or other biodiversity features on land adjacent to or near the proposed development. The package treatment plant attenuation pond that would serve the proposed development lies within approximately 25m-30m of Brunstock Beck, a tributary of the River Eden SSSI/SAC, yet no projected additional discharge volumes are given.

As strict compliance with EA requirements, for environmental safeguarding, cannot be fully guaranteed without continual on-site monitoring the Parish Council to urge refusal of consent.

16/0597 Land at Orchard Gardens, Houghton, Carlisle, CA3 0LH - Erection Of 4no. Bungalows (Reserved Matters Application Pursuant To Outline Approval 13/0787)

Resolved: The Parish Council to note that Outline Approval 13/0787, for 6 units, was subject to a s106 agreement to provide a contribution to affordable housing and that current application is for only 4. Clarification is therefore to be sought regarding the status of the previously agreed s106 agreement in view of the amended application and the Parish Council support the retention of the agreement, or a similar replacement agreement, in order to assist the delivery of affordable housing.

Also to stress that drainage problems in the area are being exacerbated by works already begun and to contend that Carlisle City Council, being responsible for granting the previous outline consent, has acquired a duty to ensure that the problems arising from the consequences of its decision, i.e. the worsened drainage issue, are fully resolved prior to the commencement of any further building work.

355.3 Permission Notices Received:

16/0183 Brunstock House, Brunstock, Carlisle, CA6 4QG - Repair And Alterations To Existing Roof (LBC)

16/0348 Clubhouse, Eden Golf Club, Crosby on Eden, Carlisle, CA6 4RA - Replacement Marquee (Retrospective)

16/0032 S211 Land adjacent to Waterside Cottage, Tarraby - Tree 445 ash - remove lowest limb, Tree 446 sycamore - Fell, Birch - Fell

16/0435 Ivy Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Amendments To Previously Approved Consent 15/0075; Replacement Of First floor PVCu Window In Rear Extension With Timber Casement Window; Amend Lintel Detail To Arched Soldier Course; Fitting Of Flood Gates To 3No. External Doors; Cover External Stair To Basement And Fit Aluminium Framed Glazed Lantern Over To Provide Natural Light; Raising Of Cill Height To 500mm Of Gable Window To Improve Flood Resistance Of Property (LBC) (Part Retrospective)

355.4 Deferment Notices Received:

16/0097 Land adj Croft House, Brunstock, Carlisle, CA6 4QG - Erection Of Dwellings (Outline)

Resolved: To submit a formal complaint regarding the procedures followed in handling the above application.

MF

SR 355/7/16 Clerks Report

SR338/6/16 Linstock/Brunstock Issues

Cllrs Fox and Gordon met with Mr H Woodmass to discuss issues raised in Linstock and Brunstock. An Environment and Recreation group meeting will be called to progress the issues.

CLERK

With regards to the matter raised in relation to surface water from the parade ground, this has been passed onto the Environment Agency.

SR 347/6/16 Overgrown Hedge, Houghton Road

The Clerk reported this matter and ownership of the hedge is being looked into. The reference number is 32/1397290.

Other Matters

Defibrillators

Installation has now been completed at both Crosby-on-Eden Parish Hall and Houghton Village Hall. Both of these defibrillators are now "live" on the ambulance system. The three volunteer guardians have all held a briefing session held by the North West Ambulance Service.

The unit at Linstock has not yet been fitted due to concerns over the weight of the cabinet on the building. This matter is in hand.

CLERK

Tarraby Conservation Area

Work has now been completed on the area as previously authorised. Permission has also been granted to remove the silver birch tree. One complaint has been received with regards to the new sign and two complaints have been received regarding parking on the common land.

BMX Track

Works to repair damage caused by the December 2015 floods has now been carried out.

Play Area Inspections

The operational inspections have been carried out. All items are on-going and low risk and will be dealt with by the Clerk in due course.

CLERK

Traffic Data

Limited traffic data has been obtained for the A69 and for the A689. This will be compared to previous figures obtained in due course.

CLERK

SR 356/7/16 Flood Recovery

Cllr Fox noted that he was engaged in ongoing dialogue with a Rickerby resident who is leading resilience work there. He also noted he had attended the Flood Recovery meeting in Crosby and the Crosby Flood Group are working together in response to the findings presented to formulate proposals to submit to the Environment Agency. These proposals will be circulated amongst members. Discussion had been previously held as to the Flood Group becoming a working party of the Parish Council and therefore it was noted that hall hire costs will be covered for their meetings.

City Cllr Bowman noted that the City Council are developing a "Winter Plan". Concerns were raised that this plan did not include the rural parishes. Cllr Bowman will keep the Parish Council updated.

WMAF
14/9/16

SR 357/7/16 Administration & Governance

357.1 Community Plan

It was noted that over 100 questionnaires had been received. Analysis of these will be carried out prior to the September meeting.

**MF/HP/
CLERK**

357.2 Village Hall Reports

Houghton Village Hall

Cllr Lightfoot expressed concerns regarding the arrangements for distribution of the defibrillator access code. It was explained that the code is only to be held by the Guardian and any member of the public should only receive the code in response to a 999 emergency. Training can be offered to the Committee members if required from Cumbria Fire and Rescue service. Cllr Lightfoot also confirmed that the tiling in the kitchen has been completed and work continues to obtain quotes for the replacement ceiling. He also noted that the Hall had agreed a contribution towards the new Houghton in Bloom sign. Finally he noted that arrangements for a potential supervisor for hall user groups were being discussed.

Crosby-on-Eden Parish Hall

Cllr Fox noted that the supper room and small meeting room were now re-opened following flood refurbishments, however rot had been found in the joists in the main hall which would not be covered by the insurance. An application had been made to the County Council to transfer grant funds from the purchase of new chairs to the required joist works and it was agreed by all that the funds the Parish Council have committed to chairs should also be used for this project. A new application for the chairs will be considered in the future. It was also agreed that a loan to the Hall to enable cash flow issues to be managed may need to be considered. A meeting will be called if this becomes necessary.

357.3 Beck Burn Windfarm

Cllr Fox had attended a meeting regarding grant payments in respect of the above, however funds are to only be paid to projects benefitting residents within a 5km radius, of which the Parish falls outside.

SR 358/6/16 Village Matters

358.1 Houghton Fair 2016

Thanks were offered to Cllrs Phillips, Sherriff and Duncan, as well as Ms Occomore, for their hard work in putting together a successful Fair once again. It was noted that the weather had a detrimental effect on attendance but those that did come had enjoyed the event. Final financial figures are still being collated but it is anticipated the costs will be well within budget. A letter of thanks is to be sent to the Fire Brigade for their attendance.

CLERK

358.2 Defibrillator Signage

Resolved to purchase defibrillator signage for Houghton and Crosby at a cost of £23.50 per sign.

358.3 Bus Shelters

Quotations had been received for the painting of two bus shelters in Houghton for £300, £680 and £685.

Resolved: To accept a quotation from Pattinson's decorators for £300.

CLERK

358.4 Signage

A report had been circulated alongside the agenda suggesting new signage for Houghton, Crosby and Linstock to highlight the new goal post safety regulations, as well as consolidate existing signage and issues (e.g. car parking) where appropriate.

Resolved: To accept a quotation from Cumbria County Council of £230.25 plus VAT for three new signs as above.

CLERK

WNAF

14/9/16

358.5 Tidy Garden Scheme

Resolved to contribute £56 towards plaques for the above. It was noted that the presentation ceremony will be on 29th September at Houghton Hall, arrival 5.30pm for a 6pm start. The event will be advertised on the Council website.

Cllr Gordon left the meeting at 20.57.

358.6 Houghton Football Pitch

It was noted that the Carlisle Centurions FC team will be using Houghton Village Green for their home games, generally with the U8 team and never older than the U10 team.

358.7 Drainage, Houghton Village Green

Resolved: To investigate the current state of repairs at the above and re-tender for works if necessary. The matter will be discussed fully at the September meeting.

CLERK

SR 359/7/16 Highways Matters

Highways England's Request for Evidence

Resolved to ratify the previously submitted response in regards to the above.

SR 360/7/16 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted. One supplementary item of correspondence had been received and related to a complaint regarding the moving of the Linstock Village Green goal posts. Cllr Fox will follow this up in person with the resident before providing a written response.

MF/
CLERK

SR 361/7/16 Councillor Matters

Cllr Duncan noted a perceived increase in dog walkers on Houghton Village Green.

SR 362/7/16 Date of Next Meeting

The next meeting of the Parish Council will be held on Wednesday 14th September 2016 in the Parish Hall, Crosby-on-Eden at 7.30pm.

There being no further business, the Chairman closed the meeting at 21.11.

WMA
14/9/16

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 14 September 2016 in the Parish Hall, Crosby-on-Eden at 7:30 p.m.**

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

In Attendance: City Cllrs M Bowman and J Bainbridge. County Cllr J Mallinson and three members of the public.

SR 363/9/16 Apologies for absence

Apologies were received from Cllr C Duncan.

SR 364/9/16 Minutes of the meeting of the Parish Council held on 13th July 2016

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

SR 365/9/16 Requests for Dispensations

No requests for dispensations were received.

SR 366/9/16 Declarations of Interest

Cllr Phillips declared an interest in planning application 16/0686, the applicant being known to him. Cllr Fox declared an interest in planning applications 16/0787 and 16/078 due to the applicant being known to him. He also declared an interest in item 370/9 due to being involved in local flood recovery groups. Cllr Nicholson declared an interest in 370/9 due to also being involved in flood groups in his role as CPCA Chairman. He also declared an interest in 373.1, due to knowing a resident involved.

SR 367/9/16 Public Participation

Mr Coles noted concerns over bus stop provision relating to the Eden Gate development in Houghton, relating to planning application 16/0694.

SR 368/9/16 Finance Matters

368.1 Resolved that the following payments be approved:

Royal Mail, Community Plan questionnaires	£86.17
NEST Pension, July corrected amount to note	£76.24
NEST Pension, August	£74.05
NEST Pension, September	£74.05
Sarah Kyle, Salary and Reimbursements July & August	£2,256.61
Cumbria Payroll, July & August payroll plus pension compliance	£72.00
Tech4Office, July & August Printing	£38.53
HMRC, July & August PAYE & NI	£395.34
Houghton Parochial Church Fund, July rental	£36.00
Colvilles Grounds Maintenance, Grass cutting	£957.60
Matthew Flynn, Tree maintenance	£450.00
BDO Stoy Hayward, Audit	£360.00
Houghton Village Hall, hall hire for summer fun days	£105.00
Royal Mail, Community Plan questionnaires	£4.61
Houghton Village Hall, repayment of CPCA grant	£1500.00
Houghton Village Hall, grant payment 2015/16	£300.00
C Duncan, Reimbursements	£56.00
Carlisle Centurions FC, grant	£495.86
Linstock WI Hall, grant	£527.84
Pattinsons Decorators, bus shelter painting	£300.00
HTC Phillips, Website hosting	£100.00
1st Houghton Rainbows, grant	£50.00
H Phillips, Reimbursements	£32.22

TOTAL £8,348.12

368.2 Noted: balances at bank as at 31st August 2016:

Community Account	£1,320.77
Money Manager Account	£91,344.00
Expenditure to 31/08/16	£20,864.30

368.3 Income Received

Noted the receipt of:

- £100 from Carlisle City Council (Houghton Fair donation)
- £30 from Houghton Village Hall (Houghton in Bloom donation)
- £1,615.97 from HMRC (VAT refund)
- £8.99 from Houghton in Bloom (refund of purchases returned)
- £11.92 from HSBC (bank interest)

368.4 Audit Commission Annual Return 2015/16

Noted the successful completion of the intermediate external auditor annual return certificate and report 2015/16 with no matters to bring to the attention of the Council

SR 369/9/16 Planning Matters

369.1 Ratification of Responses Made Prior to the Meeting

All responses formulated by the Planning Group and made under delegated powers of the Clerk had been circulated to members prior to the meeting.

16/0591 Dykeside Cottage, High Knells, Houghton, Carlisle, CA6 4JW - Change Of Use Of Land From Agricultural To Domestic & Formation Of A Gravel Topped Hardstanding
Resolved to ratify the submitted response.

16/0686 55 Tribune Drive, Houghton, Carlisle, CA3 0LE - Demolition Of Existing Rear Conservatory; Erection Of Single Storey Rear Extension To Provide Additional Living Accommodation And W.C.; Conversion And Extension Of Existing Detached Garage To Form Enlarged Garage On Ground Floor With Annex Accommodation Above
Resolved to withdraw the submitted response.

16/0551 Land opposite The Far Boot, Houghton, CA6 4JF - Erection Of 1no. Dwelling
Resolved to ratify the submitted response.

16/0695 The Lilacs, 24 The Green, Houghton, Carlisle, CA3 0NF - Erection Of Garden Shed/Cabin To Front Elevation
Resolved to ratify the submitted response.

16/0692 Whitrigg Lea, Crosby on Eden, Carlisle, CA6 4QY - Single Storey Side Extension To Provide Sunroom/Orangery
Resolved to ratify the submitted response.

16/0017 TPO Little Croft, Linstock, Carlisle, CA6 4PY - Remove excessive foliage from around flue to improve venting
Resolved to ratify the submitted response.

16/0694 Land at Hadrian's Camp, Houghton Road, Houghton, Carlisle, Cumbria, CA3 0LG - Removal Of Condition 33 Of Previously Approved Outline Application 12/0610 Regarding The Requirement For 2No. Bus Stops With Boarding Platforms And Link Footways
Resolved to ratify the submitted response.

16/0721 Houghton Hall, Houghton, Carlisle, CA6 4JB - Installation Of 3No. Replacement

SK

WMAF
12/10/16

Windows And Doors (LBC)

Resolved to ratify the submitted response.

16/0703 E & N Farrer Ltd, Hangar 115, Carlisle Airport, Irthington, Carlisle CA6 4NW - Removal Of Existing Open Wagon Wash; Reformation Of Storage Yard And Erection Of Covered Wagon Wash

Resolved to ratify the submitted response.

16/0729 Fair Oaks, 28 Houghton Road, Houghton, Carlisle, CA3 0LA - Provision Of Pitched Roof Over First Floor Bay Window

Resolved to ratify the submitted response.

369.2 New Applications

16/0778 Land at Lansdowne Close, Carlisle, CA3 9HN - Erection Of 19No. Dwellings

Resolved to urge conditioning regarding inclusion of a condition to ensure compliance with the recommendations contained in paragraphs 8-8.1 of the Tree Survey Report and to ensure that any clearance of vegetation avoids the bird nesting/breeding season. The PC advocates that the advice of Natural England be obtained regarding any need for a Bat Survey, and possible opportunities for enhancing biodiversity; and that any recommended conditioning be imposed. The Council also urges conditioning to ensure full compliance with any recommendations made by Environment Agency, the Lead Local Flood Authority and United Utilities as relevant to significant discussion of drainage issues in respect of previously Application No 14/0778.

16/0787 Eden Croft, Green Lane, Crosby on Eden, Carlisle, CA6 4QN - Conversion And Extension Of Barn To Create 1no. Dwelling (Revised Application)

Resolved that in view of the restricted access, and the sites close proximity to neighbouring dwellings, the PC advocates conditioning to:

- Limit the hours of work, in order to ensure that works do not disturb the occupants of neighbouring property.
- Ensure that construction traffic and materials stored on or near the site do not have any adverse impact upon neighbouring dwellings, or other third party property.
- Ensure that no light pollution is allowed to occur and; that any permanent or temporary lighting installed, anywhere on the proposed dwelling and/or Eden Croft, should not cause a nuisance to neighbouring properties or to the highway.
- Ensure that the designated public footpath is not used as construction access and; that, prior to occupation of the proposed dwelling, that part of the designated public footpath, linking Green Lane with the field, is surfaced to a standard sufficient to permit the safe passage of emergency vehicles and; that this surface continues to the boundary of the proposed dwelling and; that emergency access be installed within the boundary at that point.
- Ensure consultation with Natural England regarding mitigation in respect of habitat and nesting of birds and bats, and;
- Ensure that any works undertaken avoid the bird nesting/breeding season.

Aside from the above, to recommend determination in accordance with national and local policy and conservation advice.

16/0788 Eden Croft, Green Lane, Crosby on Eden, Carlisle, CA6 4QN - Conversion And Extension Of Barn To Create 1no. Dwelling (Revised Application) LBC)

Refer to comments made above under 16/0787.

16/0791 Woodside, Brunstock, Carlisle, CA6 4QG - Demolition Of Existing Dwelling And Erection Of 2No. Dwellings With Creation Of Additional Vehicular Access

Resolved to object to the application due to concerns over access issues. The full submission to be made to the LPA to include diagrams to highlight the area of objection.

369.3 Permission Notices Received:

16/0440 Ivy Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA - Variation Of Condition 2 (Approved Documents) Of Previously Approved Application 15/0075

16/0485 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB - Erection Of Timber Building Adjacent To Entrance Of Garden Centre For The Sale Of Fruit And Vegetables

369.4 Withdrawal Notices Received:

16/0486 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB - Creation Of Hand Car Wash With Package Recycling System

369.5 Whiteclosegate

It was noted that the planning department had been notified of works being carried out, potentially without necessary consent. It is however understood that a planning application has now been submitted and will be discussed when received.

SR 370/9/16 Clerks Report

SR355/7/16 1/16/9004 Houghton C of E School Planning Application

Concerns raised following the publication of an article in the local newspaper have been responded to by the Chairman, both by means of writing to individually concern residents and also by writing to the Editor of the Cumberland News.

16/0097 Land Adj Croft House, Brunstock

The Chairman is continuing to correspond with Carlisle City Council regarding a formal complaint made over the process during the Development Control Committee.

SR358.3/7/16 Bus Shelters

The painting of the bus shelters has now been completed.

SR358.4/7/16 Signage

Signs have been received for Houghton, Crosby and Linstock. The Houghton and Crosby signs will be installed in due course. The Clerk is consulting with the City Council planning department with regards to the Linstock sign.

SR358.7/7/16 Drainage, Houghton Village Green

Information regarding the drainage is still in the process of being obtained. Quotations will be obtained as soon as possible.

Other Matters

Audit

The Clerk has arranged for the mid-year audit to be carried out on Thursday 5th October.

Sport and Physical Activity Days

Six days have been held at Crosby and Houghton. The numbers of those attending had been received and appeared to be much lower than in previous years. The matter will be discussed at the October meeting.

SR 371/9/16 Flood Recovery

A report had been circulated alongside the agenda for consideration. It was **resolved:**

- To support the Crosby Flood Group by writing to the Environment Agency to urge them to respond to their recommendations and comment on planned future actions.
- That City Cllrs Bowman and Bainbridge will determine progress regarding the City Council Flood plan.
- To write to MP Rory Stewart regarding the above issues.
- To support the installation of a Christmas Tree to mark "Storm Desmond+1". City Cllr Bowman will assist with the sourcing and erection of a tree. Funding has been applied for by

MF

SK

WMAF
19/10/16

local groups to Cumbria Community Foundation however both City Cllrs and County Cllr Mallinson offered financial assistance if required.

- To donate the monies received from St. Andrews Church, Milton Keynes to Crosby Parish Hall for the provision of new blinds.
- Cllr Gordon to speak to the PCC regarding the possibility of the Church becoming a reception centre in case of future floods.

RG

SR 372/9/16 Administration & Governance

372.1 Community Plan

Dates for meetings around the parish to follow up on the questionnaire results have been set as:

- 27th September at Crosby on Eden
- 29th September at Linstock
- 5th October at Kingmoor
- 6th October at Houghton

Councillors are asked to attend where possible and inform the Clerk of which they will be present at.

ALL

The prize draw for those who responded to the postal survey was drawn by City Cllr Marilyn Bowman, the winning resident being Mr N Holmes.

SK

372.2 Community Right to Bid Member Training

Cllrs were reminded of the above training course, details of which had been previously circulated via email.

SR 373/9/16 Village Matters

373.1 Greens and Open Spaces

A report had been circulated alongside the agenda and was noted with the following points:

- A suggestion to remove the goal posts in Linstock at the end away from the play area was made, to alleviate potential anti-social problems as reported from a concerned resident. Concerns were however raised regarding the impact on safety for those using the play area, and further concerns were raised regarding the goal posts in Linstock in general due to them not supporting butterfly clips for the nets. It was therefore resolved to look in detail at the situation as a whole prior to the next meeting. The resident who originally raised the complaint will be written to.
- Goal posts in Houghton have been re-sited following complaints.
- A memorial tree at Crosby Parish Hall had regretfully been felled mistakenly as the tree was actually under the Management Committee responsibility. An offer to plant a replacement has been made.
- Further works are suggested to trees in Linstock. A meeting has been held with the contractor and a quotation is being sought for the necessary works.
- A parcel of land at Crosby is under request to be passed over to the local residents. The Parish Council resolved to support this bid, at no cost or liability to itself.

MF/HP/
SK

373.2 Oak Trees, Linstock

Correspondence had been received to alert the Council that the Forestry Commission had received an application to fell 16 oak trees in between Linstock and Rickerby. Cllr Bainbridge stated that TPO's had now been placed on the oaks concerned. A letter of concern had been drafted from the Parish Council urging preservation of the oaks and it was resolved to ratify this for submission.

SK

373.3 Linstock Drainage

Cllr Fox has arranged to meet with the Highways Inspector, following correspondence received that indicated that the Highways department did not feel the original drainage solution suggested was viable (min 284.4/2/16 refers) and that raising of the land in question was more suitable. Cllr Fox will report findings at the October meeting.

MF

373.4 Linstock Defibrillator

Following confirmation that the defibrillator cabinet would not attach safely to the WI Hall, it was **resolved** to proceed with installation on a custom made pole, subject to consent from the Hall Committee. County Cllr Mallinson offered to support the installation up to a maximum of £250.

SK

SR 374/9/16 Schedule of Correspondence, notices and publications

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

SR 375/9/16 Councillor Matters

Cllr Phillips requested an update on drainage works from 1-8 The Green. The Clerk is attempting to have quotations ready for the October meeting.

SK

Cllr Lightfoot noted that the Houghton Village Hall Management Committee are seeking a new treasurer.

Cllr Nicholson noted that a resident in Houghton is maintaining an area of registered Village Green. He is to be written to, to thank him for his endeavours, whilst reminding him that the land is registered Green and under the ownership of the Parish Council.

SK

SR 376/9/16 Date of Next Meeting

The next meeting of the Parish Council will be held on Wednesday 12th October 2016 in the Parish Hall, Crosby-on-Eden at 7.30pm (not at St. John's Church Hall, Houghton as previously advertised).

There being no further business, the Chairman closed the meeting at 21.25.

WMAFR
14/10/16

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 19 October 2016 in the Parish Hall, Crosby-on-Eden at 7:30 p.m.**

Present: The Chairman Cllr M Fox, H Phillips, A Lightfoot, M Sherriff, R Gordon, C Duncan, C Nicholson and A Coles (see item SR379/10/16).

In Attendance: City Cllrs M Bowman and J Bainbridge.

SR 377/10/16 Apologies for absence

Apologies were received from County Cllr J Mallinson.

SR 378/10/16 Minutes of the meeting of the Parish Council held on 14th September 2016

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

SR 379/10/16 Co-option of Councillor for Houghton Ward

Mr Coles left the room. A recommendation to co-opt Mr Coles was made by the recruitment working group following interview earlier in the month.

Resolved to co-opt Mr A Coles as member for Houghton Ward. Cllr Coles assumed his position immediately. The Clerk took receipt of the completed Declaration of Acceptance of Office and Register of Interest.

SR 380/10/16 Requests for Dispensations

No requests for dispensations were received.

SR 381/10/16 Declarations of Interest

Cllr Nicholson declared an interest in planning application 16/0808 due to the proximity of its location to his home. He also declared an interest in item 386/10 due to being a member of the Carlisle Flood Recovery Group. Cllr Fox declared an interest in all matters relating to Crosby Parish Hall, being an appointed member of the Village Hall Management Committee. Cllr Duncan declared an interest in item 389.3, Greens and Open Spaces.

SR 382/10/16 Public Participation

No members of the public were present.

SR 383/10/16 Finance Matters

383.1 Resolved that the following payments be approved:

NEST Pension, October	£74.04
Sarah Kyle, Sept salary and reimbursements	£1,192.95
Cumbria Payroll, Sept payroll	£18.00
Tech4Office, Sept printing	£27.61
HMRC, Sept PAYE/NI	£189.84
B Hill, Reimbursements Houghton In Bloom	£220.53
Crosby Parish Hall, flood recover grant	£331.13
Colvilles Grounds Maintenance, grass cutting & goal post removal	£1,063.20
GLL, Summer Play Scheme provision	£2,400.00
Play Inspection Company, operational inspections	£210.00
Crosby Parish Hall, grant	£1,276.00
Craig Pattinson, replacement for cheque 200057	£300.00
TOTAL	£7,303.31

383.2 Noted: balances at bank as at 30 September 2016:

Community Account	£2,118.10
Money Manager Account	£87,755.92

Expenditure to 30/09/16 £28,975.96

383.3 Income Received

Noted the receipt of:

- £1500 Carlisle City Council (CPCA Grant to Houghton Village Hall)
- £300 return of cheque 200057

383.4 Quarterly Monitoring Report

A report on income and expenditure for the period 1st April to 30th September 2016 was circulated alongside the agenda and noted. Full analysis will take place by the Finance working group at a meeting to be held on 31 October 2016.

383.5 Grant Scheme 2016/17 2nd Round

Three applications had been received and the decisions were made as follows:

- a) Crosby Parish Hall, grant for new lighting - **Resolved** to award £1284.96. Cllr Fox took no part in the decision made.
- b) Houghton Toddler group, grant for ongoing costs - **Resolved** to defer to collect further information.
- c) Waverley Line Project - grant for re-opening the line as a bridleway - **Resolved** to discuss as part of agenda item 388.3

SK

SR 384/10/16 Planning Matters

384.1 New Applications

16/0808 11 Whiteclosegate, Carlisle, CA3 0JA - Single Storey Rear Extension To Provide Additional Living Accommodation; Two Storey Side Extension To Provide Utility On Ground Floor With Bathroom Above

Resolved: To seek conditioning to ensure that the first floor rear bedroom window is not able to be used as a door and to ensure prohibition of the use of the proposed extension's flat roof as balcony, or any other form of leisure or amenity area. Also to strongly object to the new boundary treatment and seek enforcement action requiring the use of materials appropriate and sympathetic to the context of their surroundings and local landscape character

16/0848 45 Jackson Road, Houghton, Carlisle, CA3 0NP - Demolition Of Conservatory And Proposed Single Storey Rear/Side Extension To Provide Utility/Shower Room, Kitchen And Dining

Resolved: That the application could not be accurately commented on due to the lack of information on elevations.

16/0842 19 Millcroft, Carlisle, CA3 0HX - Proposed Two Storey Side Extension And Single Storey Rear Extension To Provide Garage With 1no. bedroom Ensuite With Patio Deck And Kitchen/Dining Room

Resolved: To object to the proposal in its current form and urge consideration of an amendment removing the first floor patio deck and glass door. If such an amendment be forthcoming, to seek conditioning to ensure that the first floor rear bedroom window is not able to be used as a door and to prohibit the use of the proposed extension's flat roof as balcony, or any other form of leisure or amenity area.

16/0828 21 Millcroft, Carlisle, CA3 0HX - Two Storey Side Extension Providing Extended Kitchen Living Room, Wc And Garage To Ground Floor, With Two Bedrooms (One Ensuite) Above

Resolved: That no observations be made and recommend determination in accordance with national and local policy.

1/16/9004 Houghton C of E School, Houghton, Carlisle, Cumbria, CA3 OPA - Single Storey extension at rear of school, to create provision for larger assembly/dining hall, two

new classrooms and withdrawal/PPA spaces

Resolved: To submit a comprehensive response formulated by the Planning Group. In summary the Parish Council were to seek assurances that the proposed attenuation tank would be adequate in capacity in the long term. The Parish Council also to suggest that re-aligning the school perimeter to provide angled parking bays coupled with a one way system on Jackson Road, could provide the optimum solution to the parking issues.

A copy of the response will be placed on the Parish Council website and also on the two noticeboards in Houghton.

384.2 Permission Notices Received:

16/0692 Whittrigg Lea, Crosby on Eden, Carlisle, CA6 4QY - Single Storey Side Extension To Provide Sunroom/Orangery

16/0695 The Lilacs, 24 The Green, Houghton, Carlisle, CA3 0NF - Erection Of Garden Shed/Cabin To Front Elevation

16/0591 Dykeside Cottage, High Knells, Houghton, Carlisle, CA6 4JW - Change Of Use Of Land From Agricultural To Domestic Together With Formation Of A Gravel Topped Hardstanding

16/0686 55 Tribune Drive, Houghton, Carlisle, CA3 0LE - Demolition Of Existing Rear Conservatory; Erection Of Single Storey Rear Extension To Provide Additional Living Accommodation And W.C.; Conversion And Extension Of Existing Detached Garage To Form Enlarged Garage On Ground Floor With Annexe Accommodation Above

384.3 Withdrawal Notices Received:

16/0551 Land opposite The Far Boot, Houghton, CA6 4JF - Erection Of 1no. Dwelling

16/0721 Houghton Hall, Houghton, Carlisle, CA6 4JB - Installation Of 3No. Replacement Windows (LBC)

384.4 Refusal Noticed Received:

16/0694 Land at Hadrian's Camp, Houghton Road, Houghton, Carlisle, Cumbria, CA3 0LG - Removal Of Condition 33 Of Previously Approved Outline Application 12/0610 Regarding The Requirement For 2No. Bus Stops With Boarding Platforms And Link Footways

SR 385/10/16 Clerks Report

SR358.4/7/16 Signage

The Clerk has received confirmation that no planning consent is required for the Linstock sign and this will be installed in due course.

SR373.4/9/16 Linstock Defibrillator

A grant application has been submitted for the installation of the above and the works will be carried out as soon as possible following assessment of the application.

SR373.1/9/16 Greens and Open Spaces

Works have been authorised as part of the continuing project to prune trees in Linstock.

SR373.2/9/16 Oak Trees, Linstock

Confirmation has been obtained that 16 oak trees in Linstock have been given TPO's. No further information on the application to fell them has been received therefore the Clerk will speak to the Tree Officer for an update.

SK

SR375/9/16 Houghton Village Green

Residents of 1 - 10 The Green, Houghton were written to regarding grass cutting and other maintenance works. It has been stressed in follow up phone calls to a number of the residents that

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2/11/16

no one particular resident was being targeted and that the letters were sent as a timely reminder that grass cutting is allowable however all other maintenance works must have express consent prior to being carried out.

Other Matters

Audit

Due to unforeseen circumstances, the mid-year audit will now be carried out on 10 November 2016.

Sport and Physical Activity Days

Six days were held at Crosby and Houghton. The numbers of those attending were 55 at Houghton (105 in 2015) and 76 at Crosby (115 in 2015). The lower numbers are being attributed to delays in publicity as well as changing demographics in the areas where the schemes are held. Numbers across the board in the City Council area are down, not just in Stanwix Rural parish. Different funding streams are being investigated for 2017/18 if the scheme is to run again.

SR 386/10/16 Flood Recovery

Cllr Fox noted:

- There had been no response from the Environment Agency with regards to Low Crosby, although a meeting had been held in Rickerby;
- Cumbria County Council had given assurances that installation of the pumping station in the Penstock chamber at Low Crosby would begin by the end of October 2016;
- The emergency plan requires updating - Crosby church had agreed to act as a reception centre in case of any future flooding;
- A draft flood plan had been produced by Carlisle City Council, Cllr Fox will lead discussions for the consultation.

MF

SR 387/10/16 Consultations

387.1 Healthcare for the Future

Resolved that Cllrs Fox, Nicholson, Duncan and Coles will form a working group, taking on local expertise for advice where relevant, to form a response on behalf of the Council.

MF/CN/
CD/TC

387.2 BT Phone Kiosk Removal

Resolved that no objections would be made to the planned removal of telephone kiosks at Centurions Walk, Whiteclosegate and Crosby-on-Eden however an objection would be made regarding the Linstock kiosk. This is partly due to its proximity to the site of a planned defibrillator but also due to it being the nearest call box to Rickerby, in the event of future floods.

SK

SR 388/10/16 Administration & Governance

388.1 Community Plan

Four meetings had been held in various locations and the plan is now at a point that a draft can be written, with proposed ratification at the December meeting.

Resolved: Cllrs Fox, Nicholson and Duncan to formulate a draft community plan.

MF/CN/
CD

388.2 Village Hall Reports

Houghton Village Hall

Cllr Lightfoot confirmed that the tiling and ceiling projects had now been completed. He also noted that the position of treasurer is to be filled, after having three potential volunteers back out. Thanks were offered to Crosby Parish Hall for the donation of 68 chairs.

Crosby Parish Hall

Cllr Fox noted that the renovation work was now completed and the portable stage had been installed. The Hall was back open and being used regularly.

388.3 Waverley Line

A grant application and request for support had been received for this project, with the aim of the restoration of the Waverley Line as an alternative route for pedestrians and cyclists in the

WMAF

2/11/16

first instance. Concerns regarding the project of other parishes in the local area were noted.
Resolved: To support the project undertaking a feasibility study and to maintain an interest in the concept, however no financial support to be made.

388.4 Land Registry

Discussion had been held with a solicitor regarding the potential for registering land at Crosby, Houghton, Park Broom and Tarraby with Land Registry. In the first instance it will be necessary for a councillor or individual with over twenty years notice of the parcels of land to be able to make a statutory declaration. Costs are unknown due to the complexities of the individual pieces of land but could be considerable.

Resolved: To progress as far as possible with the registration process, initial preparatory work as far as possible to be undertaken by the Clerk.

SK

SR 389/10/16 Village Matters

389.1 Linstock Drainage

Following the suggestion of Highways to build up with land to alleviate the flooding problem it was **resolved** to consult land drainage experts for alternative advice before progression at the November meeting.

MF

389.2 1 - 8 The Green, Houghton

Only one quotation for drainage works at the above had been received. As the drainage problems appear to now affect two specific properties it was agreed that the matter should be deferred until further information as to the cause of the problems can be fully identified.

389.3 Greens and Open Spaces

Linstock

Following previous discussions regarding whether or not one goal post with net would be acceptable, it was agreed that two posts, complete with nets to the appropriate safety standards, should be retained for the benefit of the children in the village.

Resolved: To lay out a pitch for under 7's and re-site the goal posts at the correct dimensions proportionate to the size of the posts. Also to ensure nets are fully safety compliant and to reinstate as soon as possible.

SK

Houghton

It was noted that some damage had been caused on the surface of the Green by a white transit van. Reports had also been received of a horse grazing in the area. The situation is to be monitored.

SR 390/10/16 Schedule of Correspondence, notices and publications

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

SR 391/10/16 Councillor Matters

Cllr Duncan noted that he had attended a meeting held by Cumbria Wildlife Trust in advance of a future planning application submission.

Cllr Nicholson reported that the hedge and footpath on the Houghton Road were in need of maintenance, as was the hedge, footpath and drain around the B2626 filling station to Hadrian's Camp.

SK

Cllr Fox noted that Mr B Hill had met with Highways on behalf of Houghton in Bloom regarding a new sign for Houghton. This will be placed on the November agenda for discussion.

Cllr Coles noted he had reported overhanging branches on a protected oak tree to the local power supplier.

SR 392/10/16 Date of Next Meeting

The next meeting of the Parish Council will be held on Wednesday 9th November 2016 in the Parish Hall, Crosby-on-Eden at 7.30pm. The meeting following this will be held on Wednesday 7th December in Linstock WI Hall. There being no further business, the Chairman closed the meeting at 21.25.

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Wednesday 9 November 2016 in the Parish Hall, Crosby-on-Eden at 7:30 p.m.**

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

In Attendance: City Cllrs M Bowman and J Bainbridge. Two members of the public.

ACTION

SR 393/11/16 Apologies for absence

Resolved to receive and accept apologies from County Cllr J Mallinson.

SR 394/11/16 Minutes of the meeting of the Parish Council held on 19th October 2016

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

SR 395/11/16 Requests for Dispensations

Requests for dispensations in regards to precept setting were received from Cllrs Coles and Sherriff. The Clerk granted both requests up to 31st October 2019. Requests for dispensation in regards to precept setting had been previously authorised for Cllrs Fox, Nicholson, Gordon, Duncan and Lightfoot.

SR 396/11/16 Declarations of Interest

Cllr Nicholson declared an interest in planning application 16/0954, the applicant being known to him. He also declared an interest in item 402/11/16, being a member of the Carlisle Flood Group and Chairman of the CPCA. Cllr Lightfoot declared an interest in 399.4, 404.2 and 404.3, all relating to Houghton matters. Cllrs Nicholson, Lightfoot, Coles and Duncan all declared interests in planning application 16/0947. Cllr Fox declared an interest in item 399.6 and would take no part in the decision made.

SR 397/11/16 Public Participation

Ms J Thompson was in attendance to query action being taken in regards to drainage at 1 - 8 The Green. She informed Cllrs that the drain outside numbers 5 and 6 was overflowing and causing damage and risk to safety. Cllr Coles offered to carry out a site visit next time the water is visible and members agreed to investigate the issue raised, without any acceptance of liability.

AC

Mr A Gadman expressed thanks to the Council for previous correspondence regarding trees in Linstock and stated he was present due to concerns regarding the application to fell 16 oak trees in Rickerby (item 404.4 refers). A proposed draft response to the matter was shown to Mr Gadman. City Cllr Bainbridge is to confirm which officer at the City Council will be handling the case following the retirement of the current case officer, Mr Bennett. Cllr Gordon also noted that the Friends of Rickerby Park are formulating an objection to the felling of the trees - it was confirmed that increased public support would be beneficial for the case.

Mr Gadman also noted residents concerns over the way in which some environmental decisions are made and welcomed the mentioned opportunity to be involved in relevant locality working.

SR 398/11/16 Governance Matters

398.1 Resignation of Councillor

The resignation of Cllr Hamish Phillips was noted with regret.

Resolved: Cllr Fox to write to express the Council's sincere thanks.

MF

398.2 Election of Vice-Chairman

Resolved to elect Cllr Nicholson as Vice-Chairman for the remainder of the council year 2016/17.

Two members of the public left the meeting.

WMAF
12/12/16

399/11/16 Finance Matters

399.1 Resolved that the following payments be approved:

NEST Pension, November	£74.04
Sarah Kyle, Oct salary and reimbursements	£1,145.83
Cumbria Payroll, Oct payroll	£18.00
Tech4Office, Oct printing	£33.98
HMRC, Oct PAYE/NI	£190.04
Colvilles Grounds, Grounds Maintenance	£891.60
YPO, Paper	£16.74
Houghton Village Hall, CP Rental	£14.00
TOTAL	£2,384.24

399.2 Noted: balances at bank as at 31 October 2016:

Community Account	£314.79
Money Manager Account	£79,374.95
Expenditure to 31/10/16	£35,979.27

399.3 Income Received

Noted the receipt of:

- £619.03 HMRC VAT Repayment

399.4 Grant Scheme 2016/17 2nd Round

Further information relating to a grant application made by the Houghton Parent and Toddler Group had been received and was considered.

Resolved: To make a donation to the group of £280 (S137) towards ongoing sustainability.

399.5 Budget and Precept 2017/18

A report had been circulated alongside the agenda containing forecasted income and expenditure levels for 2016/17; the proposed budget for 2017/18 and the estimated levels of financial reserves to be held on the 1st April 2017.

Resolved: To accept the recommendations of the finance group and accept the proposed budget for 2017/18; the precept to remain at £40,540.

399.6 Crosby Parish Hall Loan Application

Members were informed that Crosby Parish Hall had been instructed by their insurers to make purchases relating to contents destroyed in the flood, for which full reimbursement would be made. However due to cash flow difficulties relating to the total claim value, an interim loan was requested to enable the Committee to proceed.

Resolved: To suggest to the Parish Hall Committee that a bank loan be obtained, with the Parish Council acting as guarantor. If this is not possible, the Parish Council will consider making an interest free loan, up to a maximum of £3,000 at the next meeting. This will be dependent upon the Hall Committee obtaining an explicit written guarantee from the insurance company that the contents cover will be repaid in full and the timescales as to when it will be paid.

MF

SR 400/11/16 Planning Matters

400.1 Ratification of Responses Made prior to the Meeting

Resolved to ratify the responses made to the following applications:

16/0848 45 Jackson Road, Houghton, Carlisle, CA3 0NP - Demolition Of Conservatory And Proposed Single Storey Rear/Side Extension To Provide Utility/Shower Room, Kitchen And Dining

16/0842 19 Millcroft, Carlisle, CA3 0HX - Proposed Two Storey Side Extension And Single Storey Rear Extension To Provide Garage With 1no. bedroom Ensuite With Patio Deck And Kitchen/Dining Room

400.2 New Applications

16/0914 Rickerby Cottage, Rickerby, Carlisle, CA3 9AA - Erection Of Detached Double Tandem Garage

Resolved: That the Parish Council has no objection to the proposal, but requests conditioning to ensure that:

- No trees, shrubs or hedges are cleared during the bird breeding season between March and August and the vegetation should be checked for the presence of nesting birds and or hibernating wildlife species just prior to works being undertaken.
- Any re-planted trees which may die during the next 5 years are replaced at the earliest practicable opportunity.

Aside from the above conditioning, the Parish Council suggest that the application be determined in accordance with national and local planning policy and guidance.

16/0954 Land to the Rear of South View, The Green, Houghton, Carlisle, CA3 0LN - Erection Of 1No. Dwelling (Reserved Matters Application Pursuant To Outline Approval 14/0679)

Resolved: To object as the Parish Council consider that the form and scale of the proposed dwelling fail to respect the local character of the surrounding area, in that its overall height and massing would over-dominate existing dwellings adjacent to the site, contrary to Policy HO 3 - Housing in Residential Gardens. However, this objection might be overcome through a revision of the proposal and enable compliance with the above policy.

The Parish Council is concerned that the proposed shared treatment plant has significant potential to adversely affect the residential amenity of future occupiers of South View and of the proposed new dwelling, should it be approved. The Parish Council requests conditioning in respect of any approval, to ensure that the 2 dwellings retain independent means of sewage disposal.

The Parish Council is further concerned that the application, which proposes a large roof area and hard landscaping, does not provide sufficient detail with regard to surface water discharge. Parts of Houghton including the area north of the site suffer poor land drainage; the use of a soakaway has the potential to exacerbate the problems encountered in respect of neighbouring dwellings. The Parish Council therefore requests conditioning to ensure that any soakaway is sited some distance from the curtilage of adjacent dwellings.

City Cllr Bainbridge left the meeting at 8.30pm.

16/0947 Hadrian's Camp, Houghton Road, Carlisle - Erection Of Dwellings (Outline)

No formal consideration was made due to the application being received after the publication of the agenda, however a scoping discussion indicated concerns over access, traffic and school provision. The Council will initiate its "Community Consultation Policy in Respect of Matters of Wider Public Interest" Policy with a view to holding a public meeting as soon as practicable. Cllrs Fox, Nicholson and Coles will undertake preliminary research into the application and necessary planning policy.

MF/
CN/
AC

400.3 Permission Notices Received:

16/0808 11 Whiteclosegate, Carlisle, CA3 0JA - Single Storey Rear Extension To Provide Additional Living Accommodation; Two Storey Side Extension To Provide Utility On Ground Floor With Bathroom Above

SR 401/11/16 Clerks Report

SR 388.1/10/16 Community Plan

A meeting to begin writing the draft community plan is to be scheduled as soon as possible.

SR388.4/10/16 Land Registry

Preparatory work has begun with regards the land registration of the four parcels of land. The Clerk is seeking costings for land registry approved scaled maps to be drawn up and research into the

WMAF
12/12/16

necessary statutory declarations has begun.

SR389.3 Greens and Open Spaces

Following two letters of complaint regarding the provision of goal posts on Linstock Village Green, the Clerk has written to the resident concerned confirming that one post will be moved approximately five metres further away from their property to try and alleviate any perceived problems.

Other Business

Tripartite Meeting 24 October 2016

The Chairman and Clerk attended the above. Topics included the Carlisle City Council Flood Plan as well as youth service provision. The CPCA AGM followed.

SR 402/11/16 Flood Recovery

Cllr Fox noted that a presentation regarding its Flood Plan had been made at the recent Tri-partite meeting by Carlisle City Council, although no copies of the said plan have yet been made available. Cllr Fox also noted he was to meet with Steve O' Keefe, along with the Clerk to Wetheral Parish Council, to discuss flood plans in the rural areas, following discussions with consultants. Pressure needs to continue to be exerted on the Environment agency and the City/County Councils for their plans for Rickerby and Low Crosby and the need to replace the emergency box was also reiterated.

SR 403/11/16 Consultations

403.1 National Grid North West Coast Connections Project

Cllr Coles informed members that he had attended a briefing seminar relating to the above and that the matter did not directly affect the Parish. He had taken the opportunity to report ongoing concerns over power supply in Houghton and contact details for follow up have been passed onto the Clerk.

SR 404/11/16 Village Matters

404.1 Linstock Drainage

Cllr Fox and the Clerk had met with a drainage expert onsite and a plan and quotation for works are expected for the December meeting.

404.2 Houghton Signage

Members were informed that Houghton In Bloom had been granted sponsorship from Story Homes to cover the cost of materials for making a new and slightly larger planter on the approach from Whiteclosegate. The County Council were willing to provide and install a new nameplate which would be higher than the existing one to allow for some more appropriate, taller planting and opinion was sought as to the preferred location for the new sign.

Resolved: Not to support the installation and relocation of a larger sign, as the present sign was considered to be appropriate for the rural village. No objection is to be made to any proposed improvements to the planter.

404.3 Houghton Green Planting

The Houghton in Bloom group requested permission to create a small area of permanent mixed landscaping on the area of the green adjacent to Riverside bungalows.

Resolved: To accept the provision of new planting on the land outside the Riverside bungalows, assuming that Riverside Housing gives its approval. There should no additional planting on the Village Green side.

404.4 Oak Trees, Linstock/Rickerby

A proposed response regarding the application to register 16 oak trees with TPO's had been previously circulated to members.

Resolved: To submit the circulated response noting that the Parish Council strongly objects to the proposed felling and, in the interests of openness and transparency, believes that, prior to determination, local communities and relevant public bodies should be afforded the opportunity to express a view. It therefore urges both the Forestry Commission and Carlisle City Council to co-operate with it in order to pursue this aim.

SR 405/11/16 Schedule of Correspondence, notices and publications

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

SR 406/11/16 Councillor Matters

Cllr Duncan noted concerns over faults with defibrillators. The Clerk confirmed that the models concerned were not those used at Houghton or Crosby.

Cllr Nicholson noted difficulties with the repair of a street light in Smithy Croft, Houghton. Cllr Nicholson will continue to pursue this.

City Cllr Bowman left the meeting at 9.20pm.

SR 407/11/16 Date of Next Meeting

The next meeting of the Parish Council will be held on **Monday 12th December in Linstock WI Hall.** Please note the change of date.

Working group meetings for the Community Plan and Healthcare consultations were scheduled.

There being no further business, the Chairman closed the meeting at 21.30.

CN

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12/12/16

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Monday 12th December 2016 in the WI Hall, Linstock at 7:30 p.m.**

Present: The Chairman Cllr M Fox, R Gordon, C Duncan, C Nicholson and A Coles.

In Attendance: One member of the public.

ACTION

SR 408/12/16 Apologies for absence

Resolved to receive and accept apologies from Cllrs A Lightfoot and M Sherriff. Apologies were also received from City Cllrs Bowman and Bainbridge.

SR 409/12/16 Minutes of the meeting of the Parish Council held on 9th November 2016

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

SR 410/12/16 Requests for Dispensations

No requests for dispensations were received.

SR 411/12/16 Declarations of Interest

Cllr Coles declared an interest in planning application 16/0947 due to him living in close proximity to the site. Cllr Nicholson also declared an interest in the application, due to the applicant being known to him. Cllr Gordon declared an interest in application 16/0791, due to the applicant being known to him and Cllr Duncan declared an interest in application 16/0947 due to living in Houghton, as well as in item 418.4 due to being a member of the Houghton in Bloom team.

SR 412/12/16 Public Participation

Ms J Thompson was in attendance to offer thanks to Cllr Coles for his prompt investigation of the drainage issues being experienced at 1 - 8 The Green, Houghton.

SR 413/12/16 Finance Matters

413.1 Resolved that the following payments be approved:

NEST Pension, December pension	£74.05
Sarah Kyle, November salary and reimbursements	£1,223.90
Cumbria Payroll, November payroll	£18.00
Tech4Office, November printing	£40.73
HMRC, November PAYE & NI	£190.04
Houghton Toddler Group, grant	£280.00
Richmond Fellowship, Community Plan survey distribution	£951.50
YPO, Stationery	£15.26
B Hill, Houghton in Bloom reimbursements	£127.58
Green Urban, defibrillator mounting post	£240.00
SH Electrical, defibrillator installation	£378.08
Staples, Stationery	£40.63
SW McHale, Crosby hedge cutting	£84.00
G Airey, Internal Audit	£144.10
TOTAL	£3,807.87

413.2 Noted: balances at bank as at 30 November 2016:

Community Account	£315.55
Money Manager Account	£76,989.95
Expenditure to 30/11/16	£38,363.51

413.3 Income Received

Noted the receipt of:

- £250 Cumbria County Council, defibrillator installation grant

- £111 Carlisle City Council, Crosby Flood Commemoration grant
- £400 Cumbria County Council, Crosby Flood Commemoration grant

Thanks were also noted to City Cllr Bainbridge for his financial support for Crosby School.

413.4 Internal Audit Report

The report of the internal auditor for the period 1st April to 30th September 2016 was circulated prior to the meeting and considered.

Resolved: The internal audit report was noted and approved.

413.5 Bank Signatories

Resolved: To appoint Cllrs Gordon and Coles as new bank signatories with immediate effect.

SK

SR 414/12/16 Planning Matters

414.1 New Applications

16/0947 Hadrian's Camp, Houghton Road, Carlisle - Erection Of Dwellings (Outline)

Resolved: To object to the application. A full response will be composed and an extension for submission requested to Friday 16th December.

CN

16/1017 Gosling Sike Farm, Houghton Road, Houghton, Carlisle, CA3 0LD - Erection Of Offices And Education Facilities With Associated External Works And Car Parking

Resolved: The Parish Council has no observations to make and recommends determination in accordance with national and local policy.

16/0576 Holme Park, Crosby on Eden, Carlisle, CA6 4RA - Erection Of Agricultural Workers Dwelling

Resolved: The Parish Council has no observations to make and recommends determination in accordance with national and local policy. Should the application be approved the Parish Council seeks robust conditioning to ensure that the dwelling permitted remains restricted to agricultural/rural use occupancy only.

16/0577 Holme Park, Crosby on Eden, Carlisle, CA6 4RA - Erection Of Replacement Dwelling

Resolved: The Parish Council has no observations to make and recommends determination in accordance with national and local policy. Should the application be approved the Parish Council seeks robust conditioning to ensure that the dwelling permitted remains restricted to agricultural/rural use occupancy only.

16/0791 Woodside, Brunstock, Carlisle, CA6 4QG - Demolition Of Existing Dwelling And Erection Of 2No. Dwellings With Creation Of Additional Vehicular Access

Resolved: The Parish Council draws attention to the previous submission regarding this application as concerns continue regarding the highways access. The Parish Council notes that the access ingresses into the extremely narrow section of road and that the visibility splays appear to transect the neighbouring property. Concerns are also expressed that the shared sewage treatment plant is not ideal.

16/1031 Drawdykes Castle, Brampton Old Road, Carlisle, CA6 4QE - Replacement Of 6No. Existing Timber Windows On South East (Rear) Elevation With Hardwood Double Glazed Windows (LBC)

Resolved: The Parish Council has no observations to make and recommend determination in accordance with national and local policy as well as relevant conservation advice.

1/16/9010 James Rennie School, California Road, Kingstown, Carlisle, Cumbria, CA3 0BX - Erection of a single storey residential autism unit and creation of a new internal access road and additional parking

Resolved: The Parish Council has no objections to this proposal, provided that the necessary statutory conditions are met and that the associated infrastructure needs can be met.

414.2 Permission Notices Received:

1/16/9004 Houghton C of E School, Houghton, Carlisle, Cumbria, CA3 OPA - Single storey extension at rear of school, to create provision for larger assembly/dining hall, two new classrooms and withdrawal/PPA spaces

It was noted that following a failure for the Officer determining this application to acknowledge the Parish Council response, a read receipt will need to be requested for all submissions going forward.

16/0848 45 Jackson Road, Houghton, Carlisle, CA3 0NP - Demolition Of Conservatory And Proposed Single Storey Rear/Side Extension To Provide Utility/Shower Room, Kitchen And Dining

16/0842 19 Millcroft, Carlisle, CA3 0HX - Proposed Two Storey Side Extension And Single Storey Rear Extension To Provide Garage And Kitchen/Dining Room On The Ground Floor With 1No. En-Suite Bedroom Above

16/0032 Land to north east of Windsor Way, Carlisle, Cumbria - Erection Of Road To Serve New Housing Estate (Application 14/0778) Including Crossing For Public Footpath

SR 415/12/16 Clerks Report

SR388.4/10/16 Land Registry

Work continues with the land registration of the parcels of land in Houghton, Crosby, Brunstock, Park Broom and Tarraby. The Clerk is to meet with land agents for scaled map production on Thursday 15th December and research continues into the necessary proofs. Further progress will be made with the production of statutory declarations in the new year.

SK

SR389.3/10/16 Greens and Open Spaces

Following a further letter of complaint regarding the provision of goal posts on Linstock Village Green, the Clerk has again written to the resident concerned. One post has now been moved approximately five metres further away from their property to try and alleviate any perceived problems. Goal nets will be reinstated as soon as possible onto both sets of posts.

SR399.6/11/16 Crosby Parish Hall Loan Application

It is noted that an interest free loan to Crosby Parish Hall is no longer required.

SR 415/12/16 Flood Recovery

Cllr Fox noted that Carlisle City Council is currently discussing support for outlying communities in the event of another flood event, although no details have been made available. Cllr Fox also noted that the Environment Agency continue to work on measures at Willow Beck as well as flood relief schemes for Low Crosby and Rickerby, the latter being the most advanced due to its inclusion in the Carlisle plan. Progress is slow in all matters. Cllr Duncan noted the availability of grants for the reinstatement of sports pitches damaged in floods.

SR 416/12/16 Consultations

416.1 Future of Healthcare in West, North, and East Cumbria

A draft response had been circulated to members prior to the meeting.

Resolved: To submit the circulated response, following final comments from Cllr Nicholson.

CN/
SK

SR 417/12/16 Administrative Matters

417.1 Community Plan

A draft plan had been circulated to members alongside the agenda.

Resolved: To agree the Community Plan 2017 - 2021.

Four prices for printing had been obtained (£219, £237, £262 and £621.99). The lowest price from Colophon will be accepted following a final proof edit. Delivery will be made by volunteer Cllrs early in the new year.

SK

SR 418/12/16 Village Matters

418.1 Linstock Drainage

Cllr Fox and the Clerk had met with a drainage expert onsite and a plan and quotation for works had been received.

Resolved: To seek two further quotations in accordance with the financial regulations before considering further.

MF/
SK

418.2 Houghton Summer Fair

Consideration was given as to whether to hold a summer fair in Houghton in 2017. Members were asked to research volunteer availability and give some consideration as to the best time of year to hold the Fair, if going ahead.

Resolved: To consider at the January meeting.

ALL

418.3 1 - 8 The Green, Drainage

Cllr Coles noted he had carried out a site visit to view the drains and confirmed there appeared to be two blockages in the land drain adjacent to the above properties.

Resolved: To request that Highways conduct a camera survey of all drains in Houghton due to reported blockages at the Riverside bungalows as well as the Village Hall. Whilst on site, the survey team is to be requested to also investigate the drain running adjacent to 1 - 8 The Green to enable a specific solution to be put forward.

SK

418.4 Houghton In Bloom

Following the November meeting (mins. SR 404.2/11/16 and SR 404.3/11/16 refer) further information had been provided by the Houghton in Bloom group with regards to the proposed new sign for Houghton.

Resolved: To agree a new sign for Houghton, to incorporate the wording "please drive carefully". Checks are to be made by the Houghton in Bloom group that the new sign will not impact upon the visibility splays should planning application 16/1017 be granted permission. Also noted that the positioning of the proposed planting adjacent to the Riverside bungalows has been confirmed as Village Green and therefore the earlier decision to refuse consent will stand.

SK

One member of the public left the meeting at 21.06.

SR 419/12/16 Schedule of Correspondence, notices and publications

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

SR 420/12/16 Councillor Matters

Cllr Nicholson reported continuing problems with the footpath and hedge on the C1012 and B2624. The Clerk will re-report as a matter of urgency.

SK

Cllr Duncan reported problems with a lack of street lighting in Orchard Lane. A full review of lighting in Houghton will be required, potentially necessitating a meeting with Highways to discuss both lighting and drainage, in the new year.

Cllr Coles noted the training course for new Cllrs had been very informative. He also noted the appreciation of the Houghton Parent and Toddler group for the recently agreed grant.

Cllr Gordon noted that consideration was being given to possibly spending the Linstock Golden Jubilee Fund on an item of street furniture. The Council agreed support in principle and will consider a financial contribution when the matter is discussed further by the group.

SR 421/12/16 Date of Next Meeting

Resolved that the next meeting of the Parish Council will be held on Wednesday 11th January 2017 in Crosby Parish Hall, Crosby-on-Eden. There being no further business, the Chairman closed the meeting at 21.16.

WMAK

11/17