

**Minutes of a Meeting of Stanwix Rural Parish Council held on  
Wednesday 10 July 2019 in Susan's Farm, Houghton at 7:30 p.m.**

**Present:** The Chairman Cllr C Nicholson and Cllrs A Coles, M Ellmore, A Lightfoot, D Milburn, H Phillips, C Savory, S Splinter and N Watson.

**In Attendance:** City Cllrs E Mallinson, P Nedved and F Robson. Three members of the public.

**ACTION**

**SR 847/7/19 Apologies for absence**

County Cllr J Mallinson sent apologies.

**SR 848/7/19 Minutes of the meeting of the Parish Council held on 8 May 2019**

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

**SR 849/7/19 Co-option of New Councillor for Houghton Ward**

The recommendation of the interview panel was approved.

**Resolved** that D Milburn be co-opted to the Council with immediate effect. Cllr Milburn completed his Declaration of Acceptance of Office and took his seat on the Council having left the room for this item only.

**SR 850/7/19 Requests for Dispensations**

No requests for dispensations were received.

**SR 851/7/19 Declarations of Interest**

The following interests were declared:

- Cllr Savory declared an interest in application 19/0464, the applicant being known to him;
- Cllr Splinter declared an interest in application 19/0306, the applicant being known to him;
- Cllr Nicholson declared an interest in application 19/0452, the applicant being known to him. He also declared an interest in matters relating to Houghton Village Hall, his wife being the Treasurer;
- Cllr Lightfoot declared an interest in matters relating to Houghton Village Hall, being Vice-Chair.

**SR 852/7/19 Public Participation**

Three members of the public were in attendance to make representations regarding planning application 19/0452. They noted concerns regarding the proposals, including:

- Disproportionate increase in size for the small hamlet, creating unwanted urbanization;
- No amenities in the hamlet;
- The effects of the increase in cars, forecast to be 25 for the properties, navigating through narrow roads and junctions;
- Anomalies on the application regarding drainage and sewage disposal;
- Anomalies on the application regarding the removal of trees and hedgerow;
- No clarity over the provision of affordable housing
- Lack of pavements and footways for the increase in population;
- Lack of nearby school places;
- Lack of public transport; and
- Lack of turning space designated in the application and concern by highways over visibility.

It was asked that a site visit be requested to consider the above.

*Three members of the public left the meeting at 7.56pm.*

City Cllr E Mallinson noted that a meeting had taken place with the Police and the initiative for speed reduction in Houghton had proven to be very successful. She also noted the delivery of cones to the school to assist with their parking issues.

City Cllr P Nedved noted that he had successfully secured a gardening pack for Houghton in Bloom; the Clerk to notify the group to arrange collection of the equipment from Stanwix Community Centre.

CLERK

## SR 853/7/19 Planning Matters

### 853.1 New Applications:

**19/0452 Land adjacent to Croft House, Brunstock, Carlisle, CA6 4QG** - Erection Of 10no. Dwellings

Following on from the concerns raised by residents, a number of points were discussed including highways issues, drainage and tree/hedgerow removal where bats may be present. It was also noted that the outline consent was for 9 dwellings however this application was for 10 which would require increased S106 contributions.

**Resolved:** Cllr Nicholson to forward a proposed response to all Cllrs for agreement prior to submission on 12 July.

CN

**19/0464 Kilmorey, 34 Houghton Road, Houghton, Carlisle, CA3 0LA** - Erection of Single Storey Side Extension to Provide Garage and Store

**Resolved** that the application be determined in accordance with local and national planning policy and guidance.

**19/0503 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB** - Siting of Hand Car Wash and Valet Facility Including Canopy and Portable Office Store Building (Revised Application)

**Resolved** to reiterate previous concerns over drainage, particularly in regard to potential contamination of Brunstock Beck. The proposed response to be circulated to Cllrs for agreement prior to submission.

CN

**19/0504 Houghton Hall Garden Centre, Houghton, Carlisle, CA6 4JB** - Display Of 1no. Non-Illuminated Menu Board Sign And 1no. Free Standing Direction Sign (Revised Application)

**Resolved** that this application be determined in accordance with local and national planning policy and guidance, subsequent to any approval of planning application 19/0503.

### 853.2 Resolved to Note Permission Notices Received:

**19/0335 Hartside, 46 Houghton Road, Houghton, Carlisle, CA3 0LA** - Erection of Single Storey Rear Extension to Provide Extended Kitchen and Garden Store

**19/0306 Moss Cottage, The Knells, Houghton, Carlisle, CA6 4JN** - Erection of Single Storey Side Extension to Provide En-Suite Bedroom

**19/0348 Land to the Rear of South View, The Green, Houghton, Carlisle, CA3 0LN** - Erection Of 1no. Dwelling and Detached Garage.

This was considered at the last meeting when it was resolved that the application be determined in accordance with national and local planning policy and guidance. Members had however requested clarity regarding two reserved planning applications seeming to exist for the same Outline Application. The Case Officer advised that Appn. No. 19/0348 was a new full application, simultaneously comprising outline and reserved matters. As no significant difference exists between it and the two previously approved applications, the officer was minded to approve but had sought the Council's view.

## SR 854/7/19 Clerk's Report

A report had been circulated alongside the agenda and the Clerk provided a verbal update, where applicable. It was noted that due to the additional workload associated with the Houghton Fair a number of items remain ongoing, including:

- 753.2/12/18 Bus Stop Seating
- 767.5/1/19 Houghton Village Green Parking Barrier

CLERK  
CLERK

- SR 796.5 Houghton School Parking
- SR 830.7/5/19 Bank Mandate

CLERK  
CLERK

In addition, the following items were reported on:

*18/0928 Land adjacent to Meadow Cottage, Tarraby, Carlisle, CA3 0JS*  
This remains ongoing.

*SR 826/5/19 Construction Works*  
No update is available.

#### Other Matters

##### *Overgrown Hedge*

A report of the above between Whiteclosegate and Millcroft was made to Highways following a complaint from a resident.

##### *Community Plan Meeting*

A working group meeting was held on 25 June with Cllrs Nicholson, Phillips, Coles and Watson in attendance. The Clerk will circulate notes for approval at the September meeting.

CLERK

##### Flood Recovery

The Clerk reported that the Environment Agency are now in discussion with the Flood Representative regarding a potential meeting to discuss future plans.

#### **SR 855/7/19 Administrative Matters**

##### **9.1 Village Hall Reports - Houghton and Crosby on Eden**

###### *Houghton Village Hall*

Cllr Lightfoot reported that he had stood down as Chairman and was now the Vice-Chairman. New hire charges had been agreed and a website was in the process of being created. A refurbishment of the ladies and gents' toilets was being investigated. He also noted that the Houghton Fair had been successful.

###### *Crosby-on-Eden Parish Hall*

It was reported that there had been a slight increase in private party bookings over the past couple of months with good feedback about the hall. Problems with the defibrillator electrics were noted and it was reported that the Committee are in the process of applying for a grant to re wire the Hall. Plans to cut the hedge down to assist with visibility to the play area and defibrillator were also noted.

##### **9.2 The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018**

It was reported that the Council have to comply with the above regulations. Changes have already been made to the website to improve accessibility and a standard template with an accessibility statement is being worked on.

CLERK

##### **9.3 Community Led Engagement Projects**

Following a meeting to discuss ongoing projects and the Community Plan, consideration was given as to how the Council can support community led projects, such as the Tribune Drive play area redevelopment, the formation of a youth club in Houghton and the establishment of a recreational work shed. These matters will all be considered further by the Council in due course. City Cllr Nedved noted that successful work sheds had been established locally; he also noted that Co-op Funeral Care had grant schemes available for play equipment. .

**Resolved:** Cllr Phillips to produce a paper regarding the Tribune Drive play area and Cllr Coles to investigate the work sheds concept further.

HP  
AC

**SR 856/7/19 Village Matters**

**856.1 Brunstock Common**

Cllr Splinter reported ongoing problems with the design and construction of the pond and it was agreed that rectification works are necessary.

**Resolved:** Quotes for the necessary work to be requested as soon as possible and evaluated by the Finance/Risk group to enable them to be progressed as soon as possible to prevent damage to the pond liner and to any wildlife that is inhabiting the pond already.

SS  
F/R

Also **resolved** that a bench be purchased from Solway Direct at a cost of £373 plus VAT (including soft ground fixings) and installed on the Common as soon as possible.

CLERK

**856.2 Land Registry**

It was reported that the Common at Brunstock had now been successfully registered. The land at the bus shelter at Crosby on Eden required further clarification regarding a name anomaly on the conveyance. Land Registry had refused the application for Tarraby due to the area being unfenced. The solicitors were following this matter up for clarification as to how to proceed, therefore the areas at Park Boom and Houghton had been put on hold until such clarity was obtained.

**856.3 Houghton Fair 2019**

A report was circulated to members at the meeting, highlighting thanks to all those involved and detailing income and expenditure for the event, leaving a cost to the Council of approx. £350. It was agreed that the event really should be community led and to progress this a meeting in September is suggested to which residents be invited.

**Resolved** that a flyer be designed and circulated in Houghton inviting residents to a planning meeting in September.

CLERK/  
HP

It was proposed that the Clerk be reimbursed for some of the estimated forty-four hours work she had spent on the event. This matter will be considered further by the Finance/Risk group and brought back to a future meeting.

F/R

**856.4 Speedwatch**

It was reported that an increased Police presence in Houghton had been deemed successful. Additionally, 93 vehicles were caught by the Speedwatch volunteers exceeding the limit in an eight-hour period with many more just under the threshold.

**SR 857/7/19 Financial Matters**

**857.1 Quarterly Monitoring Report**

A report detailing income and expenditure for the period 1st April to 30<sup>th</sup> June 2019 was circulated alongside the agenda and **noted**.

**857.2 August Payments**

**Resolved** that urgent payments be made under delegated authority to the Clerk in conjunction with the Finance/Risk group.

**857.3 Grant Pre-Payment**

**Resolved** that, due to extenuating circumstances, special consideration be granted to Houghton in Bloom that their annual grant payment be pre-paid.

CLERK

**857.4 Payments:**

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

NEST Pension, July pension	£94.29
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Sarah Kyle, July salary plus reimbursements	£1,328.97
HMRC, July/August PAYE and NI	£445.34
Sarah Kyle, August salary	£1,156.76
Cumbria Payroll, July/August payroll	£36.00
Tech 4 Office, May/June printing	£15.30
Houghton in Bloom, grant pre-payment	£600.00
Kierweb, website modifications	£20.00
SH Electrical, Crosby defibrillator	£66.00
E&N Farrer Ltd, Brunstock Pond works	£240.00
E & N Farrer Ltd, Brunstock Pond stone	£568.20
Solway Recycling, Brunstock Common bench	£447.60
YPO, Houghton Fair equipment	£20.58
Burnetts, Land Registry works	£340.40
Play Inspection Company, quarterly inspection	£240.00
Houghton Village Hall, Echo ad's	£115.00
1 <sup>st</sup> Houghton Rainbows, grant payment	£200.00
CGM, grounds maintenance	£1000.41
	<b>TOTAL: £7029.14</b>

**857.5 Noted:** balances at bank as at 30<sup>th</sup> June 2019:

Community Account	£7,705.36
Money Manager Account	£77,684.83
Cash Account	£2,487.95
Income to 30/06/19	£53,247.73
Expenditure to 30/06/19	£17,778.64

**857.6 Income Received**

**Resolved** to note the following income received:

- £33.73 from HSBC, bank interest
- £1,421.50, Houghton Fair income
- £7.00 from Scaleby Parish Council, SLCC contribution
- £7.33 from Hethersgill Parish Council, SLCC contribution
- £647.42 from HMRC, VAT reclaim
- £6,000.00 from CWMET, Brunstock pond grant

**SR 858/7/19 Schedule of Correspondence, Notices and Publications**

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

**SR 859/7/19 Councillor Matters**

**Cllr Coles** noted that he had attended an event to open the Carlisle Lake District airport that had been very interesting. He also noted that he was progressing various complaints with regards to the Eden Gate development.

CLERK

**Cllr Watson** requested that footpath maintenance be carried out on the Brunstock bridleway.

CLERK

**Cllr Nicholson** reported an overgrown hedge in Rickerby. The Clerk noted this had already been reported and was not dealt with by Highways as it is a private hedge – it will be re-reported to see if progress can be made. Similarly, an overgrown hedge at Park Broom will also be reported to Highways.

**SR 860/7/19 Date of Next Meeting**

**Resolved** that the next meeting of the Parish Council be held on Wednesday 11th September 2019 in the Parish Hall, Crosby-on-Eden at 7.30pm. Cllr Savory provided apologies in advance. There being no further business, the Chairman closed the meeting at 9.16pm.