

STANWIX RURAL PARISH COUNCIL

**Minutes of the Annual Meeting of Stanwix Rural Parish Council held on
Wednesday 8 May 2019 in the Wildlife Centre, Houghton at 7:30 p.m.**

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

ACTION

In Attendance: City Cllrs E Mallinson, P Nedved and F Robson (entered at 9pm). One member of the public.

SR 816/5/19 Election of Chairman for the Council Year 2019/20

Resolved that Cllr Nicholson be elected as Chairman for the Council Year 2019/20. Cllr Nicholson signed the Declaration of Acceptance of Office.

SR 817/5/19 Appointment of Vice-Chairman

Resolved that Cllr Phillips be appointed as Vice-Chairman for the Council Year 2019/20.

SR 818/5/19 Declaration of Acceptance of Office Forms

Noted that all Cllrs present had signed the above in the presence of the Clerk. Arrangements had been made for Cllr Sherriff to sign the required paperwork within the statutory timescales.

CLERK

SR 819/5/19 Apologies for absence

Apologies were received and accepted from Cllr Sherriff. County Cllr J Mallinson also sent apologies.

SR 820/5/19 Minutes of the meeting of the Parish Council held on 10 April 2019

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

SR 821/5/19 Co-option of New Councillors

M Ellmore left the room for discussion of this item only.

Resolved to co-opt, with immediate effect, M Ellmore to the Parish Council. Cllr Ellmore signed the Declaration of Acceptance of Office.

SR 822/5/19 Requests for Dispensations

No requests for dispensations were received.

SR 823/5/19 Declarations of Interest

Cllr Splinter declared an interest in planning application 19/0306, the applicant being known to him. Cllr Nicholson also declared an interest, at the time of the item, in matters relating to Houghton Village Hall, including the Houghton Fair; his wife being the treasurer of the Committee.

SR 824/5/19 Public Participation

One member of the public was in attendance to answer any queries relating to planning application 19/0291. No questions were deemed necessary.

SR 825/5/19 Planning Matters

825.1 New Applications:

19/0291 Study Quiet, Rickerby, Carlisle, CA3 9AA - Replacement Of 5no. Windows With Timber Slim-Line Double Glazed Sliding Sash Windows (LBC)

Resolved: To recommend that the application be determined in accordance with local and national planning and conservation policy and guidance.

18/0937 Wm Morrisons Supermarkets plc, Kingstown Road, Carlisle, CA3 0QZ - Erection Of Restaurant With Drive-Through Facility

Resolved that a draft response will be circulated to all Cllrs for submission and ratified at the June Parish Council meeting.

CN

19/0335 Hartside, 46 Houghton Road, Houghton, Carlisle, CA3 0LA - Erection Of Single Storey Rear Extension To Provide Extended Kitchen And Garden Store

Resolved: To recommend that the application be determined in accordance with local and national planning and conservation policy and guidance.

18/0650 Beck Farm, Crosby on Eden, Carlisle, CA6 4QN - Erection Of 3no. Dwellings (Outline)

Resolved to note the comments and recommendations of the Environment Agency (letter dated 8 May 2019) and draw the attention of officers to the submitted response by the Parish Council of 30 January 2019 wherein it considered it inappropriate to determine an outline application without clear evidence of the possible impact from impending changes to the local flood defences. Although now at an advanced stage of planning, the proposed changes to the flood defences may yet be subject to amendment. The Parish Council therefore recommends that determination be deferred until such time as the modified flood defences are in place and any resultant impact has been taken fully into account.

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

Resolved: To recommend that the application be determined in accordance with local and national planning and conservation policy and guidance.

825.2 Resolved to Note Permission Notices Received:

19/0099 39 Whiteclosegate, Carlisle, CA3 0JA - Single Storey Rear Extension To Provide Dining Room

SR 826/5/19 Clerk's Report

A report had been circulated alongside the agenda and the Clerk provided a verbal update, where applicable, regarding the following:

753.2/12/18 Bus Stop Seating

The Clerk has chased up this issue however it currently remains ongoing.

CLERK

767.5/1/19 Houghton Village Green Parking Barrier

The County Council have advised that they have no input into objects placed on Parish Council owned land so long as they are not be placed within the highway boundary. It was agreed that a suggestion of heavy wooden planters containing a shrub might be most appropriate.

CLERK

SR 796.1 /3/19 Summer Play Scheme

It has been confirmed that the age range for the above (to be held at Crosby Parish Hall on Wednesday 24th July, 7th August and 21st August and Houghton on 31st July 14th August and 28th August) will be for children who attend primary school this year as opposed to 5 – 12.

SR 796.5 Houghton School Parking

This remains ongoing.

CLERK

18/0928 Land adjacent to Meadow Cottage, Tarraby, Carlisle, CA3 0JS

The City Council's response to queries regarding the above application was received. It was agreed that the response failed to fully address the issues raised and that further clarification be sought.

CN

815/4/19 Village Green

The planting of one tree has been referred to Houghton in Bloom for action.

Other Issues:

Parking in Houghton

An email has been received regarding perceived nuisance parking in Houghton. It is noted that the relevant authorities were included in the circulation list of the email and the matter will be for them to deal with.

Overgrown Hedge

A report of an overgrown hedge at Rickerby was lodged to the Clerk and subsequently reported to Highways. However, they have responded to say they will take no further action.

Construction Works

Reports of construction works in Crosby-on-Eden have been referred to Carlisle City Council for investigation.

Crosby Parish Hall Hedge

Consideration is to be given to the reduction in height of the hedge at Crosby Parish Hall at the next cut following the bird-nesting season.

Fly-Tipping

City Cllr Bainbridge kindly reported fly-tipping in the bus shelter in Houghton however the waste remains present.

Speedwatch

In 2018 speed watch volunteers carried out 8 observations, each lasting about an hour, and recorded 49 vehicles speeding. Their presence had a noticeable effect with many vehicles suddenly slowing down.

SR 827/5/19 Flood Recovery

It was noted that the final scheme and details of the local consultation are still awaited. This item will be moved to the Clerk's report in subsequent meetings unless there is action to consider, wherein it will be returned to the agenda proper.

SR 828/5/19 Administrative Matters

828.1 Programme of Meetings

Resolved that all meetings will take place on the second Wednesday of the month, alternating between Crosby-on-Eden and Houghton, with the exception of the January meeting (to be held on Wednesday 15 January 2020). No meeting is planned for August unless urgent business occurs.

828.2 Review of Policies and Procedures

Resolved that the following policies and procedures have been reviewed with no changes required:

- Standing Orders
- Financial Regulations
- Complaints Procedure
- General Data Protection Regulations (numerous policies)
- Freedom of Information (numerous policies including the Publication Schedule)

Also resolved to adopt:

- Press and Media Policy

It was noted that the Co-option Policy is being reviewed and a draft will be circulated in due course.

CLERK

828.3 Appointment of Representatives to Outside Bodies and Appointment of Working Groups

Resolved to appoint the following representatives to outside bodies:

- Houghton Village Hall Committee – Cllr Lightfoot
- Crosby Village Hall Committee – Clerk to seek quarterly report
- Brampton & Beyond Community Trust – no appointment made at this time

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

- Finance/Risk - Cllrs Nicholson, Coles, Lightfoot & Phillips
- Planning & Housing - Cllr C Nicholson & relevant ward Cllrs
- Personnel - To be called on an ad-hoc basis according to need
- Salary Review – Cllrs Nicholson, Phillips & the Clerk
- Cllr Interview Panel - To be called on an ad-hoc basis
- Complaints/Appeals - Relevant selection based upon nature of complaint/appeal
- Environment & Recreation - Cllrs Ellmore, Phillips & Savory
- Highways & Transport - Cllr Coles
- Community Plan - Relevant selection called upon ad-hoc
- Brunstock Common – Cllrs Nicholson, Coles and Watson
- Houghton Fair – No appointment made
- Flood Group – No appointment made

SR 829/5/19 Village Matters

829.1 Houghton Village Fair

Minutes of the previous working group meeting, held on 23 April, had been circulated alongside the agenda and were received and noted. A request for attendance on the day, both to help with the set-up/tidy away and also to be present as stewards was made. Cllrs Ellmore, Lightfoot and Savory committed to assisting.

829.2 Brunstock Common

It was reported that the safety equipment, signage and risk assessment checking schedule was now in place. Quotations were required for the placement of stones in and around the pond. This will be progressed as a matter of urgency.

829.3 Land Registry

Maps showing the areas that will be applied for registration at Houghton had been circulated alongside the agenda and it was **resolved** to proceed with the application. An area of questionable common land at Park Broom was also discussed, with options suggested to either attempt the registration of the land in its entirety or to consider the transfer of ownership in part.

Resolved: Two Cllrs to visit the householder adjacent to the common land to discuss land ownership/possession before the matter is considered again at a future meeting.

829.4 Claimed Right of Way – Centurions Walk to Houghton Road Carlisle

Resolved to ratify the previously submitted response, objecting to the above. A discussion was also held regarding the history of the permissive footpath and current issues regarding pedestrian access in the areas adjacent to the Parade Ground.

829.5 Speedwatch

An update was given regarding sessions recently held, noting that 61 people were caught speeding during five sessions held in April/May. It was noted that a lack of volunteers threatens the future of the scheme in Houghton. An advert to be placed in the Echo if possible, stressing that the time commitment involved amounts generally to no more than four hours per person over two weeks. The Police have committed to deploy the Speed Van to the area more frequently and this will be pursued.

Clarification was given that repeater signage is not permissible in the area due to the Road Traffic Act regulations and the procedure for repeat offenders caught under the scheme.

The lack of road markings in the centre of Houghton was noted as cause for concern. A request will be made to the Police to assess whether an area near to the pinch points/shop could be risk assessed for monitoring in the future.

SR 830/5/19 Financial Matters

830.1 Insurance 2019/20

Resolved to accept a quotation of £968.81 for the provision of insurance for the current Council year, as the first year of a three-year long-term binding agreement with Came & Company with Hiscox.

830.2 SLCC Membership

Resolved to authorise renewal of membership fees for the Clerk at a cost of £196.00.

830.3 Internal Audit Report

Resolved to receive, note and accept the end of year internal auditors report for the financial year 2018/19, which had been circulated alongside the agenda. No matters were brought to the attention of the Council for action.

830.4 Annual Governance and Accountability Return (AGAR) Annual Governance Statement for the Year Ended 31st March 2019

Resolved to approve the Annual Governance Statement and authorise the Chairman to sign the annual return.

830.5 Statement of Accounts to Year Ended 31st March 2019

Resolved to approve the Accounting Statements 2018/19 and authorise the Chairman to sign the annual return.

830.6 Internet Banking

Resolved to confirm approval for the Clerk to continue to authorise internet banking payments and for the direct debit for pension payments and the ICO to continue until further notice.

830.7 Bank Mandate/Signatories

Resolved to appoint Cllrs Phillips and Savory to be authorised signatories alongside Cllrs Coles and Sherriff. Updated bank mandates will be circulated for completion. Cllr Ellmore was appointed to sign the bank reconciliation monthly.

CLERK/
HP/CS

830.8 Payments:

Resolved that the following payments be approved:

| | |
|--|-----------|
| NEST Pension, May pension | £94.29 |
| Sarah Kyle, May salary and reimbursements | £1,344.02 |
| HMRC, May PAYE and NI | £222.57 |
| Cumbria Payroll, May payroll | £18.00 |
| Tech4Office, Mar/Apr printing | £42.64 |
| CALC, subscriptions | £420.02 |
| Seton, safety equipment | £194.81 |
| CGM, grounds maintenance | £3,315.53 |
| G Airey, Internal audit | £121.16 |
| Pattinsons Painters, notice board staining | £50.00 |
| SLCC, subscription | £196.00 |
| Came & Company, insurance | £968.81 |

TOTAL: £7,020.21

830.9 Noted: balances at bank as at 30 April 2019:

| | |
|-------------------------|------------|
| Community Account | £930.65 |
| Money Manager Account | £90,151.10 |
| Cash Account | £2,571.95 |
| Income to 30/04/19 | £46,500.00 |
| Expenditure to 30/04/19 | £5,265.36 |

830.10 Income Received

Resolved to note receipt of £46,500 precept from Carlisle City Council.

City Cllrs Mallinson, Nedved and Robinson entered the meeting at 21.00.

SR 831/5/19 Schedule of Correspondence, Notices and Publications

A schedule of correspondence, notices and publications received since the last meeting was noted. A CALC summer conference, to be held on 22 June, was also brought to the attention of Cllrs.

SR 832/5/19 Councillor Matters

Cllr Phillips requested that the state of the Tribune Drive play area be placed on the next agenda for consideration.

Cllr Coles, supported by Cllr Splinter, reported an incident regarding the illegal use of ATV's in Houghton by minors. The Clerk will seek an update from the PCSO as to the outcome.

CLERK

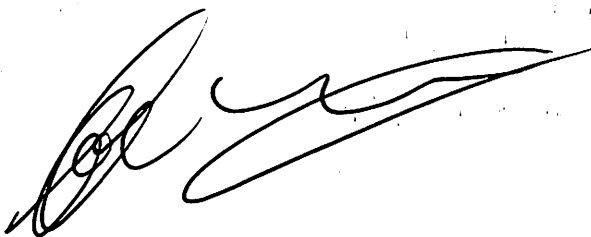
Cllr Coles also noted he had submitted Freedom of Information requests regarding the lack of progress with the Eden Gate play area.

City Cllr Mallinson reported that assistance will be provided for the play area query. She also reported that the issue of the perch seat (min. 826/5/19 refers) was being progressed by County Cllr Mallinson. Furthermore, it was noted that traffic cones are available for schools from Cumbria County Council to deter illegal parking.

SR 833/5/19 Date of Next Meeting

Resolved that the next meeting of the Parish Council be held on Wednesday 12th June 2019 in the Parish Hall, Crosby-on-Eden at 7.30pm.

There being no further business, the Chairman closed the meeting at 9.18pm.



12/June/2019