

## **STANWIX RURAL PARISH COUNCIL**

### **Draft Minutes of a Virtual Meeting Held on Wednesday 5 May 2021 at 7:30 P.M.**

#### **PRESENT**

The Chairman Cllr C Nicholson, Cllr's A Coles, A Lightfoot, H Phillips, C Savory and N Watson.

#### **IN ATTENDANCE**

City Cllr's P Nedved, E Mallinson and F Robson. County Cllr J Mallinson (entered at 7.57). The Clerk, S Kyle.

#### **SR 074/05/21 ELECTION OF CHAIRMAN**

**Resolved** that Cllr Nicholson be elected Chairman for the Council year 2021/22. Cllr Nicholson accepted the Declaration of Acceptance of Office and will sign the form following the meeting.

#### **SR 075/05/21 APPOINTMENT OF VICE-CHAIRMAN**

**Resolved** that Cllr Phillips be appointed Vice-Chairman for the Council year 2021/22.

#### **SR 076/05/21 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr's M Ellmore and D Milburn.

#### **SR 077/05/21 REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST**

No requests for dispensations were received. Declarations of interest were made by Cllr Nicholson in respect of planning applications 21/0111 and 21/0299 as the applicants are known to him. Cllr Nicholson also declared an interest in any matters relating to Houghton Village Hall, his spouse being the Committee Treasurer.

#### **SR 078/05/21 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 10 MARCH 2021**

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

#### **SR 079/05/21 PUBLIC PARTICIPATION**

No members of the public were present, and the City Councillors reported that any business they had to discuss was featured on the agenda proper.

#### **SR 080/05/21 VILLAGE MATTERS**

##### **080.1 Tribune Drive Play Area**

An update was given regarding a grant application made to the Green Recovery Challenge Fund for £17,500 for the Wildlife Village Project. Further information was to be submitted prior to 7<sup>th</sup> May. Discussion was also held regarding the intention to apply for an asset transfer for the land at the Tribune Drive play area.

**Resolved** to submit a letter of intent to Carlisle City Council to request consideration be given to an asset transfer of the Tribune Drive play area land.

##### **080.2 Ronnie's Wood Drainage**

Consideration was given to the purchase of the above woodland following notification that is for sale.

**Resolved** not to proceed with any further consideration of the above.

## **SR 081/05/21 PLANNING MATTERS**

### **081.1 Responses Submitted Prior to the Meeting**

**Resolved** to ratify submitted responses, which had been previously circulated to all Cllr's and are available on the Carlisle City Council website, to the following planning applications:

**21/0195 The Orchard, Houghton House, Houghton, Carlisle, CA6 4DX** - Three Storey Side Extension to Provide Stairwell/Link Leading to Kitchen on Ground Floor, Living Room with Terrace on First Floor & 1no. En Suite Bedroom Above on Second Floor; Provision of Powered Access Gates to Existing Entrance

**21/0248 18 Vestaneum, Crosby on Eden, Carlisle, CA6 4PN** - Demolition of Conservatory and Erection of Two Storey Rear Extension to Provide Garden Room on Ground Floor with En-Suite Bedroom Above Together with Internal Alterations

**21/0270 33 The Green, Houghton, Carlisle, CA3 0NG** - Erection of New Boundary Wall with Metal Railings (Total 1.5 Metres Height) To Front and Side Elevations; Installation of Gates to Front

**21/0111 Eden Golf Club, Crosby on Eden, Carlisle, CA6 4RA** - Change of Use of Part of Golf Course to Allow for Stationing of Up To 100 Caravans

**21/0297 26 Whiteclosegate, Carlisle, CA3 0JD** - Erection of Single Storey Front, Side & Rear Extensions to Provide Portico, Utility Room, 1no. En Suite Bedroom, Study & Orangery; Internal Layout Alterations and Associated External Works

**21/0298 Kingston, Linstock, Carlisle, CA6 4QD** - Erection of Rear Extension to Provide Extended Dining Room/Kitchen

**21/0303 177 Tribune Drive, Houghton, Carlisle, CA3 0LF** - Erection of Two Storey Rear Extension to Provide Kitchen/Dining Room & Sitting Room on Ground Floor With 2no. Bedrooms Above Together with Enlarged Driveway

**21/0318 The Old Grove, Linstock, Carlisle, CA6 4QD** - Restoration and Alterations to Dwelling and Attached Letting Unit; Demolition of Conservatory and Erection of Sunroom with Balcony Above (LBC)

**21/0294 42 Pennington Drive, Carlisle, CA3 0PF** - Relocation of Existing Boundary Fence to Incorporate Additional Land

**21/0310 Avalon, Rickerby, Carlisle, CA3 9AA** - Erection of Two Storey Extension to Provide Annexe Accommodation Joined to Main Dwelling Via Single Storey Car Port Link

**21/0317 Four O Boot Farm, The Knells, Houghton, Carlisle, CA6 4JH** - Erection of Calf Rearing Shed

**21/0299 South View, The Green, Houghton, Carlisle, CA3 0LN** - Change of Use of Former Equestrian Manege To Vehicle Storage Area (Retrospective)

**21/0333 Eden Croft, Green Lane, Crosby on Eden, Carlisle, CA6 4QN** - Variation of Condition 2 (Approved Documents) Of Previously Approved Permission 16/0787 (Conversion and Extension of Barn to Create 1no. Dwelling ) To Alter Design of Extension

**081.2 To consider new applications received:**

**21/0391 Wensleydale, Tarraby, Carlisle, CA3 0JS** - Erection of Detached Double Garage with External Staircase (Revised Application)

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

**081.3 To Note Planning Permission Decisions Received**

**Resolved** to note the following planning decision notices:

Permission Notices

**20/0859 5 Primrose Bank, Crosby on Eden, Carlisle, CA6 4QT** - Erection of First Floor Granny Annexe Above Existing Double Garage

**21/0074 Fell View, The Knells, Houghton, Carlisle, CA6 4JG** - Erection of Detached Garage

**21/0061 Rickerby Cottage, Rickerby Mews, Rickerby, Carlisle, CA3 9AA** - Erection Of Detached Garage

**21/0144 Inglewood, Linstock, Carlisle, CA6 4QD** - Erection of Single Storey Side And Rear Extensions to Provide Kitchen/Dining/Living Room, Utility and Shower Room

Refusal Notices

**21/0142 Lea Cottage, Linstock, Carlisle, CA6 4PZ** - Demolition of Existing Single Storey Lean-To Extension and Erection of Two Storey Rear Extension to Provide Kitchen, Utility and WC On Ground Floor with Bedroom and Bathroom Above

**SR 082/05/21 ADMINISTRATIVE MATTERS**

**082.1 Summer Play Scheme**

**Resolved** to provide six play days in July/August 2021: three days at Houghton Village Hall and three days at Crosby Parish Hall. Times and costs per child to remain in line with other parishes, expected to be 9.30am – 3.30pm and between £8 to £10 per day per child. City Cllr E Mallinson noted that the City Council were providing some plays schemes in other areas; details to be forwarded for display.

**082.2 Village Hall Reports - Houghton and Crosby-on-Eden**

*Houghton Village Hall*

It was noted that the first face-to-face meeting of the Committee had been scheduled for 26<sup>th</sup> May.

*Crosby Parish Hall*

A written report from the Vice-Chair had been sent for the meeting and will be circulated to all members following the meeting.

*County Cllr J Mallinson arrived at 7.57pm.*

### **082.3 Clerk's Additional Employment**

**Resolved** to note that the Clerk's locum appointment for Kirkbampton Parish Council has been made permanent.

### **082.4 Councillor Vacancies**

**Resolved** to note the resignation of S Splinter and the display of the requisite vacancy notice. Also **resolved** to approve expenditure of up to £59 on flyers for the Tarraby/Pennington/Wolsty area.

### **082.5 Programme of Meetings**

**Resolved** that the meeting dates for 2021/22 be the second Wednesday of each month, excluding June and August. Meetings will only go ahead during the pandemic if the amount of business on the agenda is justified and there is sufficient member availability. The venue of each meeting will be to consider due to issues in finding a suitable venue in Houghton. If no venue can be found by September, consideration will be given to moving the meeting date to allow for a rotation of locations to be implemented.

### **082.6 Review of Policies and Procedures**

**Resolved** to consider the review undertaken by the Clerk of the Council's complaints procedure; procedures and practices in respect of freedom of information, General Data Protection Regulations; and policy for dealing with the press/media and to agree that no changes are currently required.

### **082.7 Appointment of Representative to Outside Bodies & Appointment of Working Groups/Committees**

**Resolved** to appoint the following representatives to outside bodies:

- Houghton Village Hall Committee – Cllr A Lightfoot
- Crosby Village Hall Committee – the Hall to be contacted to find out if a representative can join their Committee.
- Brampton & Beyond Community Trust – No representative appointed

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

- Finance/Risk – Cllr's C Nicholson, H Phillips, A Coles, C Savory & A Lightfoot
- Planning & Housing – Cllr's C Nicholson, a vacancy & relevant ward Councillors
- Personnel - To be called on an ad-hoc basis according to need
- Salary Review – Vacancy & 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 – Cllr's Phillips, Ellmore & Savory
- Highways & Transport – Cllr Coles & a vacancy
- Community Plan - Relevant selection called upon ad-hoc
- Houghton Fair Planning Group – Vacancy
- Brunstock Common – Cllr's Nicholson, Coles & Watson
- Flood Group – Cllr Ellmore

## SR 083/05/21 CLERK'S REPORT

### *Anti-Social Behaviour/Dog Barking*

Numerous complaints have been received from residents in Houghton regarding antisocial behaviour on Eden Gate and dog barking in the centre of the Village. These have been passed onto ward members as appropriate.

### *Freedom of Information*

A freedom of information request was received and responded to within the prescribed deadlines.

## Highways Issues

Date Notified	Location	Fault	Action	Reference	Progress
13.01.21	Houghton Road	Damaged sign	Reported to Highways	W2181027314	Work completed – issue closed
13.01.21	Houghton Road	Damaged verge	Reported to highways	W2181027312	Checked 7 Apr – no update
13.01.21	Brunstock	Running Water	Reported to Highways	W2181031411	Re-reported
24.01.21	Tarraby	Public footpath erosion	Reported to Footpaths officer	n/a	Notified that investigations were planned
22.02.21	Brunstock Lane	Fly-tipping	Reported to Carlisle City Council	00145486	
01.03.21	Houghton Road	Potholes	Confirmed with Highways	W2181032737	Ongoing discussions to establish if works completed satisfactorily
20.03.21	The Garth, Crosby on Eden	Removal of lamp post and hole left	Reported to Highways	W2181039511	
23.04.21	36 Houghton Rd	Blocked gully	Reported to Highways	W2181043381	

### *Flooding*

It was noted that a meeting was due to be held between the Flood Group and the Environment Agency on 10<sup>th</sup> May. Serious concerns were raised regarding the lack of consultation and the lengthening time frame.

## SR 084/05/21 CONSULTATIONS

### **084.1 Local Government Reorganisation 2021**

**Resolved** to ratify the submitted response to the above consultation, which had been previously circulated to all Cllr's.

#### 084.2 Local Authority Remote Meetings: Call for Evidence

The above consultation had been previously circulated to all members; comments to be sent to the Clerk by 1<sup>st</sup> June for collation.

**Action: All**

#### 084.3 DCMS Rural Broadband Consultation

The above consultation had been previously circulated to all members; comments to be submitted by individuals if they feel appropriate.

### SR 085/05/21 FINANCE MATTERS

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

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Sarah Kyle	April salary	£1264.28
HMRC	April PAYE	£227.44
NEST	April pension	£96.90
Cumbria Payroll	April payroll	£18.00
YPO	Stationery	£90.05
Linstock WI Hall	Grant 2020/21	£250.00
Solway Comms	Telephone	£64.80
Cumbria Payroll	May payroll	£18.00
CALC	Subscription	£457.89
Came & Co	Insurance	£1034.23
SLCC	Membership	£208.00
Cluaran Landscape	Grounds works (Trees)	£498.00
Gordon Consultancy Ltd	Internal Audit	£108.00
		<b>£4335.59</b>

#### 085.2 Receipts

To note income received:

- Kirkbampton Parish Council, £30, Zoom contribution
- Hethersgill Parish Council, £30, Zoom contribution
- Scaleby Parish Council, £30 Zoom contribution
- Cumberland Building Society, £6.00, Bank interest

#### 085.4 Grant Scheme 2021/22 First Round

A schedule of applications received had been circulated to members prior to the meeting. It was **resolved** to award grants as follows:

- Houghton Village Hall, windows, £1845.50 (LGA 1972 s144)
- Houghton In Bloom, annual expenses, £600 (PHA 1875, s164)
- Crosby Magazine, annual expenses, £150 (LGA 1972 s142)
- Susan's Farm, annual bonfire, £305 (max) (LGA 1972 s145)
- Linstock WI Hall, replacement wall, £3500 (LGA 1972 s144)

#### 085.6 Internet Banking

**Resolved** to reconfirm approval for the Clerk to authorise internet banking payments. It was agreed that a rota will commence for authorised login users of Unity Bank to confirm the reconciliation monthly. Also **resolved** to confirm approval for the direct debit for ICO and pension payments to continue.

## **SR 086/05/21. Annual Governance and Accountability Return 2020/21**

### **086.1 Internal Auditors Report**

**Resolved** to accept the end of year internal auditors report for the financial year 2020/21 which had been circulated alongside the agenda.

### **086.2 Annual Governance Statement**

**Resolved** to approve the Annual Governance Statement 2020/21 and authorise the Chairman to sign the Annual return. The document had been circulated alongside the agenda.

### **086.3 Accounting Statements**

**Resolved** to approve the Accounting Statements for 2020/21 and authorise the Chairman to sign the annual return. The document had been circulated alongside the agenda.

## **SR 087/05/21 COUNCILLOR MATTERS**

**Cllr Savory** queried whether any response had been received from Highways regarding the B6264 survey; City Cllr E Mallinson is to chase a response from them.

**City Cllr E Mallinson** also noted her assistance with dog barking issues in Houghton as well as anti-social behaviour on Eden Gate.

**Cllr Phillips** requested consideration be made to promptly removing street furniture on Houghton Village Green.

**Action: CN**

**Cllr Coles** noted concerns regarding the placement of the bin in the play area which was regularly being used for the disposal of dog waste bags.

## **EXCLUSION OF PRESS & PUBLIC - PART B ITEM**

**Resolved** that the following item be considered confidential and exclusion of members of the public or press be permitted under the Local Government Act 1972.

### **SR 088/05/21 Brunstock Pond**

Further consideration was given to ongoing legal proceedings regarding the above.

## **SR 089/05/21 DATE OF NEXT MEETING**

**Resolved** that the next meeting of the Parish Council will be held on Wednesday 14<sup>th</sup> July 2021 at 7.30pm in Crosby Parish Hall. The meeting will only take place subject to business to transact, COVID regulations, hall accessibility and member availability at that time.

There being no further business the meeting was closed at 9.13pm.