

Levens Parish Council

Clerk: Martin Curry
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Councillors are hereby summoned, and members of the public are invited to attend an Ordinary Meeting of the Parish Council to be held in the **Levens Methodist Church at 7.30 p.m. on Tuesday 16 April 2024.**

Agenda

1. Apologies

2. **Declarations of Interest:** To declare any personal or prejudicial interests in items on the Agenda and to consider applications for dispensation.

3. **Minutes:** To authorise the Chairman to sign the Minutes of the Ordinary Meeting of the Parish Council held on 12 March 2024 as a true record.

4. **Public Participation:** Members of the public are invited to give their views and question the Parish Council on items on this Agenda or raise issues for future consideration.

5. **Reports:** To receive the following reports:

- a) Reports from Councillors on any meetings attended not otherwise on this Agenda
- b) Relevant matters from the Westmorland & Furness Council (W&FC)
- c) Police

6. Finance

a) **Receipts:** To note receipts for the period 01 March – 31 March 2024:

- | | |
|---|------------|
| i) Salary Refund Project: (25/03/23-27/02/24) | £ 3,658.00 |
| ii) VAT Refund: (Q2 23-24 & Q3 23-24) | £ 418.00 |
| iii) Salary Refund from Levens Charity to PC (full year - 2023-24) | £ 600.00 |
| iv) Refund of Project Audit fees 2022-23 paid by PC | £ 1,400.00 |
| v) Christmas Event: Summary of receipts (Cllr. D. Rogerson) - £760.80 | |
| vi) CIL – Notification of pending receipt (£2,063.03p) | |

b) **Payments Required:** To note and approve payment of the following:

- i) M R Curry: Salary March 2024 - (PC: £453.24; Project: £329.98; Charity: £32.68; Charity Balance annual allowance: £95.32; Wage adjustment (u/p Oct): £0.09; Mileage: £5.40; Exes £28.97)

Total: £ 945.68

- ii) PAYE: Months 10-12: £ 711.68
- iii) Levens Hall Estates: Allotment Rent (inc VAT): £ 432.00
- iv) Levens Institute: Hire of Institute for the Annual Parish Meeting: £ 18.00
- v) CALC – Annual Subscription 2024-25: £ 315.99
- vi) Tom Hecht – Annual webhosting fee £ 35.65
- vii) Adam Kirk: Costs for recent tree and woodland work: Amount to be advised
- viii) Other payments may be advised

c) **Bank Reconciliation:** To receive the Bank Reconciliation and a note on Ring-fenced Funds at 31 March 2024

d) **Annual Audit:** To note arrangements for the Annual Governance and Accountability Return

e) **Governance Documents:** To approve or otherwise amend the Standing Orders, Financial Regulations and Policy Documents relating to the governance of the Parish Council

f) **Levens Art Group:** Request for Support (PC or Charity)

7. Levens Community Project: Cllr Mason to report:

- a) Levens Project Advisory Working Group: (02/04/2024) Cllr. Mason to Report on key updates including:
 - i. Sale of plots: Plot 1, Cotes

- ii. Underhill: Acceptance of quote for electricity supply
- iii. New Village Hall: Updates on progress on-site including sale of stone
- iv. Tender Packs
- v. Project Management and Review of Finance (strategic)
- vi. Community Ownership Fund
- vii. Investment of cash reserves currently held in HSBC current account:
To **Ratify** the transfer of £50,000 from deposit to Current account
- b) Bank Reconciliation and report on current accounts
- c) To **Approve** any payments due - None at the time of writing

8. Planning Applications:

- a) To consider items on the Schedule of Applications (to be circulated)
- b) Other planning matters including any updates on previous matters

9. Parish Council Elections - May 2024: To note:

- a) The Notice of Election of Councillors for Levens as the result of an Uncontested Election
- b) That the next meeting of the Parish Council will be its Annual Parish Council Meeting to be held on 14 May to include the Election of Officers

10. Levens Charity:

- a) To receive an update on arrangements for the next meeting of the Appointed Trustees
- b) **Payment Required:** To note recent CALC training webinars and invoice for attendance: £ 30.00

11. Open actions not covered elsewhere on the Agenda

- a) Levens Traffic Management: To receive update reports:
 - i) Levens Lane footpath
 - ii) Traffic Management within the village
 - iii) Any update on the 20-mph initiative
 - iv) Bus Service Improvement Plan
- b) Woodland management: To receive updates on woodland management issues including:
 - i) Recent woodland work
 - ii) Tree Health and Safety – update on current position
- c) Parish Assets and Land - To include:
 - i) Brigsteer Road Site: To receive update on current work.
 - ii) Jubilee Orchard: Update on the application to the Coronation Community Orchard Fund
 - iii) Request for Memorial Bench – Mrs Pooley
 - iv) The Crossings: To note recent strimming of the flower rich site.
 - v) Maintenance work required.
- d) Parish Website: To note updates.
- e) Allotments: To note the current position on rents, tenants and any onsite work required
- f) The Annual Parish Meeting: To note any outcomes from the meeting held on 19 March 2024
- g) Levens Greening Campaign: To receive an update report.
- h) Parish Emergency Plan: To receive an update report.

12. Correspondence: To note correspondence received. Schedule to be circulated.

13. Future Agenda Items: To receive items for consideration for a future agenda.

14. Date of next meeting: To confirm that the next meeting will be the Annual Parish Council Meeting to be held on Tuesday 14 May 2024 in the Levens Methodist Church.

Martin Curry
Clerk to Levens Parish Council

11/04/2024