

# Levens Parish Council

Clerk: Martin Curry  
18 Barn Holme  
Kendal LA9 5LP

Tel: 07388-920410  
Email: levens.parish@gmail.com

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 09 January 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 held on 14 November 2023 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 November – 31 December 2023: There were no receipts to 30 November. December bank statement not yet available. Verbal Report

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

- i) M R Curry: Salary November 2023 – **To Ratify** (payment, including payment at the new national rate and back-pay, agreed by email and paid): (PC: £491.75; Project: £443.26; Charity: £86.80; Expenses: £4.15; Mileage: £21.60) **Total: £ 1,047.56**
- ii) M R Curry: Salary December 2023 - (PC: £231.46; Project: £224.08; Charity: £26.08; Mileage: £16.20) **Total: £ 497.82**
- ii) HMRC: PAYE etc - Months 7-9: October-December: £ 623.30
- iii) Other payments may be advised

c) **Bank Reconciliation:** To receive the Bank Reconciliation and a note on Ring-fenced Funds at 31 December 2023

#### d) Budget

- i) 2023-24 Budget Review
- ii) To receive, consider, amend (where necessary) and agree the draft budget 2024/25
- iii) To agree the precept demand 2024/25
- iv) To agree the appointment of Jean Airey as Internal Auditor for 2023/24

7. **Levens Community Project:** Cllr Mason to report:

- a) Levens Project Advisory Working Group: Cllr. Mason to Report of the Working Group meeting held on 05/12/2023 and key updates including:
  - i. Sale of plots: Plot 1, Cotes; Plot 3 Church Hill
  - ii. Underhill: Updates on progress on-site
  - iii. New Village Hall: Updates on progress on-site
  - iv. Tender Packs
  - v. Project Management and Review of Finance
  - vi. Community Ownership Fund
  - vii. Investment of cash reserves currently held in HSBC current account
- b) To **Approve** any payments due as Recommended by the Project Advisory Group

- 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 including:
    - Shepherd's Mill – The Old Carpet Shop
- 9. 20mph Speed Limit:** To receive an update on the proposal to apply.
- 10. Christmas 2023:** Review of the 2023 event.
- 11. Parish Council Elections - May 2024:** To note any updates on the Elections to be held on 02 May 2024
- 12. 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) Winter gritting and road clearance arrangements
  - b) Woodland management: To receive updates on woodland management issues including:
    - i) Work done by ENW
    - ii) P. Capstick re trees at Checkmate
    - iii) 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
  - d) Handyman: Update on recruitment
  - e) Parish Website: To note updates
  - f) Levens Greening Campaign: Update report.
  - g) Parish Emergency Plan: To receive update report.
- 13. Correspondence:** To note correspondence received. Schedule to be circulated.
- 14. Future Agenda Items:** To receive items for consideration for a future agenda.
- 15. Date of next meeting:** The next meeting will be held on Tuesday 13 February 2024 to be held in the Levens Methodist Church.

**Martin Curry**  
**Clerk to Levens Parish Council**

**03/01/2024**