

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 12 March 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 13 February 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 February – 29 February 2024:

- i) Allotment Rents for 2023-24: Telford, Farquhar, Newberry: 3 @ £17.50 £ 52.50
- ii) A donation to Levens Charity from the late Kathleen Dawson £ 126.70

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

- i) M R Curry: Salary February 2024 - (PC: £381.31; Project: £203.70; Heat & Light annual allowance: £190.00; Broadband annual allowance: £50; Mileage: £10.80) £ 835.81
- ii) Printing Plus: Spring Newsletter: £ 154.30
- iii) Adam Kirk: Costs for recent tree and woodland work: Amount to be advised
- ii) Other payments may be advised

c) **Bank Reconciliation:** To receive the Bank Reconciliation and a note on Ring-fenced Funds at 29 February 2024

7. Levens Community Project: Cllr Mason to report:

a) Levens Project Advisory Working Group: 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

b) Bank Reconciliation and report on current accounts

c) To **Approve** any payments due

- i. Levens Parish Council: Refund VAT paid to Project but due to PC:
Q2 2023-24 (250.00) Q3 (£168.00) £ 418.00
- ii. Levens Parish Council: Refund salary due paid by PC for Project;
(funded from Capacity Grant) Refund for the period 25/03/2023 – 27/02/2024 £3,658.00
- iii. Armstrong Watson: Fee for submitting VAT Returns Qs 1,2 & 3 2023-24 450.00

- 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. 20mph Speed Limit:** To receive an update on the application for a 20-mph zone.
- 10. Parish Council Elections - May 2024:** To note any updates on the Elections to be held on 02 May 2024 including an on-line briefing session for candidates and Clerks on 13 or 14 March (optional).
- 11. The Annual Parish Meeting:** To note update on arrangements for the meeting to be held on 19 March.
- 12. Allotments:** To receive an update on:
 - i. Rent increases:
 - a) Levens Hall to Parish Council
 - b) Parish Council to Tenants
 - ii. To receive a review of Plots and Tenants
 - iii. To note on-site work required
- 13. 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
 - 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: To receive an update on the application to the Coronation Community Orchard Fund
 - d) Parish Council Newsletter: To note receipt and distribution
 - e) Handyman: To confirm the engagement of Andy Brayshaw as Handyman
 - f) Village Noticeboards: To note recent works and review current position
 - g) Parish Website: To note updates
 - h) Levens Greening Campaign: To receive an update report.
 - i) Parish Emergency Plan: To receive an update report.
- 14. Correspondence:** To note correspondence received. Schedule to be circulated.
- 15. Future Agenda Items:** To receive items for consideration for a future agenda.
- 16. Date of next meeting:** To confirm that following Councillor agreement, the next meeting will be held on Tuesday 16 April 2024 to be held in the Levens Methodist Church.

Martin Curry
Clerk to Levens Parish Council

07/03/2024