

Levens Parish Council

Clerk: Martin Curry
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Councillors are hereby summoned and members of the public are invited to attend the Annual Parish Council Meeting to be held in the **Levens Methodist Church at 7.30 p.m. on Tuesday 09 May 2023.**

Agenda

- 1. Election of a Chairman** for the Council Year 2023-24 and to receive the Declaration of Acceptance
- 2. Election of a Vice Chairman** for the Council Year 2023-24 and to receive the Declaration of Acceptance
- 3. Apologies:** To receive written apologies with reasons for absence
- 4. Declarations of Interest:** To declare any personal or prejudicial interests in items on the Agenda and to consider applications for dispensation.
- 5. Minutes:** To authorise the Chairman to sign the Minutes of the Ordinary Meeting held on 11 April 2023 as a true record (previously circulated on 04 May and currently on the Parish Council Noticeboard and webpage).
- 6. 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.
- 7. Appointment of Representatives:** To consider the appointment of Parish Councillors to the following positions or as representatives on external bodies:

Position

- a) Highwayman
- b) Village Institute
- c) Levens Playing Fields
- d) Woodlands Officer
- e) Levens Charity Appointed Trustees
- f) Footpath Officer
- g) Land Registry
- h) CALC
- i) LAP
- j) Allotments
- k) Maintenance Working Group
- l) A590 Working Group
- m) Levens Community Project
- n) Levens Traffic Management Group
- o) Greening Campaign Coordinator
- p) Community Emergency Plan

Currently

- Cllr. M. Willacy
Cllr. S. Bagot
Cllr. J. Battye
Cllr. K. Holmes
Cllrs. S. Bagot, H. Burrow & R. Mason
Cllr. J. Battye
Cllr. R. Mason
Cllrs. R. Atfield and D. Rogerson
Cllr. Atfield (If LAP remains active)
Cllrs. H. Burrow, R. Mason
Cllrs. H. Burrow, K. Holmes, R. Mason
Cllrs. H. Burrow, K. Holmes
Cllrs. H. Burrow, R. Mason
Cllrs Burrow, Rogerson & Willacy
Cllr. J. Battye
Cllrs. Rogerson, Burrow & Holmes

- 8. 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

9. Finance

a) Receipts:

- i. 25/04/2023: W&FC – Precept 2023-24 £14,421.00
- ii. 25/04/2023: W&FC – Co. Tax Grant 2023-24 £ 352.62

Otherwise, bank statement not to hand at the time of writing – verbal report.

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

- i) M R Curry: Salary – April 2023: (PC: £385.66; Project: £30.99; Charity: £149.74; Expenses: £3.84; Mileage: £32.40): £ 602.63
- ii) Levens Hall: Annual rent - Allotments: £ 378.00
- iii) Thwaites Tree Care Ltd: Tree felling, Cotes £ 900.00
- iv) Other payments may be advised.
- v) To agree in principle balance payment for new noticeboard £ 1,000.00

c) To receive the Bank Reconciliation and a note on Ring-fenced Funds at 30 April 2023

d) Annual Governance & Accounting Report 2022-23 (AGAR): Update report including arrangements for Audit and review of governance documents.

e) Management of PC Finances: Update on progress

10. Levens Community Project: Cllr Mason to report:

a) Levens Project Advisory Working Group: Verbal Report from the Working Group meeting held on 02/05/2023 and key updates including:

- i. Sale of plots: Plot 1, Cotes; Plot 3 Church Hill
- ii. Works and Electricity supply – new Village Hall
- iii. Tender Packs
- iv. Community Housing Fund
- v. Finance, VAT and Accountancy services
- vi. Investment of cash reserves currently held in HSBC current account.

b) To Approve payments recommended by PAG: None at the time of writing

11. Planning Applications:

a) To consider items on the Schedule of Applications (to be circulated)

b) Other planning matters including any updates on previous matters.

12. Open actions not covered elsewhere on the Agenda:

a) Levens Traffic Management: To receive any update report and to include the footpath on Levens Lane.

b) Parish Noticeboard: To receive update on progress.

c) Woodland management: To receive updates on woodland management issues.

d) Parish and Other Land: To include:

- i) Maintenance services: Update on the engagement of a handyman
- ii) Brigsteer Road Site: To receive update on current work.
- iii) HMLR matters.
- iv) Jubilee Orchard

e) Levens Greening Campaign: Update report.

f) Parish Emergency Plan: To receive update report.

g) Coronation Events: To review the event.

h) June meeting 12/06/2023: Arrangements for the village tour

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 Ordinary Meeting of the Parish Council will be held on Tuesday 11 July 2023 to be held in the Levens Methodist Church.

Martin Curry

Clerk to Levens Parish Council

04/05/2023