

Levens Parish Council

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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 10 October 2023.**

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 12 September 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 September – 30 September 2023: The September bank statement is not to hand at the time of writing. Verbal update.
- b) **Payments Required:** To note and approve payment of the following:
 - i) M R Curry: Salary September – (PC: £419.24; Project: £244.09; Charity: £85.68; Expenses £14.80; Mileage: £5.40) £ 769.21
 - ii) HMRC: PAYE Months 4-6 (July-September) £ 438.83
 - iii) M Richardson: Assistance with 2022-23 Audit £ 62.25
 - iv) Moore: External Audit fee £ 1,008.00
 - v) Other payments may be advised
- c) To receive the Bank Reconciliation and a note on Ring-fenced Funds at 30 September 2023
- d) Annual Governance and Accountability return 2022-23: To receive update report on the AGAR
- e) Management of PC Finances and banking arrangements: Update on progress

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 03/10/2023 and key updates including:
 - i. Sale of plots: Plot 1, Cotes; Plot 3 Church Hill
 - ii. Underhill: General updates and Tender Pack
 - iii. New Village Hall: General updates and Tender Pack
 - iv. Accountants: update on VAT report and general position
 - v. Community Ownership Fund and Community Led Housing Fund
 - vi. Investment of cash reserves currently held in HSBC current account
- b) To **Approve** payments required as recommended by the Project Advisory Group:
 - i. Cllr. R Mason: Expenses in respect of stored stone estimated at £ 60.00

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 including:
 - Shepherd's Mill – The Old Carpet Shop

9. Levens Charities: Update on the application from Levens Playing Fields

10. Newsletter: To confirm dates and content

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) 20 mph speed limit
- b) Woodland management: To receive updates on woodland management issues including:
 - i) Proposed work by ENW and Felling Licence from the Forestry Commission
 - ii) Letter P. Capstick re trees at Checkmate
 - iii) Woodland Management Plan – report on 5-year review
 - iv) Tree Health and Safety Report – update on current position
- c) Parish Assets and Land - To include:
 - i) Brigsteer Road Site: To receive update on current work
 - ii) Jubilee Orchard
 - iii) Parish On-Line
- d) Handyman: Update on recruitment
- e) Parish Website: Including possible financial arrangements
- f) Levens Greening Campaign: Update report.
- g) Parish Emergency Plan: To receive 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: The next meeting will be held on Tuesday 14 November 2023 to be held in the Levens Methodist Church.

Martin Curry

Clerk to Levens Parish Council

04/10/2023