

## LEVENS PARISH COUNCIL

### Minutes of the Ordinary Meeting of the Parish Council held on 13 March 2018 in the Methodist Meeting Room, Levens at 7.30 p.m.

**Present:** Cllrs. R Atfield (Chairman), H. Burrow, K. Holmes, R. Mason, J. Thacker + County Cllr. J. Bland, M. R. Curry (Clerk) and 3 members of the public.

**101/17 Apologies for absence:** Cllrs. Bagot, Rogerson, District Cllr. A Rawlinson, PCSO Park

**102/17 Declarations of interest:** None

**103/17 Minutes:** Following agreement to change the reference at 97/17(f) from Levens Parish Church to St. John's Church, Levens, it was **Resolved** that the Chairman be authorised to sign the minutes of the Ordinary Meeting held on 13 February 2018 as a true record.

**104/17 Public Participation:** No items were raised by members of the public

#### **105/17 Reports:**

- a) Reports from Councillors on Meetings Attended:** Cllr Atfield reported on the CALC District Association on 8 March where the following items featured:
- i. An update on the work of the South Cumbria Rivers Trust
  - ii. Matters in relation to the implementation of the General Data Protection Regulations
  - iii. The effectiveness of District Association meetings and the LAP
  - iv. The next meeting is to be hosted by SLDC – items for discussion to CALC by 14 June.
- b) Police:** No report available at the time of the meeting.
- c) District Councillor:** In anticipation of absence at the meeting, Cllr Rawlinson (AR) had updated the Clerk as follows:
- i. She was up-to-speed with recent discussions between the Parish Council and Officers of SLDC regarding the possible de-commissioning of the re-cycling site.
  - ii. She provided more detail on SLDC's Customer Connect initiative designed to improve communications with the public;
  - iii. AR confirmed that it was her intention not to stand for re-election at the forthcoming District Elections to be held on 3 May 2018.
- d) County Councillor:** Cllr. Bland reported that good work to clear snow and salt roads during the recent spell of bad weather had been done by all concerned including David Wilson and teams from SLDC and CCC. The presence of a large and deep pot-hole opposite the Hare and Hounds had been raised by a number of sources. The Clerk and Chair have reported it separately to HIMS. Cllr. Bland pledged to follow this up.

#### **106/17 Finance:**

- a) Receipts:** Councillors noted the error on the Agenda whereby the period of report should read from 1 – 28 February. The following receipts were noted:
- |                           |           |
|---------------------------|-----------|
| i. Allotment Rent 2018-19 | £17.50    |
| ii. VAT Refund (2016-17)  | £4,728.90 |
- b) Payments: Resolved** to authorise the following payments:
- |   |         |
|---|---------|
| i. M R Curry: Salary and expenses February 2018 | £722.66 |
| ii. Printing Plus (March Newsletter)            | £149.53 |
- c) Financial Report:**
- i. Bank Reconciliation: Reconciliation noted
  - ii. Forecast Out-turn for 31 March: The Clerk reported that the anticipated bank balance would stand at around £14,000, but that ring-fenced expenditure of over

£6,000 should be taken into account, leaving an estimated reserve of approximately £8,000.

- iii. Audit: The Risk Register and Asset Register were noted for consideration and approval at the next meeting.
- iv. The Clerk reported on a request from Cumbria County Council for the Parish Council to hold funds on its behalf. These are to be applied to local projects, including the possible creation of a turning circle for a bus in Levens. Councillors confirmed that they had not formally considered that proposal and that it was therefore not yet agreed; Cllr. Bland confirmed that there were a number of interests still to be consulted before it could proceed. If not feasible, the funds would be applied elsewhere in Cllr. Bland's area. The Clerk confirmed that he had checked the procedure with CCC and received assurances that precedents existed for the holding of funds and that CALC had not advised against the process and that it would not incur an additional audit fee. Councillors **Resolved** to accept CCC's request to hold funds temporarily on its behalf.
- v. Banking arrangements: The Clerk confirmed instructions given to HSBC regarding revised bank mandates and a new bank account. A telephone appointment to open the latter had been arranged for 26 March; Cllrs. Atfield and Burrow to attend.

**107/17 Levens Community Project:** Cllr Mason reported as follows:

- a) **Sale of Sizergh Fell Quarry:** A pre-planning application meeting between the developer who is interested in the site and the Development Management caseworker at the National Park has now been confirmed for 22 March.
- b) **Sale of Plots at Cotes:** It was agreed to continue to explore current interests, but to remain in close liaison with our Agents to agree the next phase of marketing. It was **Resolved** that Cllr Mason would arrange to progress the work on Mr Edmondson's car parking site.
- c) **Other updates:**
  - i. **Plots at Church Hill and Underhill:** It was agreed that Cllr. Mason would procure costs for the tidying-up of these sites.
  - ii. **The Re-cycling Site:** Following discussions on this with SLDC Officers, it was **Resolved** to write to SLDC and request de-commissioning of the site by 30 April on the following grounds:
    - Kerbside collections have replaced the need for a central re-cycling site;
    - It is apparent that commercial businesses and people from outside the village are using the site;
    - Overspill and dumping have increased;
    - As a result, the site is unsightly and is attracting rats which have been reported recently;
    - Work is expected to start soon on the clearance of the site in preparation for ground-works for the new Village Hall;
    - Informal approaches would be made within the village for the re-siting of the clothes-bin which may produce a small income for the host.

On the clearance of the site, Cllr Mason reported that an administrative error by SLDC had prevented the bid for LIPS funding (£28,800 for groundworks for the new Village Hall) from being considered. It was **Resolved** that the Clerk should write to SLDC to express concern about the bid process. In the meantime, it was further **Resolved** to use CIL funds currently held by the Parish Council to pay for clearance of vegetation from the site. Cllr. Mason will procure costs.

- d) **Update on Financial Position:** The Clerk confirmed that a further review of Project finances for the period 15 February 2013 to date reveals that it currently remains in funds by £171 over the 5-year period. A £137,000 bid to the Community Led Housing Scheme for development costs has been submitted.
- e) **Allotments:** The Clerk confirmed that all but two allotment holders had confirmed their tenancies for the coming year and most rents were already in. There is interest in the two vacant plots which is being followed-up.
- f) **Project Working Group:** The Project Working Group has not met recently and there is no additional report.

## 108/17 Planning Applications

### a) New Planning Applications

Application No.	Address	Proposal	Applicant	PC Decision
TR/2018/0021	4 Low Pastures Lowgate LA8 8QH	TPO Work	Mr P Martin	No objection
SL/2018/0157	Land north of Gaydon Cottage, Sizergh	Use of land by pre-school community group	H Bairner	No objection
SL/2018/0168	3 Quaggs Paddock	Carport to existing garage	Mr C Shepherd	To await papers

### b) To note Planning Applications determined since last meeting

Application No.	Address	Proposal	Decision	PC Observations
SL/2017/0852	Levens Hall, LA8 8PD	Discharge of planning conditions	Granted	Noted
TR/2017/0144	Ringing Stones, Levens Lane	Reduction of beech and sycamore trees	Granted conditionally	Noted
HN/18/01	Cotes Fields	Removal of hedgerows	Approved	Noted with concern
SL/2017/1119	Bridge End Garage	Various illuminated / non- illuminated signs	Granted conditionally	Noted

### c) To note planning applications still to be determined

Application No.	Address	
SL/2018/0113	Whinthwaite Cottage, Sizergh Fell Rd	Single storey side extension – full planning; no decision

**109/17 Levens Re-cycling Site:** This item was discussed at 107/17c(ii).

**110/17 Review of Standing Orders:** Following work by himself and the Clerk to review the Standing Orders (updates to which had been circulated) the Chair recommended adoption of the revisions proposed. It was **Resolved** unanimously to adopt the revised Standing Orders. Each Councillor will be given a copy at the May meeting.

**111/17 Levens Annual Parish Meeting:** The Clerk reported that all arrangements for the Annual Parish Meeting on 20 March, including invites to village organisations, were proceeding satisfactorily. The Agenda to be posted in advance and the Handout to be issued on the night were **Approved**.

### 112/17 Open Actions Not Covered Elsewhere on the Agenda:

- a) **B4RN:** Councillors were pleased to note the outcome of the application for grant from the LIPs fund in the sum of £15,000 towards the cost of a distribution cabinet. It was proposed to locate this on the grassy ground opposite the Methodist Church against the wall at the junction with Hutton Lane. Cllr. Thacker recorded his **Objection** to this proposal on the grounds that road visibility will be impeded. On another matter

connected to B4RN, it was **Resolved** to write to the occupier of property adjoining Parish land to advise that a hedge maintained by him is in fact on Parish land.

- b) **Land at Brigsteer Road:** Cllr. Holmes reported that the tree commemorating the centenary of the WI had been planted. It was agreed to include the repairs needed to the roadside boundary wall on a Maintenance Management Plan (see 112/17d).
- c) **Public Space Protection Orders:** The Clerk reported on correspondence received on behalf of the Playing Fields Committee requesting advice on whether the Parish Council could apply for a Dog Exclusion Order under a PSPO to help reduce dog-fouling on the playing fields. It was confirmed that Dog Exclusion Orders could only be initiated by the Parish Council in respect of land that it owned, but it was agreed to explore possibilities for the Playing Fields under PSPOs.
- d) **Woodland Management:** The Clerk reported that site meetings with two woodland advisers had been arranged for the 18<sup>th</sup> and 19<sup>th</sup> March. It was **Resolved** to write both to Dallam Estate and CCC Highways about the condition of a roadside ash-tree at the bottom of Levens Lane.
- e) **Roadside Verges:** It was acknowledged that progress was required on village maintenance for 2018. Cllrs. Mason, Thacker and Holmes agreed to survey village verges, walls and other features (including areas where blocked drains were causing problems) to determine which required maintenance by the Parish Council and what might be done at other sites. It was hoped to source an appropriate scale plan to assist this work.
- f) **WW1 Commemorative Beacon:** It was agreed to use any felled timber and brash from Project work as a basis for the Beacon.

#### 113/17 Correspondence

Members noted a report from the Clerk on the following correspondence received not otherwise dealt with by the meeting:

- a) Notification of a fire at a vacant building below the Brigsteer Road. Furniture is now lying outside the building. **Resolved** to write to the owner to request it be tidied up.
- b) Concerns expressed about parking issues at Causeway End. Cllr. Atfield undertook to monitor and report back with any proposals that might be considered.

#### 114/17 Future agenda items:

- Approve the Asset Register and Risk Assessment
- Speed Indicator Device
- Key to the Methodist Hall
- Location of village beacon for November commemoration

#### 115/17 Date of next meetings:

**The Next Ordinary Meeting of the Parish Council is on 10 April 2018**

**The Meeting closed at 9.28 p.m.**

Signed ..... (Chairman)                      Date