

# Levens Parish Council

## Minutes of the Annual General Meeting of the Parish Council held on 10 May 2016 in the Methodist Meeting Room, Levens at 7.30pm

**Present:** Cllrs R. Atfield, H. Burrow, D. Martin, R. Mason, J. Thacker, S. Hargraves + County Cllr J. Bland, Dist. Cllr A. Rawlinson, PCSO J. Park, PCSO S. Blacow, M. Curry (Clerk) and 6 members of the public

### 1/16 **Membership of the Council following Elections on 5 May 2016**

The Clerk reported that there were seven nominations for the eight places available on the Parish Council and that no election had been necessary. C. Hammond had stood down, but the Council was pleased to welcome Cllr S Hargraves. One place remained vacant.

### 2/16 **Election of Chairman for Council Year 2016-17**

It was **resolved** unanimously that Cllr R. Atfield be elected Chairman.

### 3/16 **Chairman's Declaration of Acceptance of Office**

Upon election, the Chairman signed a Declaration of Acceptance of Office.

### 4/16 **Appointment of Vice Chairman for Council Year 2016-17**

It was **resolved** unanimously that Cllr D. Martin be elected Vice-Chairman.

### 5/15 **Apologies for absence:** Cllr S. Bagot (away)

### 6/16 **Declarations of interest:** None

### 7/16 **Minutes**

It was **resolved** that the Chairman be authorised to sign the minutes of the Ordinary Meeting of the Council held on 12 April 2016 as a true record.

### 8/16 **Appointment of representatives**

It was **resolved** that the following representatives be appointed:

- a) **Highwayman:** Cllr R. Atfield.
- b) **Village Institute:** Cllr S. Bagot
- c) **Levens Playing Fields:** Cllr. S Hargraves
- d) **Woodlands Officer:** Cllr D. Martin
- e) **Levens Charity Sub-committee:** Cllrs H. Burrow, S. Bagot & R. Mason
- f) **Footpath officer:** Cllr J. Thacker
- g) **Land Registry:** Cllr R. Mason
- h) **CALC:** Cllr R. Atfield
- i) **LAP:** Cllr J. Thacker
- j) **Allotments:** Cllrs H. Burrow, R. Mason
- k) **Maintenance sub-committee:** Cllrs D. Martin & J. Thacker
- l) **A590 Working Group:** Cllrs H. Burrow, R. Atfield
- m) **Village Project Working Group:** Cllrs H. Burrow, R. Mason
- n) **Affordable Housing Coordinator:** Cllr H. Burrow

### 9/16 **Public Participation**

- **Levens Playing Fields:** Mr J. Watson expressed the hope that in developing the Community Project, the Council does not overlook the value of the Playing Fields to the village as in his opinion they require investment. Cllr Mason confirmed that Councillors had recently approved the

annual grant to the Playing Fields Committee and that if there was surplus money from the Project, the Council would welcome an approach from the Committee.

## 10/16 Reports

- a) **Police:** PCSO Park and PCSO Sarah Blacow provided crime statistics for the year which were: 37.5% anti-social behaviour; 25% burglaries; 12.5% drugs (primarily one incident of cannabis cultivation); 12.5% public order offences and 12.5% vehicle crime. Most incidents were of relatively minor significance, though the three burglaries were of concern, as was the vulnerability of some residents to cold-callers and con-men. Reporting these activities together with details such as car registrations was of great help to the police. The Chairman thanked PCSO Park for her report.
- b) **District Councillor:** Cllr Rawlinson received congratulations on her recent win in the District Council elections and reported as follows:
- Although little progress on the Old Carpet Shop, AR confirmed her view that the owner wants the matter concluding and will maintain her liaison with him and NPS.
  - Her update report on the Lyth Valley Internal Drainage Board is near to completion.
  - The Local Government Boundary Commission (LGBC) has launched a public consultation on its recommendations for electoral arrangements (open until 18 July - details on the LGBC website). It is likely that this will result in new SLDC District elections in 2018.
  - Involvement in various other activities including: waste collection and the roll-out of kerbside re-cycling in Levens by Feb/March 2017; the speed of cyclists through the village; sales techniques and the quality of goods sold by itinerant traders; dementia awareness and the provision of 'resident's only' car parking signs adjacent to the Hare & Hounds.
- c) **County Councillor**  
Cllr Bland reported that the consultation process on the future of drainage in the Lyth Valley continues and on the implementation of capital works on the Foulshaw Road.

## 11/16 Finance

### a) Receipts

- SLDC Precept 2016 £11,877.43
- SLDC Grant 2016 £ 448.18

It was **agreed** that the Clerk will confirm the nature of the grant element in the SLDC payment.

### b) Payments

The following payments were **authorised**:

- CALC Annual Subscription 2017-17 £ 214.00
- Bruce Nelson – verge cutting £ 210.00
- Damson Consultancy – professional fees for design work £ 2,100.00

The invoice from L&W Wilson for demolition work was deferred for consideration under Item 13

- c) **Annual Accounts 2015-16 and 2016-17 Budget:** The Annual Accounts were nearing completion and the Clerk confirmed that he had spoken to Alan Hartley (Internal Auditor) to arrange delivery. The accounts and the 2016-17 budget would be presented to the next meeting.
- d) **Leases, Rents and Wayleaves:** With information from Cllr Mason, the Clerk had prepared a new Schedule of Rents taking account of assets vacated as a result of the Community Project. Invoices for parking (total £140) and allotments (total £80) would now be sent out for 2016-17.

- e) **Revised Financial Regulations:** The Clerk circulated revised Financial Regulations received from CALC with a recommendation that these be considered and adopted. It was **resolved** to include this as a future agenda item.

## 12/16 Planning Applications

### a) New Planning Applications

**SL/2016/0304:** Green Hollow, Levens. Minor amendment to approved consent: It was **resolved** that the Council had no objections to this application.

**SL/2016/0326:** Holly Bank Cottage, Levens. Removal of gable chimney and insertion of gable windows: It was **resolved** that the Council had no objections to this application.

### b) Planning Applications determined since last meeting

**SL/2016/0227:** Old Barn, Underhill. Single story side extension: *approved*.

**SL/2016/0149:** Whinthwaite House, Brigsteer Road. Extension of a new garage: *granted*.

**SL/2016/0153:** Land adjacent to Cragg Foot – single dwelling, timber clad, zinc roof (subject of Parish Council objection): *Refused, 3 May*.

### c) Planning Applications still outstanding

None current

- d) **Application for grant of Premises Licence, Hare and Hounds:** Councillors considered a letter from the applicants to Cllr Rawlinson which addressed concerns that had been raised locally and particularly the fact that trading hours will not change. Following discussion, it was **resolved** that the Council had no objections to this application.

- e) **Lake District National Park Authority Local Plan Review Meeting, 26 April 2016:** The Clerk confirmed that there is considerable opportunity to comment on proposals during a lengthy consultation process before implementation of the revised plan in July 2018. It was **resolved** to include the National Park Boundary Extension and the Local Plan Review as a future agenda item.

## 13/16 Levens Community Project (LCP)

- a) **S106 Agreement:** Amendments to the document have been agreed and the Parish Council is awaiting the return of the agreed document from SLDC for signature.
- b) **Allotments:** Amendments to the draft lease are agreed and it will be presented for final presented for preparatory costs will be submitted. Cllr Mason noted Maurice Woof's help and it was **resolved** to send him a note of thanks. Two thirds of the allotments have been allocated at an annual charge of £35 (half price for year 1) + VAT + water. A new Agreement is in draft.
- c) **Demolition Work – Sizergh Fell Quarry:** Cllr Mason reported that demolition and site clearance, including asbestos, had been contracted to L&W Wilson following a confirmed price contained in a quote dated 7 September 2015. The invoice included an additional amount of £446.00 for removal of: "a lot more asbestos than was known about". After detailed consideration it was **agreed** that the quotation, based on Wilson's on-site assessment, was a fixed price quote and not an estimate. It was **resolved** to authorise payment of the quoted price of £6,749.00 supported by a note that the Parish Council did not agree to payment of the additional charge.
- d) **SLDC Environmental Partnership Fund:** It was felt that, whilst the size of grant and timescales did not favour a bid for the Community Project, there might nonetheless be some potential for a village enhancement bid. Cllr Mason and the Clerk were asked to consider possibilities under this scheme and also under the Walney Extension Community Fund – though it was recognised that

the latter would be subject to many bids from a wide geographical area. It was agreed to advise the Playing Fields Committee of the existence of this fund.

- e) **W.I. Land and transfer to the Parish Council:** Following the receipt of a draft transfer from the W.I. lawyers, the Clerk **agreed** to progress this without the appointment of solicitors.
- f) **Appointment of Accountants:** Cllr Mason will confirm the appointment of Dodd & Co and ensure their understanding that the commission will transfer from the Parish Council to the management arm of the Community Project when established.

**14/16 Parish Seats, Noticeboards etc.**

The Clerk tabled a brief report on the condition of village seats. Subject to the outcome of a meeting between Cllr Mason and Tony Hills on path improvements adjacent to the new village hall, it was **agreed** to prepare a bid to the SLDC Environmental Partnership Fund to refurbish the benches. The Clerk undertook to get quotes to support this. Cllr Mason offered to look into the ownership of other village furniture such as noticeboards to improve the Asset Register.

**15/16 Clerk’s Contract**

With the Clerk absent, Councillors considered and **approved** the contract previously circulated.

**16/16 Open Items Not Covered Elsewhere on the Agenda**

- a) **Public Consultation Event, 12 May: Story Homes:** The upcoming event was noted. It was agreed to confirm the position regarding affordable homes within this development.
- b) **B4RN:** Following interest expressed after the Annual Parish Meeting, the Clerk confirmed that he had invited Barry Forde to return to address a publicised event on the practicalities of the initiative and awaited a response. It was agreed to promote B4RN to Story Homes.
- c) **Woodland Management:** The Clerk reported on the Forestry Commission’s newly publicised structure for grant funding and that he would investigate funding for a management plan.
- d) **Levens Institute:** It was noted that the Institute Committee were to meet on 13 May to consider the appointment of office bearers.

**17/16 Correspondence**

The schedule of correspondence was noted. The Clerk was requested to liaise with the Website Team to confirm the position in relation to the Transparency Fund.

**18/16 Future Agenda Items**

Future agenda items were confirmed as:

- **Receipt of Annual Accounts and Budget**
- **Revised Financial Regulations**
- **Lake District National Park Authority Boundary Extension and Local Plan.**

**19/16 Meeting Dates**

Council **resolved** that meetings for 2016-17 should be held as follows:

2016	2017
14 June – Annual Parish Walk	10 January
12 July	14 February
13 September	14 March (21 March for Annual Parish Meeting)
11 October	11 April
8 November	9 May (Annual Meeting of the Parish Council)

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

Signed ..... (Chairman) Date:.....