

LEVENS PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council held on 9 January 2018 in the Methodist Meeting Room, Levens at 7.30 p.m.

Present: Cllrs. R Atfield (Chairman), S. Bagot, H. Burrow, K. Holmes, R. Mason, J. Thacker + County Cllr. J. Bland, M. R. Curry (Clerk) and 2 members of the public.

70/17 Apologies for absence: Cllrs. D. Rogerson, A. Rawlinson, PCSO Park

71/17 Declarations of interest: Cllr. Holmes declared an interest in item 10(d)

72/17 Minutes: It was **Resolved** that the Chairman be authorised to sign the Minutes of the Ordinary Meeting held on 14 November 2017, as a true record.

73/17 Public Participation: Mr. Watson raised the poor condition of roads in the village and it was confirmed that this was to be discussed as part of the Agenda.

74/17 Reports:

- a) Reports from Councillors on Meetings Attended:** Cllr Atfield reported on his attendance the following:
- CALC AGM on 18 November: The meeting had included a presentation from the Police on its budget and priorities.
 - District Association Meeting on 30 November: The meeting had included a presentation by the Highway Network Manager which confirmed that Parish Agreements for verge maintenance were currently suspended for review and also information from Sam Bagshaw on the new General Data Protection Regulations.
- b) Police:** PCSO Park reported in writing that there were no recorded crimes since 1 November, though Councillors understood that there had been an attempted break-in on Lowgate.
- c) District Councillor:** Councillors noted that Cllr. Rawlinson (AR) had spoken to the Clerk to give her apologies. She would update the Clerk before the next meeting on matters at the Carpet Shop, particularly in relation to business rates. Cllr Burrow reported that she had spoken to the Valuation Office on this and that there were very limited options available to reinstate business rates on a building not fit for purpose. In the light of recent fly-tipping and vermin at the re-cycling site and given the roll-out of roadside re-cycling, AR had asked for information on plans to de-commission the site. She also intended to further investigate the possibility of funding for a footpath on Levens Lane under the current LIPs programme. Cllr. Bland said that he would be happy to work with AR on this and that Peter Hosking (Highway Network Manager) should be involved. The importance of appropriate communication with Dallam Tower Estate was also noted.
- d) County Councillor:** Cllr. Bland confirmed that Stagecoach was still willing to route bus services to the village if a turning circle could be provided. There was much discussion on the pros and cons of this initiative, including other route options for buses serving the village, and the level of demand. Councillors concluded that they remained to be convinced about the proposal but were happy for Cllr. Bland to explore options further.

75/17 Finance:

- a) Receipts:** Councillors noted the following receipts from 1/11/17 to 31/12/17:
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|--|----------|
| i. SLDC: Member Budget grant (to allocate to B4RN) | 330.00 |
| Councillors recorded their appreciation to Cllr Rawlinson for awarding this grant. | |
| ii. Electricity NorthWest: Wayleave payments | 118.46 |
| iii. Levens Charity: Grant for allotment set-up costs | 1,347.35 |

In respect of iii) above, The Council **Resolved** to approve its agreement (previously given in correspondence) to a short-term transfer of £4,000 from the Parish Current Account to the Charity Account in order to ensure it had sufficient funds to meet previously agreed grants. An appropriate withdrawal from the Charity Investment Account to repay the Parish Council account has been made.

b) Payments: Resolved to authorise the following payments:

i. M R Curry: Salary, expenses and training, November/ December	922.49
ii. HMRC: Clerk's PAYE, Q3	290.40
iii. Annual Grant to Methodist Church	520.00
iv. Milne Moser: fees for advice on Levens Community Project	540.00
v. M R Curry: Reimbursement of costs of printer ink cartridge	38.01
vi. NWA Professional: Advice on gaining SBI from Rural Land Registry	60.00
vii. Pandora Signs: Costs of maintenance for SID	54.00

c) Financial Report:

- i. Bank Reconciliation 31 December 2017: Reconciliation noted.
- ii. Budget Out-turn at 31 December and Forecast out-turn for 2017-18: The Clerk reported the underlying out-turn for December was generally in line with budget, though it reflected some unforeseen income and unspent expenditure. Subject to anticipated expenditure in line with the budget, the forecast out-turn is on target, once unbudgeted income has been taken into account.
- iii. Subject to minor amendment to reflect the increased costs of administering the requirements of the new General Data Protection Regulations it was **Resolved** to approve the budget for 2018-19 amounting to an expenditure of £16,557 (including a ring-fenced figure of £1,000 for village benches) against an anticipated income of £2,005, supplemented by an SLDC grant of £455 and Precept.
- iv. Parish Council Precept 2018-19: On the basis of the approved budget it was **Resolved** to submit a bid for Precept in the sum of £13,096.78.
- v. Audit arrangements: The Clerk confirmed audit arrangements for 2018-19 and that this would be carried out by PFK Littlejohn LLP. The budget reflects the fee (£200) for a turnover of up to £50,000; with a contingency of £100 should any additional work be required.

76/17 Levens Community Project: Cllr Mason reported as follows:

- a) **Sale of Plots at Sizergh Fell Quarry:** The developer has written to confirm continued interest and that a Planning Officer at the National Park has now been assigned to provide the pre-planning advice requested.
- b) **Sale of Plots at Cotes:** It was **Agreed** to seek a meeting with Colin Tomlinson to review progress and consider options, including the possibility of offering sites at auction with a reserve price to stimulate interest. The proposed reconfiguration of Mr Edmondson's car parking area was awaiting investigation of a possible sub-surface cable.
- c) **Report on Financial Position:** The bid to SLDC's Community Led Housing Fund for a Capacity Building Grant of £7,606 has been approved. A draft bid for Scheme Grant in excess of £130,000 has been prepared and forwarded for comment to SLDC Officers. A formal bid will be submitted once feedback has been received. A bid to the current round of LIPs funding is under preparation, though it is unlikely that a bid to Dong Energy (Walney Windfarm Extension) will be made under the current round. The Clerk reported that a clear schedule of income and expenditure for the Project is being maintained and will be reviewed to ensure that costs are allocated appropriately. The Clerk has attempted to open a new bank account for the Project, but the unavailability of an HSBC Business Account Consultant in Kendal has hampered efforts to date. This will be pursued.
- d) **Project Working Group:** The Project Working Group has not met recently and there is no additional report.

77/17 Levens and Savin Brow Charities

- a) **To note and approve recent payments and transfers: Approved** (see 75/17(a)iii above)
- b) **To note submission of Annual Returns to the Charity Commission: Noted**

- c) **To note the current position with B4RN:** The Clerk reminded the Parish Council of its existing spend in support of the Project and the commitment to support costs up to £750 on request from Levens Charity.

78/17 Planning Applications: The following planning applications were considered:

a) New Planning Applications:

Application No.	Address	Proposal	Comment
SL/2017/0977	Cotes Corner	Two story extension	No objection
SL/2017/1030	Green Hollow	Two story extension	No objection
SL/2017/1113	3, Quaggs Paddock	Car-port to existing garage	No objection
SL/2017/1119	Bridge End Garage	New signage some illuminated	No objection
SL/2017/1121	Grove Cottage, Church Road	Various extensions and works to patio	Resolved to OBJECT on the basis of proposed new roof height and windows overlooking neighbouring property
5/17/9014	Levens School	Portakabin (12 months)	Work already completed. No objection but RESOLVED to raise concern about consultation process.

b) Planning Applications determined since last meeting:

Application No.	Address	Proposal	Decision	Comment
SL/2017/0904	Inglewood	Single storey ext.	ACON 14/11	Noted
SL/2017/0820	4 Old Chapel La.	New window	ACON 29/11	Noted
TR/2017/0156	Ringingstones	Crown reduce lime	ACON 05/12	Noted
SL/2017/0991	Benson Hall	Various extensions	ACON 21/12	Noted

c) Planning applications still to be determined:

Application No.	Address	Detail and Comment
LA 313	Beathwaite Close	Proposed smart meter base station / mast. RESOLVED to determine current status of this application with SLDC; to enquire about alternative sites and raise concern about the consultation process
SL/2017/0306	Box Tree Barn	APPEAL against refusal for erection of dwelling - Noted

79/17 Open Actions Not Covered Elsewhere on the Agenda:

a) General Data Protection Regulations (GDPR):

New GDPR are effective from 25 May 2018 and will require all local councils to appoint a Data Protection Officer (DPO). CALC has supplied guidance on implications including mandatory cost of registration with the Information Commissioner's Office (£55) and indicative costs of outsourcing the role of DPO (based on level of precept). The Clerk has booked a place on a training course organised by CALC on 8 March and, given the costs of outsourcing this service, it was **Resolved** that, subject to requirements and in order to minimise costs, the role of DPO should be delivered 'in-house' by the Clerk, rather than being outsourced.

- b) B4RN:** There was no significant general update to report. The Clerk confirmed that B4RN had requested the Parish Council to apply for LIP grant funding from SLDC for £20,400 (inc. VAT) for the purchase and installation of the main distribution cabinet for the village and that he had received a completed application form from the local B4RN Group. Mr Watson of the local group provided further detail. The Clerk reported that he had conducted background investigation on the process and implications of this request – with B4RN Ltd (Barry Forde), SLDC and New Hutton Parish Council. The latter had successfully applied for LIP funding for the purchase of a cabinet and entered an agreement with B4RN Ltd whereby it would retain ownership of the cabinet, but B4RN would take responsibility in perpetuity for the installation, operation, maintenance and replacement of the cabinet. A wayleave agreement between B4RN and the landowner would also be required. New Hutton and B4RN Ltd had confirmed that this model was satisfactory and SLDC had said that this was a preferred mechanism for the administration of the grant (if successful) as opposed to giving the money direct to B4RN Ltd. SLDC also confirmed that submission of this bid would not jeopardise any other bid that might be made by Levens PC. On the basis of the above and that B4RN would provide all necessary detail to enable the purchase of the cabinet it was **Resolved** to submit a bid to the LIP programme for £20,400.

c) Levens Village Traffic Management:

- i. Flashing lights at the School: An estimate of £6,000 had been received from Cumbria County Council and Cllr. Bland was asked that if the PC or Charity was able to meet some of this cost, what contribution he might be able to make. Cllr. Bland said he needed more information about the specifications on which the estimate had been made and undertook to discuss this with the relevant CCC Officers and report back.
- ii. Stagecoach Bus Service: Discussed at length (see 74/17.d. above).
- iii. Cllr. Thacker raised the issue of flooding of the road at Levens Bridge and what could be done to alleviate this. The relevance of the question was acknowledged as was its relationship with proposals for footpaths and cycle routes in the area. Cllr. Bland offered to explore what benefits might be achieved in looking at the area as a whole with Cllr. Rawlinson. On the condition of roads in general, the Chairman referred to a letter of complaint from a resident about the state of roads in the village. Cllr. Bland responded that roads in the Lyth Valley had to be stabilised as a priority, but that attention would be given to village roads. He confirmed that utility providers were responsible for the deterioration in condition around their service points (manholes etc).

d) Land at Brigsteer Road: The Clerk reported that 4 invitations to tender had been sent but no responses had been received by the due date. Cllr. Holmes had subsequently made a bid and he was asked to leave the meeting whilst this was considered. It was unanimously agreed that the market had been appropriately tested and that Cllr Holmes’s bid was reasonable. It was **Resolved** to accept his bid and he was asked to undertake the work.

e) Woodland Management and Roadside Verges: The Clerk reported that an SBI No. had been procured from the Rural Land Registry and that all plots had been submitted for registration. It was noted that CCC’s Parish Agreements for verge maintenance had been suspended for the time being pending review.

f) Village Defibrillator: It was noted that, as purchaser of the unit, Mr Watson had offered to pass ownership of it to the Parish Council subject to it remaining in a central location. It was **Resolved** to accept ownership and the costs of replacing parts on the basis that its operation would remain with local volunteers rather than as a function of the Council.

g) Next Newsletter: Next edition required for 21 February and amongst other matters would include items on the 2018-19 precept, being seen at night and the allocation of affordable homes at the Greengate development. Cllr Burrow updated Members on the latter and was thanked by Members and Cllr. Bland for her successful efforts to secure an affordable home for a Levens resident whose qualifying criteria had not been properly considered.

80/17 Correspondence

The schedule of correspondence received was noted. It was agreed not to offer grant support to Cumbria Dyslexia; to nominate Cllr Mason for the Royal Garden Party and to seek a new tenant for a vacant allotment. On behalf of the Parish Council (as Trustees of the Levens Institute) Cllr. Atfield (Chair) and Cllr. Bagot completed their sections of a new mandate form for the Levens Institute to update its list of authorised signatories.

81/17 Future agenda items:

- Next Newsletter
- Parish Remuneration Panel Report

82/17 Date of next meeting:

The Next Ordinary Meeting of the Parish Council is on 13 February 2018

The Meeting closed at 10.34 p.m.

Signed (Chairman)

Date.....