

LEVENS PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council held on 10 July 2018 in the Methodist Meeting Room, Levens at 7.30 p.m.

Present: Cllrs. R Atfield (Chairman), S. Bagot, K. Holmes (and as District Cllr.), R. Mason, D. Rogerson, + County Cllr. J. Bland, M. R. Curry (Clerk) and 4 members of the public.

19/18 Apologies for absence: Cllr. H Burrow (away), PCSO Park.

20/18 Declarations of interest: Cllrs. R Mason & S Bagot (Item 10a: planning applications, Heaves Farm); Cllr. K. Holmes (Item 11c: maintenance quotes)

21/18 Minutes: It was **Resolved** that the Chairman be authorised to sign the minutes of the Ordinary Meeting held on 8 May 2018 as a true record.

22/18 Public Participation:

Mr. Richard Jones spoke on behalf of Levens Good Neighbours to add background to its request for a grant of £90 and answered several questions from Councillors.

Mr S. Baker advised that he was present to hear progress with the Community Project.

23/18 Reports:

a) Reports from Councillors on Meetings Attended:

- i. Cllr. Bagot had attended a meeting of Levens Village Institute (LVI) in May. A report on finances had been given and the Committee has asked if the Parish Council will pay anticipated fees for work relating to the Community Project. The request was noted for consideration at the appropriate time.
- ii. Cllrs. Atfield and Rogerson had attended CALC District Association meeting on 16 June when the Community Led Housing Scheme (CLH), Community Resilience, Flood Relief, Business Growth and Public Health Initiatives had all been discussed. Levens had been held up as a prime example of a housing initiative under the CLH Scheme.
- iii. Cllr. Rogerson had attended the LAP meeting at Crosthwaite on 5 July. Matters discussed included local housing and proportionality in small communities, new processes for the LIPs funding scheme and estimated shared costs per parish to employ a lengthsman (which at £4,000 was discounted for the time being).
- iv. The Clerk had attended a meeting of several parish councils facilitated by CALC in Grange on 18 June to discuss street lighting. The arrangements for maintenance, power supply, charges and re-charges are extremely complex and vary significantly from parish to parish. It was agreed not to take any joint action and to await the minutes of the meeting from CALC.

b) Police: PCSO Park was unable to attend, but had advised on the following by email:

- i. A burglary (non-dwelling) whereby a caravan has been entered and ransacked.
- ii. Cold-callers in the village, not yet caught-up with – PCSO Park requested that villagers report all incidents to assist the police trace those concerned.

c) District Councillor: Cllr Holmes (KH) reported that in conversation with Mr. D. Sykes at SLDC the latter had confirmed the ongoing commitment to support the Community Project and also that the position with the Carpet Shop was being monitored..

d) County Councillor: Cllr. Bland reported that he had attended a meeting of the Helsington Land Trust which, like Levens, was endeavouring to provide affordable housing. He provided advice on speed indicator devices and particularly the Milnthorpe experience. He confirmed that though delayed, repairs to the bridge at High Sampool were to be done this summer and undertook to push for completion as soon as possible. He noted the Parish Council view that the status of the bridleway needed to be reinstated once the work was done.

24/18 Governance Matters

- a) **Councillor Vacancies:** The Clerk reported that the necessary procedures had been fulfilled and that SLDC had confirmed that the Council was free to invite expressions of interest and co-opt as it felt appropriate. Notices inviting expressions of interest by 31 July had been posted in the Parish Newsletter, on the noticeboard and website.
- b) **Declarations of Members' Interests:** It was noted that Members had reviewed the register and amended / updated it as necessary.
- c) **Standing Orders:** Revised copies were distributed.
- d) **General Data Protection Regulations (GDPR):** The Clerk reported that the Data Protection/Privacy Policy had been revised and made public; also that registration with the Information Commissioner's Office had been completed. Work to complete an information audit and data register was ongoing.

25/18 Finance:

- a) **Receipts:** Councillors noted the following receipts to 30 June:

i.12/05/18: Car Park Rent:	£20.00
ii.11/06/18: Land Rent:	£ 5.00
iii.18/06/18: Car Park Rent:	£40.00
iv.20/06/18: Capacity grant received to Community Project account:	£3,134.00
- b) **Payments: Resolved** to authorise the following payments:

i. Damson Consultancy Ltd: consultancy costs agreed on 12 June (paid):	£1,440.00
ii. M. R. Curry: Salary May agreed on 12 June (paid):	£ 356.14
iii. M. R. Curry: Expenses: printer cartridge, postage copy paper:	£ 55.20
iv. M. R. Curry: Salary June:	£ 650.08
v. Treble3: web domain/hosting renewals (noting reasons for increase):	£ 304.80
The Clerk Agreed to explore hosting costs in more detail and report back	
vi. Printing Plus: Newsletter print costs:	£ 149.86
vii. Information Commissioners Office: Registration fee under GDPR:	£ 40.00
viii. HMRC: PAYE months 1-3:	£ 347.36
- c) **Financial Report:**
 - i. Bank Reconciliation to 30 June: Reconciliation noted and signed by the Chair.
 - ii. Annual Audit: the Clerk reported that all he had submitted the results of Audit to the External Auditors and that the period for the exercise of public rights has been notified.
 - iii. Banking arrangements: The Clerk reported that with the exception of a couple of minor matters, updated mandates were now in place and that a new account had been opened for the Community Project.
 - iv. Insurance Renewal: The Clerk reported on quotes received for the renewal of a long-term agreement (three-years). It was **Resolved** to appoint Zurich at an annual premium of £391.61p.
 - v. Rents: The Clerk reported that all but 2 rents for parking, land and allotments had been received, but that he had no concerns about receiving those still outstanding.
 - vi. Councillors considered a request from Levens Good Neighbours for an additional grant of £90 to cover public liability insurance. They noted the comments from Mr Jones earlier in the meeting when he confirmed that the group has a constitution and was opening a bank account. It was **Resolved** to award a grant of up to £90 from the Parish budget for the purposes of securing public liability insurance.

26/18 Village Tour – 12 June:

Councillors noted the following points raised on the Village Tour in June:

- a) **Levens Community Project:** see subsequent report;
- b) **Maintenance** including verges, noticeboards, benches, land at Brigsteer Road: to be addressed later in the meeting and included in proposals for a village maintenance plan;
- c) **Advise SLDC** of need to move Hying Court road-sign: SLDC approached, no response yet;

- d) **White-lining and pot-holes:** Clerk has written to CCC to ask for a Highways Officer to meet Councillors on-site to identify priorities and responsibilities;
- e) **Land at the Crossings:** Clerk to write to adjacent properties to ask that no management or use (e.g. dumping of cuttings) of Parish land should take place without its permission;
- f) **Telegraph poles, Cinderbarrow:** Clerk to advise BT of damage to stays;
- g) **Street lights:** Clerk has attended a meeting in Grange on 18 June (see earlier report);
- h) **Parish Newsletter:** Printed and distributed as agreed.

27/18 Levens Community Project: Cllr. Mason reported as follows:

- a) **Sale of Sizergh Fell Quarry:** Councillors were pleased to note that the Option Agreement with the prospective purchaser is nearing completion. Cllrs. Atfield and Bagot will review the current draft and submit final comments.
- b) **Sale of Plots at Cotes:** All three plots remain on the market. There is a proposal to clear and level the sites to provide prospective purchasers with a better impression of how the sites will accommodate new buildings. Tim Thacker has spoken with Mr Edmondson during a visit to confirm the work required to reconfigure the car parking plot.
- c) **Report on Financial Position:** The Clerk reported that there has been no significant expenditure on the Project, but that £3,134.00 had been received as Capacity Grant from SLDC into the newly opened Community Project account. Also, following a meeting with SLDC officers, significant progress is being made with a bid for Community Led Housing Scheme grant. It is expected that this will be submitted in the next few weeks, following a revision of the Business Plan scheduled for week commencing 16th July. Councillors took note of concerns raised by a resident about the timescale for the re-development of the Village Institute
- d) **Project Working Group:** The Project Working Group has not met recently but has received a detailed report on progress circulated to its Members on 5 July.

28/18 Planning Applications

a) New Planning Applications

Application No.	Address	Proposal	Applicant	Outcome
SL/2018/0522	Heaves Farm, LA8 8DU	General storage building	Mr R Mason	Cllrs Mason & Bagot left the meeting during consideration. No objection
SL/2018/0523	Heaves Farm, LA8 8DU	Roof over gap between agricultural buildings	Mr R Mason	Cllrs Mason & Bagot left the meeting during consideration. No objection
7/2018/5329	Lane End Farm	Static caravan for 3 years	National Trust	No objection
SL/2018/0517	The Langdales, Underhill	New detached dwelling	D Osliff	Resolved to Object based on size of plot and traffic issues
SL/2018/0575	High Sampool	Single storey extension	Burgess-Tolley	No objection

b) To note Planning Applications determined since last meeting

Application No.	Address	Type & Status	PC Comment
TR/2018/0309	Levens Hall	Partial discharge of planning conditions	Noted

c) To note planning applications still to be determined

Application No.	Address	
SL/2018/0240	Low Levens Farm	Full planning application for steel framed livestock building. Withdrawn.
SL/2018/0410	5, The Green, Levens	Sub-division of single dwelling
SL/2018/0476	Cotes Corner, Levens	Discharge of planning conditions. Invalid - no decision

- d) **Planning Procedures – SLDC & LDNPA:** The Clerk reported that SLDC and LDNPA were now both relying on electronic notification of planning applications with links to application documents online rather than sending out hard copies. Councillors acknowledged that this was to save costs, but did not welcome this move and asked the Clerk to request reinstatement of hard copy plans to facilitate responses to applications.

29/18 Open Actions Not Covered Elsewhere on the Agenda:

- a) **B4RN:** The Clerk reported that he had requested information from B4RN centrally to enable completion of the funding agreement with SLDC in order to release the LIPs grant. He had not received a helpful response and had referred the matter to Simon Doddrell who was to look into the matter. Other than general progress, Cllrs Holmes and Rogerson had nothing substantive to report.
- b) **Levens Village Traffic Management:** Following a detailed report from Cllr. Rogerson detailing options and prices from suppliers, it was **Resolved** that an approach be made to Pandora Signs, Hawkshead to supply two speed indicator devices for £6,000 + VAT (quoted price £6251 + VAT). It was **Resolved** that the cost should be funded by Levens Charity as for the benefit of the village as a whole.
- c) **Village Maintenance: The Clerk reported on a number of issues:**
 - i. Maintenance Plan: Adverts had been placed for the appointment of a general contractor to undertake maintenance work as and when required. Appointment would be based on skill and cost and for a one-year term initially. Two responses had been received and these would be followed up. Councillors noted the importance of clarifying the requirement for insurance;
 - ii. Clearance of the new Village Hall site: several quotes had been received, but it was agreed to delay the task pending grant funding outcomes;
 - iii. Repair of wall on land at Brigsteer Road: Cllr Holmes left the meeting whilst this was considered. On the basis of quotes received, it was **Resolved** to award the contract to Mr Andrew Kitching;
 - iv. Village benches: One quote received – others being sought;
 - v. Noticeboard: Due to the urgency of this work, it was **Resolved** to ask Andrew Kitching to attend to it as soon as possible.
- d) **Woodland Management:** The Clerk reported that survey work was ongoing and he expected to have a report for the September meeting. Cllr. Rogerson reported on a small tree that had fallen onto neighbouring property from parish land. The Clerk agreed to refer this to the surveyors and Cllr. Holmes agreed to inspect and remove if necessary.

30/18 Correspondence

Members noted the correspondence received and discussed the following:

- i. The Clerk's suggested draft letter in support of a funding bid to the Heritage Lottery Fund for a WW1 commemoration initiative by Levens Local History Group was agreed;
- ii. It was agreed that the Clerk would write to United Utilities requesting attention to a loose manhole cover on Hutton Lane following concerns raised by a local resident.
- iii. As part of this item, ex-Cllr Annie Rawlinson verbally expressed her appreciation for the letter of thanks and best wishes sent to her by the Parish Council following her decision not to stand for re-election to the District Council.

31/18 Future agenda items: No specific items were proposed.

32/18 Date of next meeting:

The next Ordinary Meeting of the Parish Council is on Tuesday 11 September, 2018

The Meeting closed at 10.35 p.m.

Signed (Chairman) Date