

Levens Parish Council

Minutes of the Annual General Meeting of the Parish Council held on 9 May 2017 in the Methodist Meeting Room, Levens at 7.30pm

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

01/17 Election of Chairman for Council Year 2017-18: It was **resolved** unanimously that Cllr R. Atfield be elected Chair and who, on election, signed a Declaration of Acceptance of Office.

02/17 Appointment of Vice Chairman for Council Year 2017-18: It was **resolved** unanimously that Cllr S. Bagot be elected Vice-Chair and who, on election, signed a Declaration of Acceptance of Office.

03/17 Apologies for absence: Cllr H. Burrow (away), Cllr. A Rawlinson, PCSO Park

04/17 Declarations of interest: None

05/17 Minutes: Following two amendments to the draft Minutes (being (a) the addition of 'part' against PCSO Park's attendance and (b) change from 3 to 2 youths at item 140/16(b)iv) it was **resolved** that the Chairman be authorised to sign the minutes of the Ordinary Meeting of the Council held on 11 April 2017 as a true record.

06/17 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 K. Holmes
- 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 S. Hargraves, 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
- o) **Levens Traffic Management Working Group:** Cllrs S. Hargraves, H. Burrow, D. Rogerson
- p) **B4RN:** Cllrs K. Holmes, D. Rogerson

07/17 Public Participation: None

08/17 Reports

- a) From Councillors attending meetings: None
- b) Police: A written report advised on the taking without consent of a vehicle from Cinderbarrow Farm on 28 April and a report of a further incident of access to the Old Carpet Shop. Enquiries are ongoing in both cases.
- c) District Councillor: no report
- d) County Councillor: Cllr Bland was congratulated on his recent re-election. He advised that decisions on the structure within the County Council were unlikely to be made until after the

forthcoming general election on 8 June. In the meantime, there was nothing to report of direct relevance to Levens Parish.

09/17 Finance

a) Receipts: The following receipts were noted:

i) SLDC Council Tax Grant 2017/18	£ 437.08
ii) SLDC Precept 2017/18	£ 12,753.52
iii) SLDC CIL Payment 19/04/2017	£ 1,428.68

b) Payments

The following payments were **authorised**:

i) CALC Annual Subs 2017/18 (£218.28) & Clerk's Forum Expenses (£5.00)	£ 223.28
ii) M R Curry: Clerk's Salary & Expenses (April)	£ 183.02
iii) C. Mitchinson & Co (Payroll Services 2016/17)	£ 72.00
iv) PC World Business Services (B4RN printer to be reimbursed from Charity)	£ 357.86
v) Marcus Knipe: replacement for Chq. No. 100986 (lost in post)	£ 85.00
vi) Councillors approved the engagement of C. Mitchinson & Co to complete a Declaration of Compliance and submit to HMRC in respect of the new Workplace Pension at a cost of £50+VAT.	
vii) Councillors noted that although email correspondence provided evidence of agreement to pay three invoices in August 2016 when there had been no formal meeting, it was now recognised that these payments had not been formally approved in the Minutes of the subsequent meeting. To regularise this Councillors resolved to formally record their approval of the following payments:	
a. SLDC: Parish streetlights maintenance and energy. Chq 100958: 16/08/16	£ 825.61
b. CALC: Training costs. Chq 100957: 16/08/16	£ 14.75
c. Gilmore Stones: Mechanical and Electrical Services to Levens Project: Chq100955: 16/08/16	£4,284.00

c) Risk Register, Asset Register and Annual Audit

- i) **Risk Register:** Councillors reviewed and **resolved** to approve the Risk Register for 2017/18
- ii) **Asset Register:** Councillors reviewed and **resolved** to approve the Asset Register for 2017/18
- iii) **The Annual Governance Statement 2016/17:** Councillors noted the requirement to approve the Annual Governance Statement as part of the formal External Audit process and that this must be done before approval of the Annual Accounting Statement. Councillors reviewed the response to each section of the Statement and, in noting that the Clerk has raised a query with the External Auditor over Question 9 (Charitable Trust Funds) **resolved** to authorise the Chair to approve the Annual Governance Statement for 2016/17.
- iv) **The Accounting Statement 2016/17:** Councillors noted the requirement to approve the Accounting Statement as part of the formal External Audit process. Councillors reviewed and agreed the figures provided in each section of the Statement and, in noting that the Clerk has raised a query with the External Auditor over Question 11 (Charitable Trust Funds) **resolved** to authorise the Chair to approve the Accounting Statement for 2016/17.

d) Rents: The Clerk reported that he had raised invoices for most land and parking, but was seeking clarification on the status of a small number of plots from Cllr. Mason.

10/17 Planning Applications

a) New Planning Applications

- i) **SL/2017/0306: Box Tree Barn, Cinderbarrow:** Councillors noted that this was not an application for full planning consent hence the absence of detailed drawings on which to comment. The Clerk was instructed to point out however that this application was for property that lies on a greenfield site outside the Village Development boundary and was therefore likely to receive an objection from the Parish Council.
- ii) **SL/2017/0338/0339:** 7, Dove Cottages, Sizergh. Single story, mono-pitched extension and associated demolitions: It was **resolved** that the Council had no objections to this application.

b) Planning Applications determined since last meeting

- i) **SL/2017/0091:** Story Homes advertising. Approval noted.
- ii) **SL/2017/0133:** Farrer's View Lowgate: secondary render system. Conditional approval noted.
- iii) **SL/2017/0183:** 21-24 Nethercroft: secondary render system. Conditional approval noted.
- iv) **SL/2017/0152:** 13, The Green, Levens: Side and front extensions. Conditional approval noted.

- c) **Lake District National Park Authority:** Call for development sites: It was **resolved** to display the poster calling for potential development sites within the LDNPA boundary as part of its Local Plan Review.

11/17 Levens Community Project (LCP)

- a) **Sizergh Fell Quarry:** Cllr Mason reported on the withdrawal of the Hornyold-Strickland claim to ownership of the quarry, though Councillors expressed displeasure at the unprofessional comments of their solicitor relating to the Parish Council's title. Cllr. Mason reported that Tony Hills (Architect) had had discussions with LDNPA planners and has provided information on revised planning options and costs. He, Cllr Mason and the Agents would meet to discuss these and bringing the property back to market as soon as possible. In the meantime, Colin Tomlinson (Agent) would be asked to re-open discussion with those parties who had expressed interest first time round on the basis that the quarry face might be excluded from the sale.
- b) **Land at Cotes:** Sale of these plots is still on hold pending clarity on the sale of Sizergh Fell Quarry.
- c) **Allotments:** All Agreements are completed and subject to final signatures are ready for distribution to allotment holders.
- d) **Report on meeting with Story Homes, 27 April:** Cllr Mason reported on the inconclusive meeting between representatives of Storey Homes and himself with the Clerk present. In the absence of authority vested in those representatives to make a financial offer to the village, it was **resolved** to write to the Chief Executive with a strong justification of the case for Story Homes to demonstrate its commitments to working with local communities. Councillors also noted with disappointment Story Homes rejection of the opportunity presented by B4RN for superfast broadband to be available to the development. It was noted that despite a request, the Parish Council has not yet received the final plans as approved by SLDC Development Management Committee.
- e) **Project Working Group:** Cllr Mason reported that the Group was to meet on 15 May and would focus on various options including structural design of the new village hall, development options for other plots and financing. The latter is now a high priority to enable the Project to build on the solid foundation achieved in its first phase. Cllr Mason confirmed that he and the Clerk were due to meet Tony Whittaker of SLDC to discuss the Community Led Housing Fund on 16 May and consideration would also be given to other sources such as the Walney Wind Farm initiative. Cllr Mason also asked Members to consider the case for an application to Levens Charity. On a broader issue, Cllr Thacker mentioned the eyesore that was created by the recycling bins at the site of the proposed village hall and it was **agreed** to keep this under review.

12/17 Levens Traffic Management: Cllr Hargraves reported that following the successful public meeting, the identification of issues and possible solutions were being collated and that the outcomes would be considered by himself, with Darren Wilson and Cllrs Burrow and Rogerson. It was proposed to ask Paul Holdsworth, who has considerable experience in evaluating traffic management issues to review the outcomes and advise on next steps.

Councillors considered the newly applied hatching at the start of the slip road onto the A590 near Levens Hall and it was agreed that this was an unsatisfactory, confusing and potentially dangerous response to the problem on this corner. Cllr Bland undertook to advise Highways that this solution is not working and that road-marking at this location needs to be revised.

13/17 Open Items Not Covered Elsewhere on the Agenda

- a) **B4RN:** Cllrs Homes and Rogerson updated Members on satisfactory progress including the identification of routes and wayleaves required. It was noted that it would be of considerable assistance if Storey Homes became amenable to the needs of the project in their area.
- b) **Woodland Management:** The Clerk reported that with himself in attendance, Cllrs Thacker, Hargraves, Homes and Mason were to tour the village on 11 May to identify priority concerns and begin the construction of a new maintenance programme.
- c) **The Old Carpet Shop** – no new developments.

14/17 Correspondence

General review of correspondence was noted. The following were **agreed**:

- a) To nominate Cllr Homes to the LDNPA vacancy for a Parish Member for the South Distinctive Area;
- b) The request from the WI to plant a tree on Parish land to commemorate 100 years of the WI was noted and it was **agreed** to confirm an appropriate location during the Village Tour on 13 June;
- c) To make a donation of £100 to the North West Air Ambulance;
- d) Mr Read mentioned that on behalf of the Levens Local History Group, he had requested permission to access the 'Getmapping' facility recently acquired by the Parish Council. It was **agreed** to enable this.

15/17 Future Agenda Items

Future agenda items were confirmed as:

- Matters arising from the Village Tour
- The Old Carpet Shop

16/17 Meeting Dates

Council **resolved** that meetings for 2017-18 would be held as follows:

2017	2018
13 June (Village Tour)	09 January
11 July	13 February
12 September	13 March (20 March for Annual Parish Meeting)
10 October	10 April
14 November	08 May (Annual Meeting of the Parish Council)

The meeting closed at 9.58 p.m.

Signed (Chairman) Date:.....