

## Levens Parish Council

### Minutes of the Ordinary Meeting of the Parish Council held on 7 July 2015 in the Methodist Meeting Room, Levens at 7.30pm

**Present:** Cllrs R.Atfield (Chairman), S.Bagot, H.Burrow, C.Hammond, D.Martin, R.Mason, Cllr J Thacker +Mrs S. Roberts (clerk ) + County Cllr J.Bland + 4 members of the public

**36/15 Apologies for absence:** None

**37/15 Declarations of interest:** None

#### 38/15 Minutes

It was **resolved** that the Chairman be authorised to sign the minutes of the meeting of the parish council held on 9 June 2015, as a true record.

#### 39/15 Public Participation

- a) Report the condition of pot holes & poor road surface in Hutton Lane, Cllr J Bland said SLDC aware of the issue but he would investigate complaint
- b) Update defibulator would be delivered & training to any 1<sup>st</sup> responders in Heart Start to be on the 3<sup>rd</sup> September 15.  
Ambulance Service has stated that the old cabinet cannot be used to site the defibulator, a suitable cabinet is obtainable for under £400. The Parish Councillors agreed for this to be ordered and they would underwrite the cost from the charities fund.

#### 40/15 Reports

- a) Police: no report
- b) Relevant matters from District and County Councillors
  - County Cllr Bland advised that complaints had been raised when SLDC had cut the verges. The Parish Councillors stated that as a safety measure for road users this was necessary

#### 41/15 Casual Vacancy

SLDC has advised that the parish council is now free to co-opt to fill the vacancy. The Parish Council decided as S Roberts was on a three month contract it was to be left vacant for the present time.

#### 42/15 Complaints Procedure

Parish Councillors agreed to adopt the procedure

#### 43/15 District Councillors Members Allowance

County Cllr Bland agreed to contact Levens Primary School, as it was agreed that for the safety of the children flashing lights needed erecting. If it was agreed by the school Cllr Bland could use his allowance to finance this proposal

District Cllr Rawlinson Allowance could be used to fund the infrastructure of the new allotment site and transferring from the old sites.

#### 44/15 New Printer for Parish Clerk

It was agreed to purchase a Mono Multifunction Laser Printer Price Approximately £130 +vat

#### 45/15 Finance

- a) Receipts
  - Rents £50.00

b) Payments

It was **resolved** to authorise the following payments:

- |  |          |
|--|----------|
| • External Audit                                   | £360.00  |
| • News Letter –Print Plus                          | £130.27  |
| • SLDC Lighting & Maintenance                      | £827.39  |
| • E3p: environmental survey at Sizergh Fell Quarry | £1500.00 |

#### 46/15 External Audit

The results of the BDO audit raised a minor issue that was disclosed and the ‘ notice of completion of audit’ will be displayed in the Parish Councillors cabinet.

#### 44/15 Planning Applications

a) **To note Applications determined since last meeting**

**SL/2015/0495:** 28 Greengate, Levens. Two storey rear extension. Council **resolved** that it did not support this application, on the grounds that it was unneighbourly, overbearing, out of keeping with the neighbouring bungalows and would lead to loss of light to neighbouring properties. **Withdrawn**

b) **To note Planning Applications still outstanding**

**SL/2014/0370:** Change of use, extension, refurbishment and partial demolition of former carpet showroom and site to form nine self-contained apartments.

#### 45/15 Levens Community Project

- a) S106: Cllr Mason reported that SLDC had not yet issued the terms of the S106. This was imperative for the project to commence. Tony Hills contacting SLDC
- b) Appointment of solicitor and of estate agent: it was **resolved** to appoint Colin Tomlinson of Michael Hodgson as the agent to handle the sale of land. It was also **resolved** to appoint Paul Davies of Milne Moser to act as solicitor.
- c) Letter to Charity Commission: a letter had been drafted to the Charity Commission, which councillors fully supported. It was **resolved** to authorise Cllr Mason to liaise with Paul Davies, with the aim of issuing the letter to the Charity Commission as soon as possible.
- d) Grant funding opportunities: Cllr Mason advised that there were no immediate grant funding opportunities available. A discussion had taken place with the Homes & Communities Agency, who had suggested that grant funding could be available in the future, linked to affordable housing.
- e) Costs and timescales for village hall detailed design: Cllr Mason reported that the architect had provided some preliminary indication of possible timescales and costs for the next phase of the project, involving detailed design. Councillors agreed that cash flow would be a key factor, prior to the sale of any land. A site visit was arranged for next Monday to establish the best plan to sell the plots of land This emphasised the importance of the Business Plan (see below).
- f) Business Plan: Cllr Mason advised that the contractor had begun work on the Business Plan.
- g) Sizergh Fell Quarry tenancies: it was noted that letters had been sent to the tenants, confirming that the 6 months’ notice given on 25 January remains valid. Cllr Mason request the Parish Clerk send a further letter to Mr C Churnside stating that the ‘ Notice to Quit’ was still required.

The Councillors were not in favour of spending money on prepared tender documents until Sizergh Fell Quarry Plots had been sold, so that funds would be available.

#### 46/15 Offer from Mr Bannister of purchase of land at Cinderbarrow

Mr Davies had undertaken the registration of the land in parallel with conveyancing the sale. Parish Clerk provided an email confirming this process had begun.

#### 47/15 Land adjacent to Wayside Cottage

Colin Tomlinson accordingly wrote to Radcliffe & Bibby Solicitors stating the Parish Councils decision and had a reply requesting confirmation of these quotes. Cllr Mason to forward the information to Colin Tomlinson.

#### **48/15 Parish Maintenance Task**

Cllr Burrows felt the signs stating 'no cold calling' were not adequate, it was agreed A4 size required – contact trading standards  
Parish walk to take place Monday 10<sup>th</sup> August – 7pm meet at the bus stop  
List all defects to enable Parish Clerk to arrange a meeting with the SLDC area steward Pete Tideswell & Joanne Park who will schedule the road repairs or request finances to be made available for road maintenance. Dependant on the scale of requests  
Other findings to be listed and reported to other council departments or taken to the next Parish Council meeting.

#### **49/15 Open action not covered elsewhere on the agenda**

**Woodland Management:** Cllr Martin has contacted the woodland trust and awaiting reply, will update at the next meeting.

**Drainage Board Meeting for The Lyth Valley:** Cllr Martin & Cllr Thacker attended the meeting and it was agreed by the Parish Council that they complete the questionnaire on behalf of Levens Parish Council. The council was in agreement that it would be detrimental for the village if the pumping did not continue.

#### **50/15 New Website update**

Paul Calland – Web designer had been instructed to start working on the new website, information remove from the old site, a meeting had taken place with the web team, all was going to schedule and a training session to be agreed shortly

#### **51/15 Allotment Update**

Cllr Burrows had arranged a meeting at the new site, this had gone really well all members enthusiastic and want the project to happen. Parish Clerk requested to send a letter to R Bagot requesting the use of the kitchen garden for village allotment site – Cllr Mason to advise on letter content.

#### **52/15 Correspondence**

- a) Letter from Levens Charity Parish Clerk to contact the bank to confirm Chairman as a signatory for cheques.
- b) Poppy Appeal An email & notices had been circulated within the village for volunteers
- c) FOI emails from Andrew Taylor requesting information relating to the Sizergh Fell Quarry planning application: Cllr Mason arranged a meeting to discuss Mr Taylor's concerns face-to-face., with support from Damson Design and R.G.Parkin. Further information would be obtained and forwarded to Andrew Taylor
- d) FOI K Graham: information had been emailed to K Graham and she had been advised to also attend the meeting, which she did and agreed to attend Parish Council meetings if it was possible.
- e) Colin Turner: Emailed a letter stating his interest in the business plan, it was agreed when available, he would be notified.

#### **53/15 Future agenda items**

- EP3 report
- Village Walk
- To do list

#### **54/15 Date of next meetings:**

Next ordinary parish council meeting: Tuesday 8<sup>th</sup> September 2015.

Signed ..... (Chairman)

Date