

Levens Parish Council

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Councillors are hereby summoned and members of the public are invited to attend an Ordinary Meeting of the Parish Council to be held in the **Levens Methodist Church at 7.15 p.m. on Tuesday 12 September 2023.**

Please Note: The meeting will to start slightly earlier than normal to accommodate a presentation from Cllr. Peter Thornton of Westmorland and Furness Council on information flow between W&FC and Parish Councils. Following the presentation, the meeting will proceed as follows:

Agenda

1. Apologies

2. **Declarations of Interest:** To declare any personal or prejudicial interests in items on the Agenda and to consider applications for dispensation.

3. **Minutes:** To authorise the Chairman to sign the Minutes of the Ordinary Meeting held on 11 July 2023 as a true record.

4. **Public Participation:** Members of the public are invited to give their views and question the Parish Council on items on this Agenda or raise issues for future consideration.

5. **Reports:** To receive the following reports:

- a) Reports from Councillors on any meetings attended not otherwise on this Agenda
- b) Relevant matters from the Westmorland & Furness Council (W&FC)
- c) Police

6. Finance

a) **Receipts:** To note receipts for the period 01 July – 30 August 2023: The August bank statement is not to hand at the time of writing. Verbal update.

b) **Payments Required:** To note and approve payment of the following:

i) M R Curry: Salary July & August –

- July 2023: (PC: £306.00; Project: £309.90; Charity: £0.00 Expenses £4.15; Mileage: £10.80 = £630.85)
- August 2023: (PC: £156.16; Project: £123.99; Charity: £6.14 Expenses £0.00; Mileage: £21.60 = £307.89)

Combined total

£ 938.74

ii) Tom Hecht – expenses: Domain name annual renewal

£ 3.78

iii) Parish On-line - Annual subscription

£ 45.00

iv) Zurich Municipal Insurance – Annual Premium

£ 461.44

v) Thwaites Treecare Ltd – **Ratify** payment for strimming etc

£ 300.00

vi) Information Officer: Annual Fee by D/D

£ 35.00

vii) Other payments may be advised

c) To receive the Bank Reconciliation and a note on Ring-fenced Funds at 31 August 2023

d) Annual Governance and Accountability return 2022-23: To receive update report on the AGAR

e) Management of PC Finances and banking arrangements: Update on progress

7. Levens Community Project: Cllr Mason to report:

a) Levens Project Advisory Working Group: Cllr. Mason to Report of the Working Group meeting held on 05/09/2023 and key updates including:

- i. Sale of plots: Plot 1, Cotes; Plot 3 Church Hill
- ii. Underhill:
 - Renewable energy (Air Source Heat Pump)
 - **To approve** the quote for water supply from United Utilities £6,386.00
- iii. New Village Hall: To note progress with groundworks and access from the Church
- iv. Tender Packs
- v. Accountants: update on VAT report and general position
- vi. Community Ownership Fund and Community Led Housing Fund
- vii. Investment of cash reserves currently held in HSBC current account – update and to consider transfer of funds to Project account
- b) To **Approve** payments required as recommended by the Project Advisory Group:
 - i. T. Thacker (Supported by Certificate of Interim Payment No. 3 from T Hills) – Perimeter Walls, Levens Village Hall site £32,725.62
 - ii. Spatial Data: Update topographical survey (when invoiced) £ 240.00

8. Planning Applications:

- a) To consider items on the Schedule of Applications (to be circulated)
- b) Other planning matters including any updates on previous matters including:
 - Shepherd’s Mill – The Old Carpet Shop

9. Levens Charities

- a) Levens Charity
 - i) Fund values
 - ii) Levens Playing Fields – update on application for grant (MUGA)
 - iii) Date of Next Meeting of the Appointed Trustees
- b) Savin Brow Quarry Charity

10. Open actions not covered elsewhere on the Agenda

- a) Levens Traffic Management: To receive any update report and to include the footpath on Levens Lane.
- b) Woodland management: To receive updates on woodland management issues including:
 - i) Proposed work by ENW
 - ii) Letter P. Capstick re trees at Checkmate
 - iii) Letter R. Sissons – overhanging trees between new Village Hall and Hare and Hounds (update on responsibility)
 - iv) Woodland Management Plan – report on 5-year review
 - v) Tree Health and Safety Report – update on current position
- c) Parish Assets and Land - To include:
 - i) Brigsteer Road Site: To receive update on current work
 - ii) Jubilee Orchard
 - iii) Benches: Update on improvements
- d) Handyman: Update on recruitment
- e) Parish Website: Including possible financial arrangements
- f) Levens Greening Campaign: Update report.
- g) Parish Emergency Plan: To receive update report.

11. Correspondence: To note correspondence received. Schedule to be circulated.

12. Future Agenda Items: To receive items for consideration for a future agenda.

13. Date of next meeting: The next meeting will be held on Tuesday 10 October 2023 to be held in the Levens Methodist Church.

Martin Curry
Clerk to Levens Parish Council

07/09/2023