

LEVENS PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish council held on 8 March 2016 in the Methodist Meeting Room, Levens at 7.30 p.m.

Present: Cllrs. R Atfield (Chairman), R. Mason, H. Burrow, J. Thacker, S. Bagot, D. Martin, C. Hammond + County Cllr. J. Bland + District Cllr. A. Rawlinson + M. Curry (Clerk) + PCSO J. Park + 6 members of the public.

165/15 Apologies for absence: None

166/15 Declarations of interest: None

167/15 Minutes

It was **resolved** that the Chairman be authorised to sign the minutes of the ordinary meeting held on 9 February 2016, as a true record.

168/15: Public Participation: No comments.

169/15: Reports:

- a) **Police:** PCSO Park (JP) reported that Levens is now policed from Windermere. No crime was reported in the preceding month. Police had attended a fatal RTA on the A590 near the Heaves Hotel on 1 March. Concerns had been raised about recent cold-calling particularly in the village. For the avoidance of doubt, JP confirmed that the 101 phone line should be used for reporting these concerns and where possible, vehicle registration numbers should be recorded. JP was pleased to report a good relationship with the new Head at the Primary School and was working well with the children.
- b) **District Councillor:** Cllr. Rawlinson (AR) confirmed that she remains aware of the outstanding Section 106 Agreement relating to the Community Project and will engage on behalf of the Parish Council as required. Plans for the Carpet Shop progress towards validation, after which consultation will begin.
- c) **County Councillor:** Cllr. Bland (JB) was pleased to report that most of Duke Hill had now been resurfaced. JB also reminded Councillors that a fund exists and that £500 to support local allotments may be available on receipt of an application. Cllr. Burrow confirmed that this is in hand.
- d) **Clerk:** The Clerk reported that he had had, and continued to receive support from Councillors during a busy induction period. In addition to meetings with the Chairman and Cllr. Mason, other milestones had included the CALC's Clerk's Forum on 9 February, and SLDC's briefing for Clerks in advance of the upcoming parish elections on 5 May. Familiarisation with systems and existing initiatives is a priority,

but, via the parish laptop he had been able to advise numerous contacts of change of details for the Parish Clerk as well as making preparations for the March meetings and forthcoming newsletter. The Clerk is maintaining a detailed log of activity and whilst the learning curve remains steep, he is grateful for the assistance available from all sources.

170/15: Finance:

The Chairman reminded Councillors of a number of outstanding annual procedures and that he had asked the Clerk to report on the current position:

- a) Asset Register – 2016:** The Clerk referred to the 2015 Register (Annex 1 of the agenda) on which he had noted minor amendments to administrative assets and requested assistance with any other known changes. Councillors considered other entries including village noticeboards, allotments and car-parking plots and it was agreed that the Clerk would consult with individual Councillors and present an updated Register to the April meeting.
- b) Risk Assessment – 2016:** The Clerk referred to the 2015 Assessment (Annex 2) and recommended that a risk in relation to business continuity be added. This recognises risk in the potential loss of Council information (hard copy or electronic). It was noted that systems for the protection of data have been implemented in the past, but require review. It was agreed that this should be added to the Register and brought back to Councillors for approval in April.
- c) Appointment of Internal Auditor:** It was noted that Mr Alan Hartley of Milnthorpe had been appointed Internal Auditor in 2015 for a fee of £50. It was agreed that the Clerk should offer the appointment to him again for 2016.
- d) Receipts:** None.
- e) Payments:**
 - It was **resolved** to authorise the following payments:
 - Milne Moser (Solicitors): Legal costs (Possessory Title Claim) £486.00

Councillors noted that the balance in the Parish Council current account as at 29 February 2016 stands at £38,643.36p.
- f) Levens Community Project:** None (but see Item 172/15, below).
- g) Grant to the Playing Fields Committee:** Representatives of the Playing Fields Committee spoke to their application for a grant. Councillors acknowledged the importance of the facility and agreed a grant of £1500, subject to confirmation that this sum was included in the annual budget.

171/15: Planning Applications

The Clerk reported that he had emailed SLDC and visited their offices to confirm his contact details in order to receive planning applications.

a) New Planning Applications

The Clerk reported that whilst two applications had been posted on the Weekly Lists circulated by SLDC, no physical applications had been received by him since the last meeting. He understood that the two on the lists represented notification of applications received, but not yet validated for consultation. He undertook to double-check this position.

b) To note Planning Applications determined since last meeting:

Application No.	Address	Proposal	Applicant	Type	Decision
SL/2015/1128	7 Dove Cottages, Frosthwaite Farm, Sizergh, Kendal LA8 8DY	Use of agricultural land as domestic garden (retrospective)	Mr John Lancashire	Full Planning	Grant Conditionally 22/02/16
SL/2015/1142	Masseyfold, Levens LA8 8PH	Detached garage	Mr & Mrs Steve and Jane Routledge	Full Planning	Grant Conditionally 22/02/16

c) To note Planning Applications still outstanding

None

172/15: Levens Community Project

Cllr. Mason updated Members on progress with the Project.

a) Section 106 Agreement: Cllr. Mason has discussed this with Simon Fawcett (SLDC Planning Officer) who has undertaken to press the SLDC solicitor to complete the Agreement. SF confirmed that although it will be linked to an obligation to build a hall within 5 years, there will be flexibility on this. SF has also confirmed that he would have no objection to a possible move of four affordable houses from Greengate to Underhill if the proposed developer makes a compelling case on this.

b) Allotments: Richard Bagot has requested that the allotments now be re-located to the field nearer Leasgill as he wishes to leave his options open for the Kitchen Garden. Cllr. Mason believes that for a number of reasons the new site has advantages and has discussed this with some of the future allotment holders who are happy with the proposal. A lease agreement is in draft form and both RB and Cllr. Mason are keen for it to be finalised.

c) Accountancy: At meetings with accountants Armstrong Watson and Dodd & Co it was confirmed that tax, VAT and Charity finances can be managed within the Project and quotes have been received for delivering this work. It is also confirmed that Levens will be able to make an application to SLDC's Community Infrastructure Levy when the time comes.

d) Parish Council Working Group: at the meeting on 10 February, it was agreed to secure greater clarity on the costs of building a new hall to ensure that offers for Sizergh Fell Quarry and Cotes will be sufficient to deliver the project goal. As a result, Tony Hill (Damson Architects) has presented proposals from the Design Team for detailed design to enable budget costings to be obtained from sub-contractors and suppliers thereby informing a detailed cost plan to be prepared by the Quantity Surveyors. The costs (interim fees to design up to cost-plan stage, unless otherwise stated) are as follows:

- Architects: £7,000 + VAT
- Structural and Civil Engineering Design: £4,500 + VAT
- Building Services Engineers: £3,250 + VAT
- Quantity Surveyors – Interim fee for cost planning the Village Hall: £2,500 + VAT
- **Total fee to cost planning stage: £17,250 + VAT (£20,700)**

(It is also recommended that detailed planning permission would be worth securing for the 2 houses on Church Hill amounting to cost of approximately £1,385 + VAT).

Cllr. Mason believed that this fee quote would provide the information identified by the Working Group and that the proceeds of approximately £25,000 from the recent sale of land at Wayside Cottage should be used to fund the proposal. Members unanimously agreed.

173/15: Annual Meeting

Councillors agreed the order of Agenda items leaving the final slot for the guest speaker, Mr Barry Forde of 'B4RN'. The Clerk to post the Agenda on the website and the Parish noticeboard. He confirmed that 17 village organisations had been invited to present reports, of which 7 had responded so far. Cllrs. Atfield and Bagot offered to arrange refreshments.

174/15: Open Actions Not Covered Elsewhere on the Agenda

a) Parish Newsletter

The deadline for the Newsletter is 23 March to synchronise with the Church circulation. It was agreed to have it professionally printed again this time (not on white paper); the Clerk would liaise with Cllr. Burrow and Mrs Barton re folding and distribution. The Clerk would coordinate receipt of items, design and print. Items for the Newsletter were agreed as follows:

- Chairman's Report: Cllr. R Atfield

- Drainage Board update: Cllr. J Bland
- Levens Community Project: Cllr. R Mason
- News from SLDC: Cllr. Rawlinson
- Parish Council News: New Clerk (Clerk); Vacancies on the Parish Council (Chairman); Parish Elections (Chairman / Clerk)
- The Queen's 90th Birthday Beacon – 21 April (Clerk/Cllr. Mason)

b) Parish Council Elections

The Clerk reported on a briefing meeting hosted by SLDC to advise on procedures for the forthcoming Parish Elections to take place on 5 May 2016. Key dates are:

- Notice of Election: from 18 March; no later than 30 March. SLDC will provide appropriate notices (posters) for display;
- Nominations close: 4.00 p.m. on 7 April

The Clerk has nomination packs which require completion by candidates (even if an election is not required in the event that there are no more than eight candidates). The nomination packs contain advice and guidance, but the Clerk will provide additional support and seek answers to questions on process and procedure.

175/15: Correspondence

Members noted the correspondence received and discussed the following:

- a) The Queen's 90th Birthday Beacons:** it was agreed to participate in the programme for beacons on 21 April (latest date for registration: 18 April) with Cllr. Mason volunteering support. The Clerk agreed to arrange for registration and to update Councillors with further information.
- b) Affordable Housing:** Cllr. Burrow confirmed that the allocation of affordable housing to prospective purchasers is not managed at parish level but is governed by a process managed by SLDC. The process cannot start until the houses are built and prospective purchasers are assessed and selected according to certain criteria. It was agreed that any enquirers should be referred to Cllr. Burrow who would explain the position.
- c) South Westmorland LAP:** Cllr. Hammond reported that he had attended the meeting held in Brigsteer on 2 March and that he would circulate minutes when received.

176/15 Future agenda items:

- Parish Elections
- Levens Community Project
- Levens Institute
- Woodland Management Plan
- Parish seats: painting and maintenance

177/15 Date of next meetings:

- Annual Parish Meeting: Tuesday 15 March 2016
- Next Ordinary Parish Council Meeting: Tuesday 12 April 2016

The Meeting closed at 9.45 p.m.

Signed (Chairman) Date

DRAFT