

Levens Parish Council

Minutes of the Annual Parish Council Meeting held on 8 May 2018 in the Methodist Church Meeting Room, Levens at 7.30pm

Present: Cllrs. R Atfield (Chairman), S. Bagot, H. Burrow, K. Holmes, D. Rogerson, M. R. Curry (Clerk) and 2 members of the public (part).

- 01/18 Cllr. John Thacker:** The meeting commenced with a one minute silence in memory of the late Cllr. Thacker and in appreciation for the work and dedication he had given to the Parish Council.
- 02/18 Election of Chairman for Council Year 2018-19:** Cllr. Bagot proposed Cllr. Atfield (seconded by Cllr. Holmes) who was elected unanimously. On election, Cllr. Atfield signed a Declaration of Acceptance of Office.
- 03/18 Appointment of Vice Chairman for Council Year 2018-19:** Cllr. Burrow proposed Cllr. Rogerson (seconded by Cllr. Bagot) who was elected unanimously. On election, Cllr. Rogerson signed a Declaration of Acceptance of Office.
- 04/18 Apologies for absence:** Cllr. Mason and County Cllr. Bland. The Chair gave apologies on behalf of Cllr. Hargraves who, due to pressure of work, had also tendered his resignation with immediate effect. The Council recorded its thanks to him for the contributions he had made whilst a Member.
- 05/18 Declarations of interest:** Following election as a District Councillor, Cllr. Holmes asked Members to consider his position as a Parish Councillor. The Chair offered congratulations on behalf of the Council, and Cllr. Holmes left the meeting whilst Members considered his position. The Chair reported that CALC had confirmed no bar existed on Members serving in a dual capacity and no concerns were expressed by Councillors present. It was **resolved** to endorse Cllr. Holmes' dual role and he was advised accordingly.
- 06/18 Minutes:** Following two amendments to the draft Minutes being: (a) a correction to Minute 111/17(b)i to read: 'M R. Curry: Salary and expenses March - £732.48' and (b) a change to 118/17 to read: 'Methodist Church Meeting Room', it was **resolved** that the Chairman be authorised to sign the minutes of the Ordinary Meeting of the Council held on 10 April 2018 as a true record.
- 07/18 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. Bagot
 - d) **Woodlands Officer:** Cllr. K. Holmes
 - e) **Levens Charity Sub-committee:** Cllrs. H. Burrow, S. Bagot, R. Mason
 - f) **Footpath officer:** Defer pending further consideration
 - g) **CALC:** Cllr. R. Atfield and D. Rogerson
 - h) **LAP:** Cllrs. R. Atfield
 - i) **Allotments:** Cllrs. H. Burrow, R. Mason
 - j) **Maintenance sub-committee:** Defer pending further consideration
 - k) **A590 Working Group:** Cllrs. H. Burrow, R. Atfield
 - l) **Village Project Working Group:** Cllrs. H. Burrow, R. Mason
 - m) **Affordable Housing Coordinator:** Cllr H. Burrow
 - n) **Levens Traffic Management Working Group:** Defer pending further consideration
 - o) **B4RN:** Cllrs K. Holmes, D. Rogerson
- 08/18 Public Participation:** Councillors listened with interest to Mr. & Mrs. K van Grinsven who spoke about their plans to convert No. 5 The Green from a single 5-bed dwelling to two dwellings (one 3-bed and one 2-bed) for local occupancy. Plans were exhibited and discussed. No objections were raised in principle and it was **resolved** to consider the plans further when the formal planning application was received.

09/18 Reports

- a) From Councillors attending meetings: None
- b) Police: None
- c) District Councillor: Following a proposal from the Chair, it was **resolved** to record the thanks of the Parish Council to Annie Rawlinson for her services as SLDC District Councillor. As newly elected District Councillor, Cllr. Holmes confirmed it likely that he would be the main SLDC representative for Levens. He would report back following induction meetings and appointments to Committees.
- d) County Councillor: Cllr Bland had tendered apologies as he was in attendance at other meetings and therefore no report was received.

10/18 Finance

a) Receipts: The following verbal report on receipts during April was noted:

- | | |
|--|------------|
| i) Cumbria County Council: ring-fenced allocation for area-based projects (not necessarily Levens) | £12,234.00 |
| ii) Allotment Rents: | £ 70.00 |
| iii) SLDC Parish Grant 2018/19 | £ 455.29 |
| iv) SLDC Precept 2018/19 | £13,096.78 |

b) Payments

The following payments were **authorised**:

- | | |
|--|----------|
| i) CALC Annual Subs 2018/19 | £ 225.00 |
| ii) M R Curry: Clerk's Salary & Expenses (April) | £ 351.68 |
| iii) G. Airey: Internal Audit Fee | £ 65.00 |
| iv) Levens Estate: Allotment Rent | £ 378.00 |
| v) D. Rogerson: Costs relating to servicing the Speed Indicator Device (SID) | £ 96.00 |

c) Annual Audit

- i) **Internal Audit:** Councillors were pleased to receive the Internal Audit Report confirming that Levens Parish Council is fully compliant with all Account and Audit Regulations for the financial year 2017/18. It was noted that the dates for the exercise of public rights, including the Common Inspection Period will be 2 July – 10 August.
- ii) **The Annual Governance Statement 2017/18:** As part of the audit process, Councillors noted the requirement to approve the Annual Governance Statement in advance of the Annual Accounting Statement. Councillors reviewed the response to each section of the Statement and **authorised** the Chair to approve the Annual Governance Statement for 2017/18.
- iii) **The Accounting Statement 2017/18:** As part of the audit process, Councillors noted the requirement to approve the Annual Accounting Statement. Councillors reviewed and agreed the figures provided in each section of the Statement and **authorised** the Chair to approve the Accounting Statement for 2017/18.

d) **Banking Arrangements:** The Clerk confirmed that he had an appointment with a representative of HSBC in Kendal the following day which would hopefully resolve the long-standing issues of updating the bank mandates and opening a new account for the Project.

e) **Rents:** The Clerk reported that all but one of the rents for the allotments were received and that he was finalising invoices for other land and parking.

11/18 Levens Community Project (Cllr. Burrow reporting in the absence of Cllr. Mason):

- a) **Sizergh Fell Quarry:** Cllr Burrow confirmed that the prospective purchaser had instructed his solicitors to send a draft Option to Purchase to our solicitor for agreement. It was noted that a vehicle was regularly parked on the access drive to the quarry and **resolved** to place a sign at the entrance requiring it to be kept clear as access is required at all times. As part of this discussion, it was noted that the ability for the Parish to manage its land on Hutton Lane was being challenged and **resolved** to follow-up on legal advice received.
- b) **Land at Cotes:** Interest in the plots continues, but as yet offers are not adequate. It was **resolved to reject** a recent offer of £210,000 for all three plots. As part of progress with a new bid for Community Led Housing Grant, it is proposed to ask Tony Hills for technical costs and

Tim Thacker to provide costs for levelling and draining the plots in order to enhance their saleability.

- c) **Overall Financial Position and External Funding:** The Clerk reported that there is little change in the overall financial position and that he will be shortly making a claim into the Capacity Building Fund to recoup recent qualifying expenditure. Following SLDC's oversight with the LIPs bid, discussions are underway with them about how that might be mitigated through the Community Led Housing Scheme Grant.
- d) **Allotments:** The Clerk reported that 10 plots (eight plus two halves) have been re-let with two new tenants replacing those who had terminated. All but one rent has been collected.
- e) **Project Working Group:** There was no report from the Working Group which has not met recently.

12/18 Planning Applications

a) New Planning Applications

- i) **SL/2018/0037 – Lakesway Holiday Homes and Lodgepark:** It was noted that several applications had been lodged to remove seasonal occupancy conditions associated with planning consents in the past. In addition to the objection already lodged in respect of SL/2018/0273, it was **resolved to object** to **SL/2018/0336 and 0337** on the same basis and to stress the intention to restrict vehicular use of the bridleway to the west of the location.

b) Planning Applications determined since last meeting

- i) **SL/2017/0852:** Levens Hall, Discharge of Conditions - Noted
- ii) **05/17/9014:** Levens School – Installation of portakabin (12 months) – Approval noted
- iii) **SL/2018/0195:** Wedgewood, Brigsteer Road – installation of window - Approval noted.
- iv) **SL/2018/0168:** 3, Quaggs Paddock – carport – Refusal noted.

c) To note applications still to be determined:

- i) **SL/2018/0309:** Levens Hall, - Discharge of Conditions
- ii) **TR/2018/0049:** 4, Low Pastures, Levens – to remove sycamore (TPO)
- iii) **05/18/9006:** Levens School – demolish and re-build dining room
- iv) **SL/2018/0336&0337:** removal of seasonal occupancy as already considered.

d) Planning Enquiry from Konrad and Claire van Grinsven: considered under public participation.

13/18 Levens Traffic Management: Cllr. Rogerson reported on preliminary responses to his enquiry to two suppliers about the costs of a Speed Indicator Device (SID). The estimates were not entirely like-for-like but did not rule out the possibility of acquiring either one or two units. It was noted that there was rotational access to the area-based unit, which might be used as a supplement to a single unit in the first instance. Cllr. Rogerson agreed to make further enquiries to try to secure compatible cost estimates. It was also **resolved** that the Clerk should request PCSO Park to provide police bollards to be placed as a temporary measure in an identified location at the top of Levens Lane where the prevention of parking would ease traffic congestion.

It was noted that County Highways had responded in relation to:

- a) The extra information supplied in respect of a 'No Through Road' sign at the northern end of The Green. Their response is awaited.
- b) Ash tree at the bottom end of Levens Lane: County has referred this to the landowner for attention.

14/18 Request for Grant – Community Care, Levens: Councillors considered a written request from Mr. Richard Jones on behalf of a new group called Community Care in Levens - a project with over 40 people offering volunteer support to neighbours when needed to help with practical tasks like picking up a prescription or tidying a garden. In order for the group to get going it needs to purchase a pay as you go mobile phone at a cost of £90. Councillors welcomed this initiative and **approved** a grant of £90 for the purchase of a mobile phone.

15/18 Open Items Not Covered Elsewhere on the Agenda

- a) **Re-cycling:** Cllr. Rogerson reported that the re-cycling roadshow held on the 24th April had been well attended and that SLDC's re-cycling facility had now been removed in favour of kerbside collection (apart from the clothing bins). There was some evidence of fly-tipping and Cllr Rogerson agreed to request a No Tipping sign from SLDC. He also agreed to contact the Salvation Army to discuss alternative sites for the clothing bins.

- b) **B4RN:** Cllr Holmes reported that detailed mapping and planning work continues. The Clerk reported that he is in conversation with SLDC and B4RN about administration of the £15,000 award from the successful bid to the LIPs fund.
- c) **Woodland Management:** The Clerk reported that he had secured agreement by email from Councillors to the appointment of D. Preston and K. Milligan to draw up a woodland management plan at a quote of £600. The decision was **endorsed** and the Clerk undertook to liaise with them to commence work. It was noted that the Clerk had written to a neighbour at one of the plots to request that pruning / felling should not take place without Parish Council consent. It was agreed to include a note to this effect in the next Parish Newsletter.
- d) **Roadside Verges and Village Maintenance Plan:** It was agreed to defer this item pending the appointment of new Councillors to current vacancies.
- e) **WW1 Commemorative Beacon:** A decision on venue was deferred to a future meeting.
- f) **Parish Newsletter – June:** Suggested items for the next Newsletter due at the end of June included tree management, Councillor vacancies, the Levens Community Project, new Councillor details and an update on re-cycling arrangements

16/18 Correspondence

The Schedule of Correspondence was noted. The following items not otherwise discussed in the meeting were noted:

- a) A letter from a resident about road crossing safety at the School. The Clerk was asked to write to the correspondent to explain the work of the Parish Council on this issue.
- b) A meeting coordinated by CALC on street lighting at Grange on 18 June.
- c) A consultation on the update of the Lake District National Park Authority Local Plan.
- d) The next District Association Meeting to be held at Kendal Town Hall on 14 June.

17/18 Future Agenda Items

Future agenda items will include:

- Matters arising from the Village Tour
- Councillor vacancies
- Distribution of latest Standing Orders

18/18 Meeting Dates

Council **resolved** that meetings for 2018/19 would be held as follows:

2018	2019
12 June (Village Tour)	08 January
10 July	12 February
11 September	12 March (19 March for Annual Parish Meeting)
09 October	09 April
13 November	14 May (Annual Meeting of the Parish Council)

The meeting closed at 10.32 p.m.

Signed (Chairman) Date:.....