

# Levens Parish Council

Clerk: Martin Curry  
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Councillors are hereby summoned and members of the public are invited to attend the Annual Parish Council Meeting of Levens Parish Council to be held **on Tuesday 14 May 2024** in the **Levens Methodist Church at 7.30 p.m.**

Please note the following for information:

- It is a statutory requirement to hold an Annual Parish Council Meeting in May, and in an election year this must be held within 14 days after the date of that election. Elections were held on 02 May 2024.
- It is a statutory requirement that the first business of the Annual Parish Council Meeting must be to elect a Councillor to chair the Parish Council.
- At the first meeting after an election the retiring Chair will preside (or, if absent, another councillor shall do so).
- The Councillor elected as Chair must sign a Declaration of Acceptance of Office form *before* taking the Chair.
- Where vacancies exist on the Parish Council after an election, the new Parish Council may co-opt without formal notice - the election process being deemed to have been notice to anyone wishing to stand.

## Agenda

1. **Chair:** To elect a Chair for the Council Year 2024-25 and to receive the Declaration of Acceptance of Office.
2. **Apologies:** To receive written apologies with reasons for absence.
3. **Vice-Chair:** To elect a Vice-Chair for the Council Year 2024-25 and to receive the Declaration of Acceptance of Office.
4. **Councillors:** To receive Declarations of Acceptance of Office and note the option to co-opt to a vacancy on the Parish Council.
5. **Minutes:** To authorise the Chair to sign the Minutes of the Ordinary Meeting held on 16 April 2024 as a true record.
6. **Declarations of Interest:** To declare any personal or prejudicial interests in items on the Agenda and to consider applications for dispensation.
7. **Appointment of Representatives:** To consider the appointment of Parish Councillors to the following positions or as representatives on external bodies:

### **Position**

- a) Highwayman
- b) Village Institute
- c) Levens Playing Fields
- d) Woodlands Officer
- e) Levens Charity Appointed Trustees
- f) Footpath Officer
- g) Land Registry
- h) CALC
- i) Allotments
- j) Maintenance Working Group
- k) A590 Working Group
- l) Levens Community Project
- m) Levens Traffic Management Group
- n) Greening Campaign Coordinator
- o) Community Emergency Plan
- p) Website Working Group

### **Currently**

- Cllr. M. Willacy  
Cllr. S. Bagot\* (\* = replacement required)  
Cllr. K. Holmes  
Cllr. K. Holmes  
Cllrs. H. Burrow, R. Mason, S. Bagot\*  
Cllr. J. Battye  
Cllr. R. Mason  
Cllrs. R. Atfield and D. Rogerson  
Cllrs. H. Burrow, R. Mason  
Cllrs. H. Burrow, K. Holmes, (R. Mason)  
Cllrs. H. Burrow, K. Holmes  
Cllrs. H. Burrow, R. Mason  
Cllrs Burrow, Rogerson & Willacy  
Cllr. J. Battye  
Cllrs. Rogerson, Burrow & Holmes  
Cllrs. R. Atfield, H. Burrow, D. Rogerson

## 8. Meeting Dates 2024-25:

- i) To confirm the dates of Parish Council meetings for 2024-25
- ii) To confirm arrangements for the village tour in June

9. **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.

10. **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. And to note recent reports of vandalism at the School and other locations.

## 11. Finance

a) **Receipts:** To note receipts for the period 01 April – 30 April 2024

i) 05/04/2024: D. Rogerson: Christmas Event	£ 760.80
ii) 17/04/2024: Tenant (Allotment Rent)	£ 20.00
iii) 22/04/2024: W&FC: CIL Payment	£ 2,062.03
iv) 26/04/2024: W&FC: Precept 2024-25	£ 14,700.00
v) 29/04/2024: Tenant (Allotment Rent)	£ 20.00
vi) 29/04/2024: Tenant (Allotment Rent)	£ 40.00
vii) 29/04/2024: Tenant (Allotment Rent)	£ 20.00
viii) 29/04/2024: Tenant (Allotment Rent)	£ 20.00

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

i) M R Curry: Salary – April 2024: (PC: £260.90; Project: £325.96; Charity: £65.24; Mileage: £10.80): Note: Estimated figures to be adjusted in May	£ 602.63
ii) Other payments may be advised.	

c) To receive the Bank Reconciliation and a note on Ring-fenced Funds at 30 April 2024

d) Annual Governance & Accounting Report 2023-24 (AGAR): To receive update report and **approve:**

- i) Asset Register
- ii) Risk Register

e) Levens Art Group – Update on request for grant

## 12. Levens Community Project: Cllr Mason to report:

a) Levens Project Advisory Group: Verbal Report from the PAG meeting held on 07/05/2024 and key updates including:

- i. Plot 1, Cotes: To note recent completion of sale
- ii. Electricity supply to Underhill – To note current position
- iii. Village Hall site – To receive relevant updates
- iv. Tenders: To receive an update report on liaison with contractors
- v. Community Housing Fund and other funding sources – To receive an update report
- vi. Funds in hand at April 23 and investment of cash reserves: Update report

b) To Approve payments recommended by PAG:

J. Thacker & Sons Ltd: For work on village hall site (breakdown of stone for sale):	£ 984.00
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## 13. Planning Applications:

- a) To consider items on the Schedule of Applications (to be circulated)
- b) Other planning matters including any updates on previous matters.

## 14. Levens Charity

- i) To confirm arrangements for the next meeting of the appointed Trustees
- ii) To receive interim report on end of year fund values
- iii) Levens Playing Fields: Update on the award of grant

## 15. Open actions not covered elsewhere on the Agenda:

- a) Levens Traffic Management: To receive update reports:
  - i) Levens Lane footpath
  - ii) Traffic management in the village
  - iii) 20-m.p.h. speed zone
  - iv) Bus Service Improvement Plan

- b) Woodland Management: To receive updates on woodland management matters including:
  - i) Sale of timber – Cotes
  - ii) Tree Health and Safety Survey
- c) Parish Assets and Land: To include update reports on:
  - i) Brigsteer Road site
  - ii) Jubilee / Coronation Orchard
  - iii) Request for Memorial Bench – Mrs Pooley
  - iv) Maintenance work required
- d) Parish Website – To note updates
- e) Allotments and land rents
- f) Levens Greening Campaign
- g) Community Led Emergency Plan

**16. Correspondence:** To note correspondence received. Schedule to be circulated.

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

**18. Date of next meeting:** Subject to confirmation of meeting dates in 2024-25, The next Ordinary Meeting of the Parish Council will be held on Tuesday 09 July 2024 to be held in the Levens Methodist Church.

**Martin Curry**

**Clerk to Levens Parish Council**

**09/05/2024**