

Levens Parish Council

Clerk: Martin Curry
18 Barn Holme
Kendal LA9 5LP

Tel: 07388-920410
Email: levens.parish@gmail.com

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 13 May 2025** 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 that the first business of the Meeting must be to elect a Councillor to chair the Parish Council for the forthcoming year. The Councillor elected as Chair must sign a Declaration of Acceptance of Office form *before* taking the Chair.

Agenda

- Chair:** To elect a Chair for the Council Year 2025-26 and to receive the Declaration of Acceptance of Office.
- Apologies:** To receive written apologies with reasons for absence.
- Vice-Chair:** To elect a Vice-Chair for the Council Year 2025-26 and to receive the Declaration of Acceptance of Office.
- Minutes:** To authorise the Chair to sign the Minutes of the Ordinary Meeting held on 08 April 2025 as a true record.
- Declarations of Interest:** To declare any personal or prejudicial interests in items on the Agenda and to consider applications for dispensation.
- Appointment of Representatives:** To consider the appointment of Parish Councillors to the following positions or as representatives on external bodies:

Position

- Highwayman
- Village Institute
- Levens Playing Fields
- Woodlands Officer
- Levens Charity Appointed Trustees
- Footpath Officer
- Land Registry
- CALC
- Allotments
- Maintenance Working Group
- A590 Working Group
- Levens Community Project
- Levens Traffic Management Group
- Greening Campaign Coordinator
- Community Emergency Plan
- Website Working Group

Currently

Cllr. M Willacy
Cllr. D. Rogerson
Cllr. K. Holmes
Cllr. K. Holmes
Cllrs. R. Atfield, H. Burrow, R. Mason
Cllr. J. Battye
Cllr. R. Mason
Cllrs. R. Atfield, D. Rogerson
Cllrs. H. Burrow, R. Mason
Cllrs. H. Burrow, K. Holmes
Cllrs. H. Burrow, K. Holmes
Cllrs. H. Burrow, R. Mason
Cllrs. H. Burrow, D. Rogerson, M. Willacy
Cllr. J. Battye
Cllrs. D. Forshaw
Cllrs. R. Atfield, H. Burrow, D. Rogerson

7. Meeting Dates 2025-26:

- To confirm the dates of Parish Council meetings for 2025-26
- To confirm arrangements for the village tour in June

8. 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.

9. Reports: To receive the following reports:

- Reports from Councillors on any meetings attended not otherwise on this Agenda

- b) Relevant matters from the Westmorland & Furness Council (W&FC)
- c) To confirm Levens Parish Council position on W&FC Lighting Policy
- d) Police: To include feedback from the Cumbria Policing Pledge meeting

10. Finance

- a) **Receipts:** To note receipts for the period 01 April – 30 April 2024
 - i) Allotment Rents – various tenants £ 300.00
 - ii) Car Park Rent £ 20.00
 - iii) Precept 2025-26 £ 15,741.00
- b) **Payments Required:** To note and **approve** payment of the following:
 - i) M R Curry: Salary April 2025: (PC: £389.40; LCP: £310.50; Charity: £16.93
 Mileage: £16.20; Expenses: £10.98) Total: £ 734.01
 - ii) CALC – Annual Subscription: £ 325.37
 - iii) Other payments may be advised
- c) To receive the Bank Reconciliation and a note on Ring-fenced Funds at 30 April 2025
- d) Bank Mandate: To receive an update on the move to electronic / digital banking
- e) Annual Governance & Accounting Report 2024-25 (AGAR): To receive update report and **approve:**
 - i) Asset Register
 - ii) Risk Register
 - iii) Financial Regulations

11. Levens Community Project: Cllr Mason to report:

- a) Levens Project Advisory Group: Verbal Report from the PAG meeting held on 06/05/2025 and key updates including:
 - i. Sale of Plot 3, Church Hill
 - ii. Underhill
 - iii. New Village Hall
 - iv. Project Management and Finance Review
- b) To Approve payments recommended by PAG:

12. Planning Applications:

- a) To consider items on the Schedule of Applications (to be circulated)
- b) Other planning matters including any updates on previous matters: Update on No. 1 Vicarage Road.

13. Levens Charity

- i) To receive interim report on end of year fund values
- ii) To note progress with wind-up of the Savin Brow Charity
- iii) To confirm arrangements for the next meeting of the Appointed Trustees

14. Parish Website: To confirm arrangements for ongoing administration

15. Open actions not covered elsewhere on the Agenda:

- a) Levens Traffic Management: To receive update reports:
 - i) Levens Lane Footpath
 - ii) Traffic Management within the Village
 - iii) 20-m.p.h. Initiative – Next Steps
- b) Parish Assets and Land:
 - i) Brigsteer Road site: To note updates on work
 - ii) Coronation Orchard: To note progress
 - iii) Maintenance work required
- c) Allotments and land rents
- d) Dog fouling
- e) 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 2025-26, the next Ordinary Meeting of the Parish Council will be held on Tuesday 08 July 2025 to be held in the Levens Methodist Church.

Martin Curry, Clerk to Levens Parish Council

08/05/2025