

Levens Parish Council

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Councillors are hereby summoned and members of the public are invited to attend an Ordinary Meeting of Levens Parish Council to be held **on Tuesday 14 October 2025** in the **Levens Methodist Church at 7.30 p.m.**

Agenda

1. **Apologies:** To receive written apologies with reasons for absence.
2. **Minutes:** To authorise the Chair to sign the Minutes of the Ordinary Meeting held on 09 September 2025 as a true record.
3. **Declarations of Interest:** To declare any personal or prejudicial interests in items on the Agenda and to consider applications for dispensation.
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) To note any matters in relation to Cumbria Police including the next Policing Pledge Meeting
6. **Finance**
 - a) **Receipts:** To note receipts for the period 01 August – 30 September 2025 (Bank statement not to hand at time of writing: Report to be circulated).
 - b) **Payments Required:** To **Approve** the following:

i) To Ratify a payment to Zurich Municipal Annual Premium 2025-26	£ 484.34
ii) M R Curry - Salary September (PC: £433.26; LCP: £95.26; Charity: £153.70 Underpaid on April cheque: £10.00; Expenses: £10.48; Mileage: £27.00	£ 729.70
iii) HMRC - PAYE, NIC Q2 2025-26:	£ 700.24
iv) Moore – Audit Fee 2024-25:	£ 756.00
v) Other payments may be advised	
 - c) To receive the Bank Reconciliation and a note on Ring-fenced Funds at 30 September 2025
 - d) To receive the half-year Budget Monitoring Report
 - e) Bank Mandate: To receive an update on the move to electronic / digital banking
 - f) Governance
 - i) Annual Governance & Accounting Report 2024-25 (AGAR): To receive the External Auditor Report and Certificate
 - ii) Practitioners Guide – Assertion 10: To note new requirements for Digital and Data Compliance
 - iii) To approve the draft Information Technology and Freedom of Information Policies
7. **Levens Community Project:** Cllr Mason to report:
 - a) Levens Project Advisory Group: Verbal Report from the PAG meeting held on 07/10/2025 and key updates including:
 - i) Sale of Plot 3, Church Hill
 - ii) Underhill
 - iii) New Village Hall
 - iv) Tendering process
 - v) Project Management and Finance Review
 - b) To Approve payments recommended by PAG:
 - i) To **Ratify** payment of standing charges to Water Plus for the supply at Underhill being:
2 accounts X £41.29 for the period 05/04/2025 – 31/08/2025: £ 82.58

To note arrangements for future payments

ii) Contribution to Audit costs:

£ 666.75

iii) Other payments may be advised

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.

9. Levens Charity

i) Levens Charity – Report from a meeting of the Appointed Trustees

ii) To note progress with wind-up of the Savin Brow Charity

iii) Closure of an Investment Fund – To note and confirm new arrangements

10. The Village Defibrillator: To consider replacement and upgrade

11. Autumn / Winter Newsletter: To agree content and dates for final copy

12. 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

iv) 'Welcome to Levens' village sign - Update on liaison with Highways

v) A590 Slip Road bus shelter – update report

b) Parish Assets and Land: To receive reports on:

i) Maintenance work required

ii) Community Orchard and roadside boundary

iii) Requests for bench dedications

c) Allotments and land rents

d) Community Led Emergency Plan

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

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

15. Date of next meeting: The next Ordinary Meeting of the Parish Council will be held on Tuesday 11 November 2025 to be held in the Levens Methodist Church.

Martin Curry

Clerk to Levens Parish Council

08 October 2025