

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 12 May 2026** 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 2026-27 and to receive the Declaration of Acceptance.
- Apologies:** To receive written apologies with reasons for absence.
- Vice-Chair:** To elect a Vice-Chair for 2026-27 and to receive the Declaration of Acceptance.
- Minutes:** To authorise the Chair to sign the Minutes of the Meeting held on 14 April 2026 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

Previously (2025-26)

- 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

- Meeting Dates 2026-27:**

- To confirm the dates of Parish Council meetings for the Council Year 2026-27
- Village Tour: To confirm that the June meeting (09/06/2026) will be the informal village tour

- 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.

- Reports:** To receive the following reports:

- Reports from Councillors on any meetings attended not otherwise on this Agenda
- Relevant matters from the Westmorland & Furness Council (W&FC)

10. Finance

- Receipts:** To note receipts for the period 01 April – 30 April 2026
(Bank statement not received at time of preparation of this Agenda. Verbal report.)

- b) Payments Required:** To consider and **approve** payment of the following:
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|--|----------|
| i) M R Curry - Salary April 2026: (PC: £632.45; LCP: £77.96; Charity: £31.45
Mileage: £16.20; Expenses: £7.20) Total: | £ 765.26 |
| ii) Mitchinsons Accountants – Payroll admin fee 2025-26: | £ 288.00 |
| iii) Armstrong Watson - VAT Admin Fee Q4 2025-26: | £ 150.00 |
| iv) G D Airey – Internal Audit Fee: | £ 100.00 |
| v) Other payments may be advised | |
- c) Bank Reconciliation and Ring-fenced Funds:** To note status at 30 April 2026
- d) Bank Mandate:** To receive an update on the move to electronic / digital banking
- e) Annual Governance & Accounting Report 2025-26 (AGAR):** To receive and **Approve**:
- i) Annual Internal Audit Report 2025-26
 - ii) The Annual Governance Statement 2025-26 (AGAR Section 1)
 - iii) The Accounting Statement (2025-26) AGAR Section 2)
 - iv) Notice of the Period for the Exercise of Public Rights
- f) Other Governance Matters**
- i) Asset Register: To approve the Asset Register for 2026-27
 - ii) Policy Documents: To receive an update on the status and requirements for approval
 - iii) Assertion 10: Progress with implementation and arrangements for ongoing administration of the Community website
 - iv) Proposals for a Parish Council Working Group to discuss Councillor roles

11. Levens Community Project: Cllr Mason to report:

- a) Levens Project Advisory Group: Verbal Report from the PAG meeting held on 05/05/2026 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:

WaterPlus - Standing Charges Water Supply, Underhill:	£ 107.44
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12. Planning Applications:

- a) To consider items on the Schedule of Applications (to be circulated)
- b) Other planning matters including:
 - i) The Old Carpet Shop: To review the current position
 - ii) The Parish Plan: To note submission of an update to the Plan

13. Annual Parish Meeting (APM): To confirm arrangements for the APM to be held on 19 May 2026

14. Levens Charity: To confirm arrangements for the next meeting of the Appointed Trustees

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
- b) Parish Assets and Land:
 - i) Brigsteer Road site: To note any updates
 - ii) Coronation Orchard: To note progress
 - iii) Allotments and land rents: To note any update
 - iv) Maintenance work required
- c) Defibrillator: To note the current position with use of the old BT phone box
- d) Dog fouling: To note any update
- e) Community Led Emergency Plan (LEAP): To note any update

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 2026-27, the next Ordinary Meeting of the Parish Council will be held on Tuesday 14 July 2026 to be held in the Levens Methodist Church.

Martin Curry, Clerk to Levens Parish Council

07/05/2026