

Levens Parish Council

Clerk: Martin Curry
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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 13 January 2026** 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 11 November 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 communications about parking at Gilpin Bridge and dogs on leads on public roads.
6. **Finance**
 - a) **Receipts and Payments:** To note receipts and payments in the period 01 November 2025 – 31 December 2025 (details on bank reconciliation circulated as part of this Agenda).
 - b) **Payments Required:**

To **Ratify** the following payments made between meetings:

i) Levens Methodist Church – Room Hire: April 2025-Mar 2026:	£ 225.00
ii) Armstrong Watson – VAT admin fee Q2 2025-26:	£ 150.00
iii) M R Curry – Salary November (PC: £408.80; LCP: £203.50; Charity: £13.96; Expenses: £16.14; Mileage: £21.60): Total:	£ 664.00

To **Approve** the following payments:

iv) M R Curry – Salary December (PC: 387.82; LCP: £129.90; Charity: £69.80; Mileage: £13.50): Total:	£ 601.02
v) HMRC: PAYE/NI Q3 2025-26:	£ 621.85
vi) CALC: Training costs: Internal Controls 10 December 2025:	£ 42.00
vii) Other payments may be advised	
 - c) To receive the Bank Reconciliation and a note on Ring-fenced Funds at 31 December 2025 (circulated with this Agenda)
 - d) To receive the draft Budget for 2026-27 for consideration
 - e) Internal Audit 2025-26: To approve the appointment of Jean Airey as Internal Auditor
 - f) Bank Mandate: To receive an update on the move to electronic / digital banking
 - g) Governance
 - i) Practitioners Guide – Assertion 10: To receive an update on the requirements for Digital and Data Compliance including current arrangements for website management
 - ii) To approve the draft Freedom of Information Policy
7. **Levens Community Project:** Cllr Mason to report:
 - a) Levens Project Advisory Group: Verbal Report from the PAG meeting held on 06/12/2026 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 **Ratify the following** payments recommended by PAG agreed by Councillors by email and paid between meetings:
 - i) T. Hills – Architect fees £1,440.00
 - ii) Other payments may be advised

8. Planning Applications:

- a) Schedule of Applications (to be circulated with this Agenda): To note updates
- b) Other planning matters (new or previously raised): To note the public consultation event held on 13 January 2026 in respect of a proposed development of (approx.) 54 dwellings on land off Greengate, Levens.

9. Levens Charity

- i) Savin Brow Quarry Charity: To note progress with wind-up
- ii) Re-investment of Capital – To receive an update on recommendations

10. Levens Clothes Bank: To note removal of the facility

11. 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 – To note the current position
- b) Other Highways Matters
 - i) Drainage Issue opposite Quaggs House Farm – Update on outcomes
 - ii) 'Welcome' to Levens' village sign - Update on liaison with Highways
- c) Parish Assets and Land: To receive reports on:
 - i) Parish On-line: Development of a digital data-base for properties
 - ii) Maintenance work – Development of a Maintenance Schedule
 - iii) Community Orchard and roadside boundary
 - iv) Street Light Transfer Agreement
 - v) Allotments – update on current position
 - vi) Gilpin Bridge footpath
- d) Community Led Emergency Plan: Update from Cllr. Forshaw
- e) Defibrillator: Update from Cllr. Burrow – requirements for possible use of the public telephone box

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

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

14. Date of next meeting: The next Ordinary Meeting of the Parish Council will be held on Tuesday 10 February 2026 to be held in the Levens Methodist Church.

Martin Curry

Clerk to Levens Parish Council

07 January 2026