

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 April 2026** in the **Levens Methodist Church at 7.30 p.m.**

Agenda

1. **Apologies:** To receive written apologies with reasons for absence.
2. **Minutes:**
 - a) To note developments in relation to Minute 117/25 – Chair's review
 - b) To note and agree any proposed amendments to Minute 117/25, either circulated in advance or tabled at the meeting
 - c) To authorise the Chair to sign the Minutes of the Ordinary Meeting held on 10 March 2026 (original or as amended) as a true record.
 - d) To consider the need for further discussion in relation to matters arising from Minute 117/25.
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. The Parish Council may respond to matters raised but in accordance with its Standing Orders is not bound to do so and will note issues for consideration at a future meeting.
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 an update on Neighbourhood Policing Meetings
6. **Finance**
 - a) Receipts and Payments: To note receipts and payments for the period 01 March – 31 March 2026 (details on bank reconciliation to be circulated in advance of the meeting).
 - b) Payments Required:

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

i) Printing Plus – Spring Newsletter:	£ 161.00
ii) D. Rogerson – Reimburse Annual Webhosting fee	£ 204.00
iii) D. Forshaw - Reimburse costs of LEAP equipment (from CF Grant)	£ 1,104.42

To **Approve** payment of the following:

iv) M R Curry – Salary March 2026 (PC: £464.71; LCP: £112.58; Charity: £41.93; Mileage: £27.00):	
Total:	£ 646.21
v) HMRC - PAYE/NI etc Mths 10-12 2025-26:	£ 601.24
vi) D. Rogerson – Refund expenses website database, email system etc (\$45):	£ 35.18
vii) CALC – Annual subscription (CALC: £252.42 / NALC: £82.51)	£ 334.93
 - c) Payments due since publishing this Agenda (to be advised)
 - d) Bank Reconciliation etc: To receive the Bank Reconciliation and a note on Ring-fenced Funds at 31 March 2026 (to be circulated)
 - e) Bank Mandate: To receive an update on the move to electronic / digital banking
 - f) Audit Procedure 2025-26: To receive an update on the process.
 - g) Governance
 - i) Approval of Policy documents: To review and approve the following documents: (see these documents at: <https://www.levens.org.uk/parish-council/policies>)
 - Asset Register / Risk Register / Code of Conduct

- Model Publication Scheme / Document Retention and Destruction / Equal Opportunities / Infectious Diseases

7. Levens Community Project:

- Project Advisory Group meeting held on 07/04/2026 – verbal report including updates on the following:
 - Church Road
 - Underhill: To receive an update on tenders for the foundations slab, wayleave for electricity and any other relevant matters
 - Village Hall: To receive an update on the revised application for Building Regulations and any other matters
- Finance Report:
 - To receive the Bank Reconciliation (to be circulated)
 - To **Approve** payments falling due since publication of this Agenda

8. Planning Applications:

- Schedule of Applications (to be circulated in advance of the meeting):
 - To receive updates on applications previously reported
 - To note and consider responses to the following new planning applications
 - 2026/0626/TPO: **4 Low Pastures, Lowgate, Levens, LA8 8QH** - Sycamore - Very dense crown. Reduce to previous reduction to allow light to encourage Woodland floor conservation. Elm: Fell - growing too close to garden boundary.
 - 2026/0598/hou: **11 The Green, Levens, LA8 8NH** - Single storey wrap around extension to the front and side elevations, replacing existing utility room
 - 2026/0673/TPO: **6 & 7 Greengate Gardens, Levens LA8 8QL** -Yew Tree - Full crown reduction to previous points. Remove epicormic growth on main stem up to 5m. T2 – Yew Tree - Full crown reduction, back to previous points, cuts up to 75mm in diameter. Remove decayed branch over property No.6
- Planning Applications received since publishing the Agenda: to note and comment
- Other planning matters:
 - Greengate, Levens: To receive an update on the proposed development of (approx.) 54 dwellings
 - Parking at Gilpin Bridge

9. Annual Parish Meeting: To confirm arrangements for the Annual Parish Meeting

10. Levens Websites

- Assertion 10: To receive an update on progress with addressing Digital and Data Compliance
- Levens Community Website: Future management proposals

11. Parish Council Logo: To receive a proposal from Cllr. Forshaw

12. Open actions not covered elsewhere on the Agenda:

- Levens Traffic Management: To receive update reports:
 - Levens Lane Footpath
 - Traffic Management within the Village – white lining and any other matters
 - 20-m.p.h. Initiative – To note the current position
- Other Highways Matters
- Defibrillator: Update from Cllr. Burrow on use of the public telephone box
- LEAP - Community Led Emergency Plan: Update from Cllr. Forshaw
- Spring Newsletter – To note publication and receive any feedback
- Parish Assets and Land: To receive reports on:
 - Community Orchard and roadside boundary
 - Allotments – update on current position
 - Brigsteer Road Picnic Site

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

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

15. Date of next meeting: The next Meeting of the Parish Council will be The Annual Parish Council Meeting to be held on Tuesday 12 May 2026 in the Levens Methodist Church.