



DRAFT Minutes of Much Hoole Parish Council Annual May meeting held on Monday 12th May 2025 at 7.30pm at The Venue, Hoole Village Memorial Hall, Much Hoole.

Present: Cllrs K Hayes (Chair), A. Taylor, R. Lea, E. Jackson, P. Cocker, E. Houghton, T. Hewitt & Clerk Miss A. Evans

1. Election of Council Chairman

It was resolved that Cllr K. Hayes be reappointed as Chair for the next 12 months, this was proposed by Cllr E. Houghton, seconded by Cllr P. Cocker, and unanimously agreed. The declaration of acceptance of office form was signed.

2. Election of Council Vice Chairman

It was resolved that Cllr A Taylor be reappointed as Vice-Chair for the next 12 months, this was proposed by Cllr E. Houghton, seconded by Cllr R. Lea, and unanimously agreed. The declaration of acceptance of office form was signed.

3. Apologies for Absence

Cllr N. Woodcock

4. Minutes of the Previous Meetings

It was resolved that the minutes of the MHPC meeting held on the 16th of April 2025 were agreed to be a true and accurate record. Proposed by Cllr R. Lea, seconded by the Chair, Cllr K. Hayes and agreed unanimously. The Chair Cllr K. Hayes signed the minutes.

5. Declaration of Interests and Dispensations

Cllrs A. Taylor and E. Houghton declared a non-pecuniary interest in agenda item 18.

6. Public Time

Public Participation: One member of the public was an observer at the meeting.

7. Correspondence from members of the public.

A freedom of information request was received on Sunday 4th May and an acknowledgement response was sent the first working day after the bank holiday. Cllr R. Lea proposed that the responsibility of an appropriate written response be delegated to the Chair, Cllr K. Hayes and the Clerk but offers his support if required. This was seconded by Cllr E. Jackson and agreed by Cllrs, P. Cocker, T. Hewitt and the Chair, Cllr K. Hayes. Cllrs E. Houghton and A. Taylor both abstained.

8. Standing Orders and Financial Regulations

It was resolved to approve and re-adopt the Councils Standing Orders and Financial Regulations without amendment. This was proposed by Cllr E. Houghton, seconded by Cllr R. Lea, and unanimously agreed.

9. Review of Committees

Cllr R. Lea reported that he had delivered 160 litres of water to the community orchard that day and had regularly watered the trees in the past few weeks. The grass is currently being cut by SRBC and the current maintenance plan appears to be working so there is no requirement for a committee currently. Cllr R. Lea will inform the Council if any support is required in the future and Council noted this report.

10. Review of banking signatories

It was resolved to re-adopt the Councils current banking signatories without amendment or additions. This was proposed by Cllr A. Taylor, seconded by Cllr T. Hewitt, and unanimously agreed.

11. Employer and Public Liability Insurance cover renewal for 2025-26

- a) The Council considered the renewal of the Council's employer and public liability insurance policy for a period of 12 months. **It was resolved** to approve the renewal cost of £317.00 (as outlined in Appendix A of these minutes), proposed by the Chair, Cllr K. Hayes, seconded by Cllr R. Lea and unanimously approved.

- b) The Clerk reported the discussions with the insurance provider regarding public liability and personal accident cover for volunteers working under the instructions of the Council. The Clerk informed the Council that the cover is valid if the proper risk assessments and relevant qualifications and training are in place before projects take place. The two lengthsmen, Messrs H Jackson and C Hewitt, will use their own public liability insurance for personal accident cover due to being self-employed and Council noted that no action is required.

12. Internal Audit

- a) **It was resolved** to approve and sign the Annual Governance Statement for 2024-25 (section 1). Proposed by Cllr R. Lea, seconded by Cllr E. Houghton and unanimously agreed.
- b) **It was resolved** to approve and sign the Accounting Statements for 2024-25 (section 2). Proposed by Cllr R. Lea, seconded by Cllr E. Houghton and unanimously agreed.
- c) **It was resolved** to approve and sign the Certificate of Exemption for AGAR 2024/2025. Proposed by Cllr R. Lea, seconded by Cllr E. Houghton and unanimously agreed.
- d) The Clerk informed the Council on the internal auditor's report, circulated prior to the meeting, and discussed the recommendation of laying out financial transactions as an appendix in the minutes. It was unanimously agreed to adopt this recommendation moving forward to receive the internal auditors report and recommendations and to resolve to adopt the recommended actions moving forward. The Chair, Cllr K. Hayes expressed thanks to the Clerk for her efficiency and diligence in submitting the audit. The Council unanimously agreed and joined in thanking the Clerk for her work.

13. Council meeting dates for 2025-26

It was resolved to approve the meeting dates for 2025-26 financial year being the 2nd Monday of each month. This was proposed by the Chair, Cllr K. Hayes, seconded by Cllr A. Taylor and unanimously agreed.

14. Risk Assessment

It was resolved to re-adopt the Councils Risk Assessment without amendment. Proposed by Cllr R. Lea, seconded by Cllr A. Taylor and unanimously agreed.

15. Adoption of Policies

It was resolved to approve and adopt the following policies, proposed by Cllr E. Houghton, seconded by Cllr P. Cocker, unanimously agreed and signed by the Chair, Cllr K. Hayes:

- IT Policy
- Freedom of Information Policy
- Website Accessibility Statement
- Communications & Email Use Policy
- Data Protection Policy
- Transparency Code
- Health & Safety Policy

16. Adoption of .gov email addresses

Set-up of the new .gov email addresses took place on Councillor devices during the meeting. James Reilly from Easy Web Sites informed Council that he would provide a number to access team reviewer remotely for set-up on other devices such as smartphones. It was agreed that Cllr N. Woodcock will have to arrange set up in his own time due to absence. The Council expressed thanks to James Reilly for his attendance and assistance in setting up the .gov email addresses.

17. Reports from other meetings and information on Future Events

Cllr E. Houghton informed Council that she is now booked on the LALC conference, taking place on 7th June 2025 and a report of the event will follow.

18. Village Hall

The Council noted Cllr A. Taylors' report on the Village Hall for the past month. Activities are still successful and Local Lunches are at capacity now with around 90 attendees on VE day. Additionally, coffee mornings are very busy. The pickleball courts are now complete, with 4 courts in total and successful taster sessions took place on the 4th and 5th May with a positive follow-up session on Saturday 10th May. The Village Hall's finances are still within budget.

19. Off Road Cycle Track

Cllr R. Lea informed Council that he had made 9 visits over last week and on one visit collected 17 plastic bottles that had been littered there. There were lots of people using the track and they all appeared happy with no use of E-bikes being noted. Cllr A. Taylor inspected the track this week and collected 1 plastic bottle and 1 crisp packet and noted that the track was being well used.

20. Finance

- a) **It was resolved** to sign off the Bank reconciliation for the month of April 2025, signed by Cllr T. Hewitt and unanimously agreed
- b) **It was resolved** to authorise the following payments (as outlined in Appendix A of these minutes), proposed by Cllr E. Houghton, seconded by Cllr A. Taylor, and unanimously approved:
 1. Clerks' April gross salary in the amount of £685.40
 2. Clerks April reimbursements in the amount of £81.04 (£43.94 for mileage, £5.00 for Lebara PAYG Sim, printer ink £29.89 and sticky notepads £2.21)
 3. H Jackson invoice for April in the amount £136.00
 4. LALC membership invoice for 2025-26 in the amount of £390.66
 5. Invoice for Microsoft Office 365 from Penwortham Computers, covering a 12-month period for the Clerks laptop, in the amount of £84.99
 6. Reimbursement of Ancestry website subscription fee paid by the Chair, Cllr K Hayes in the amount of £54.99
 7. Quote from Noticeboards Online for drawing up MHPC logo in the amount of £150.00 +VAT
 8. Internal auditors invoice in the amount of £150.
- c) **It was resolved** to authorise the following standing order payments (as outlined in Appendix A of these minutes), proposed by the Chair, Cllr K. Hayes, seconded by Cllr P. Cocker, and unanimously approved:
 1. Easy Websites £64.68 per month (moving to .gov invoices)
 2. Bank Fees £6.00 per quarter
 3. LALC Subscription £390.66 per year

21. Footpaths & Gardens

- a) Cllr P. Cocker informed Council that replacement footpath signs were up on FP10 and FP11 and that FP8 and FP21 both require new signs and will arrange this in the coming weeks. FP21 may need to be inspected by LCC first due to placement issues caused by water access points and Council noted that Cllr P. Cocker had already registered this with LCC. FP11 and FP10 both need clearance and he will arrange this with the village lengthsman. Lastly, Cllr P. Cocker informed Council that he had assisted a parishioner on FP6 opposite Brook Lane as they are looking to move the footpath from their driveway to the end of their garden as the path should not be on their drive. Cllr P. Cocker has asked them to contact the Ramblers association and is happy to provide support if required. Council noted the update.
- b) Council reviewed the proposal and quote from Garlick Garden Machinery, received by the Village Lengthsman regarding clearance work on FP22 and **it was resolved** to approve the purchase of a brush cutter for £522 inc VAT (as outlined in Appendix A of these minutes) to facilitate the work. This was proposed by Cllr A. Taylor, seconded by Cllr T. Hewitt, and unanimously approved.

22. Grants

The Council reviewed the grant application received from PCC Hoole Parish Church for £3000 and it was unanimously agreed to defer to the next meeting.

23. Planning

Council noted the following planning applications:

- a) 07/2025/00263/VAR. Ribblesdale Garage Liverpool Road Much Hoole Preston Lancashire PR4 5JX. Variation of condition 2 of permission 07/2024/00777/FUL - Change of use of garage/workshop to dental surgery (Class E(e)) together with raising of roof to create first floor, new flat roof to existing rear extension, rendering of existing elevations and installation of new front, windows and openings to allow for amended roof materials
- b) 07/2025/00160/VAR. Much Hoole Methodist Church Moss House Lane Much Hoole Preston Lancashire PR4 4TD. Application to Vary Condition 2 of Planning Permission 07/2023/00799/FUL in order to amend the drawings and retain part of the original building.
- c) 07/2025/00259/CLD. Mill House Farm Moss House Lane Much Hoole Preston Lancashire PR4 4TE. Proposed siting of static caravan.

24. Items for next agenda

- Church grant
- A59 crossing
- Much Hoole business directory of services & suppliers
- Crime prevention in Much Hoole
- Approval of another litter bin on the Cycle Track

25. Date of the next meeting

The Council unanimously agreed to the date of the June meeting on Monday 9th June 2025 to be held at 7.30pm at The Venue, Hoole Village Memorial Hall, Liverpool Old Road, Much Hoole, PR4 4QA.

APPENDIX A – Approved financial transactions 12th May 2025

Invoice Date	Invoice/Quote/SO	Payee	Amount	Description
01/04/2025	Invoice	LALC	£390.66	LALC membership Subscription for 2025-26
16/04/2025	Invoice	Kerry Hayes	£54.99	Ancestry website subscription fee reimbursement
21/04/2025	Invoice	Amy Evans	£5.00	Lebara PAYG Sim for Clerk
22/04/2025	Invoice	Amy Evans	£2.21	Amazon – Sticky notes for audit
22/04/2025	Invoice	Amy Evans	£29.89	Amazon – Printer ink for audit
29/04/2025	Invoice	Penwortham Computers	£84.99	Microsoft Office 365 for 12 months
01/05/2025	Standing Order	Easy Web Sites	£36.96	Website fees
01/05/2025	Invoice	Amy Evans	£685.40	Clerks April salary
01/05/2025	Invoice	Amy Evans	£43.94	Clerks Mileage reimbursement
01/05/2025	Invoice	Harry Jackson	£136.00	Lengthsman April invoice
02/05/2025	Quote	Noticeboards Online	£180.00	Draw-up of MHPC Logo
05/05/2025	Invoice	Amanda Partington	£150	Internal audit fee
12/05/2025	Quote	Garlick Garden Machinery	£522	Brush cutter for village lengthsman – await invoice for payment reimbursement
01/06/2025	Invoice	Community First Trading Limited	£317.00	Insurance premium for EL/PL