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| |  |  | | --- | --- | |  | **Draft Minutes of Much Hoole Parish Council meeting held on Monday 10th June 2024 at 7.30pm at The Venue, Hoole Village Memorial Hall, Much Hoole.** | |  |
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**Present:** Cllrs K. Hayes (Chairman), N. Woodcock, E. Jackson, E. Houghton, P. Cocker, Clerk Miss A Evans

1. **Apologies for Absence**

Cllrs R Lea, A Taylor and T Hewitt

1. **Declaration of Interests and Dispensations:**

Cllr E. Houghton declared a non-pecuniary interest in agenda item 8.

1. **Minutes of the previous Meeting**

The minutes of the last meeting held on the 8th May 2024 were agreed as a true and accurate record after a small amendment was noted on the minutes under item 18 ‘Cllrs apologies in advance’ was changed from “Cllr E. Houghton” to “Cllr E. Jackson”, signed by the Chairman and agreed unanimously.

1. **Matters Arising from those minutes not covered elsewhere on this agenda**
2. A vote of thanks was recorded for past Chairman Cllr N. Woodcock for his three years as Chairman of this council. proposed by Chairman K. Hayes, seconded by Cllr E. Houghton and unanimously agreed.
3. A vote of thanks was recorded for temporary Clerk P. Cafferkey for his assistance to the council and clerks over the past year. Proposed by Cllr Houghton and unanimously agreed.
4. The council noted that a second picnic table had been ordered and completion was expected at the end of June 2024.
5. Cllr E Houghton expressed willingness for the chairman’s chain to be taken to a jeweller in Holmeswood initially and then to several jewellers in Southport afterwards. Chairman K Hayes agreed to obtain the contact number for the jeweller in Holmeswood. It was agreed that the quote should include the possibility of adding a counterweight and considerations on whether to keep the existing ribbon.
6. **Public Time**

There were no members of the public present.

1. **Correspondence from members of the public.**

None

1. **Reports from other meetings and information on future events**

**It was resolved** that the ticket for the South Ribble Borough Council Civic Banquet, which is held annually, will be included in the standing orders and that this year’s ticket will be approved for payment at a cost of £40. It was further noted that Cllr R Lea, who had previously expressed an interest, would be able to attend using the approved ticket. proposed by Chairman K Hayes, seconded by Cllr E Houghton and unanimously agreed.

1. **Village Hall**

An update on the village hall was received by email from Cllr A Taylor and read by Cllr E Houghton. The village hall is used almost daily, with high bookings. It is now licensed for marriages. Car park extension works have started but are not yet complete. The spring fair was successful, raising over £1300 and the hall showed a healthy annual profit.

1. **Off Road Cycle Track**
2. It was noted that Cllr R Lea had recently sown some seeds and the previously mentioned second picnic table had been ordered.
3. It was noted that costs incurred by the cycle track Lengthsman were to be agreed.
4. A vote of thanks to Lengthsman Chris Hewitt was recorded for his superb voluntary work at the cycle track this year. proposed by Cllr E Houghton, seconded by Cllr N Woodcock and unanimously agreed.
5. **It was resolved** that two warning signs to discourage the use of E-Bikes at the cycle track be erected and that a cost of up to £200 was agreed and approved. It was also agreed that the wording of the signs be reviewed to cover all risks. proposed by Chairman K Hayes, seconded by Cllr P Cocker and unanimously agreed. Cllr P Cocker has also volunteered to inspect the cycle track.
6. **Insurance**

**It was resolved** that the insurance policy schedule and annual premium was accepted by all Cllrs. proposed by Cllr E Houghton, seconded by K Hayes and unanimously agreed.

1. **Standing Orders**

a) **It was resolved** that the Easy websites monthly fee of £36.96 be paid by Direct Debit

b) **It was resolved** that the bank fees of £18.00 per quarter be paid by Direct Debit

c) **It was resolved** that the LALC annual subscription of £393.54 be paid by Direct Debit

d) **It was resolved** and approved that:

* A new annual payment of £500 for maintenance of the burial church yard be added to the list of approved standing orders.
* A new annual payment of £27.25 for a poppy wreath be added to the standing orders.

This was proposed by Chairman K Hayes, seconded by Cllr P Cocker and unanimously agreed.

1. **Asset Register**

It was agreed that the Asset Register be amended to include the total at the bottom and approved at the July meeting.

1. **Risk Management**

The Risk Management policy and risk assessment was approved by the council. Proposed by Cllr P Cocker, Seconded by Chairman K Hayes and unanimously agreed.

1. **Finance**
2. TheBank reconciliation for the month of May 2024, was agreed to the bank statements and was signed by Cllr P Cocker
3. **It was resolved** that the following items were approved for payment. Proposed by Cllr K Hayes, seconded by Cllr P Cocker and unanimously agreed:
4. AGAR External Audit invoice for 2022-23 in the amount of £252.00
5. LALC Annual Subscription Invoice in the amount of £393.54
6. Lengthsman invoice for May in the amount of £462.08
7. Clerks May gross salary in the amount of £670.08
8. Clerks May expenses in the amount of £156.68 for mileage, printer ink and printing paper
9. Temp Clerk P. Cafferkey fee for training and advice in the amount of £444.72
10. Cycle track Lengthsman C.Hewitt invoices in the amount of £376.40 for materials and £150 for labour for the completion and maintenance of the cycle track
11. Clerk and Councillor LALC training for Clerk A. Evans and Cllr E. Jackson in the amount of £70
12. **Grants**

None received.

1. **AGAR Annual Audit 2023-24**
2. The council noted the problems associated with the annual audit of the accounts for 2023-24 and expressed satisfaction with how swiftly the data collection had progressed.
3. **It was resolved** that the council approve payment to the internal auditor Amanda Partington at a cost of £150 for the year. Proposed by Cllr E. Houghton, Seconded by Chairman K Hayes and unanimously agreed.
4. The council noted the enormous amount of help received from Cllr R Lea and temporary Clerk P Cafferkey in preparing for the audit.
5. **It was resolved** that an extraordinary meeting of the Parish Council will be held on the 24th June 2024 at 7pm at the Village Hall to agree to the statutory approval of the AGAR Audit submission and was agreed unanimously. Apologies in advance from Cllr N Woodcock.
6. **Parish Clerk and Financial Officer**

The council noted that the Clerk shall locate the acceptance of office forms and provide these to the Chairman K Hayes to sign and file. It was also resolved that the clerk add Cllr P Cocker as a guarantor to the Unity Trust Bank and change Chairman K Hayes contact number on the same submission form.

1. **Footpaths & Gardens**
2. Cllr P Cocker has erected new footpath signs and is erecting signs on footpath 20 on Wednesday 12th June. Cllr P Cocker is also going to put up a new sign on the A59, footpath 8 once LCC provide the posts.
3. Cllr E Houghton confirmed that SRBC state that we can plant trees in the community garden, providing we take responsibility and that an access gate can be implemented. It was agreed that Cllr E Houghton would suggest our willingness to pay for the gate. The current flooding problem is still to be resolved and the play area is on the list for probation service. It was agreed that Chairman K Hayes would look for prices for a real Christmas tree.
4. **It was resolved** that the council will apply for the Community Orchard Grant but that there were access issues to address in the process and to finalise the project in the Autumn. Proposed by Cllr K Hayes and unanimously agreed.
5. A vote of thanks was recorded to Cllr P Cocker for his work in looking after the footpaths.
6. A vote of thanks was recorded to Lengthsman H Jackson for his work around the village
7. **It was resolved** that the council apply for the annual Public Rights of Way Local delivery scheme for £500. Proposed by Chairman K Hayes, seconded by Cllr N Woodcock and unanimously agreed.
8. **It was resolved** that the council would not apply for the annual Biodiversity small Grant scheme for £300.
9. **A59 Crossing for road safety**

The council agreed to defer to July’s meeting

1. **Planning**

It was noted that a planning application was submitted after the agenda was posted and that this was for a dormer extension. The council discussed and noted the planning application.

1. **Items for the next agenda**

Village Map

A59 Crossing

Computer security – passwords in sealed envelope to the Chairman

Budget Monitoring quarterly statement

Acceptance of office forms

Initiation and authorisation of bank payments

Fallen soldiers’ plaques

1. Date of the next meeting

The date of the next meeting will be held on Monday 8th July 2024 at 7.30pm at The Venue, Hoole Village Memorial Hall, Liverpool Old Road, Much Hoole, PR4 4QA.