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**DRAFT Minutes of Much Hoole Annual Parish Council meeting held on Monday 11<sup>th</sup> May 2026 at 7.30pm at The Venue at Hoole Village Memorial Hall, Liverpool Old Road, PR4 5QA.**

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**Present:** Cllrs K. Hayes (Chair), A. Taylor, R. Lea, E. Jackson, P. Cocker, and Clerk Miss A. Evans

**1. Election of Council Chair**

**It was resolved** to nominate and elect Cllr K. Hayes as Chair for the next 12 months. The Chair signed the Acceptance of office form and the Clerk countersigned. The nomination was proposed by Cllr R. Lea, seconded by Cllr P. Cocker and unanimously agreed.

**2. Election of Council Vice Chair**

**It was resolved** to nominate and elect Cllr A. Taylor as Vice Chair for the next 12 months. The Vice Chair signed the Acceptance of office form and the Clerk countersigned. The nomination was proposed by Cllr R. Lea, seconded by Cllr E. Jackson and unanimously agreed.

**3. Apologies for Absence**

Cllrs E. Houghton, T. Hewitt and P. Fox

**4. Declaration of Interest and Dispensations**

Cllr A. Taylor declared a non-pecuniary interest in agenda items 7 and 15.

**5. Minutes of the previous Meeting**

**It was resolved** that the minutes of the MHPC meeting held on 13<sup>th</sup> April 2026 were agreed to be a true and accurate record. Proposed by Cllr R. Lea, seconded by Cllr E. Jackson and agreed unanimously. The Chair signed the minutes.

**6. Public Time**

No members of the public were present.

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

Three items were received from members of the public.

Item 1: Correspondence was received regarding a local planning application. Information was provided on the process for submitting comments to South Ribble Borough Council. Council noted and were satisfied with the Clerk's response.

Item 2: The Clerk provided information regarding a resident's email received in relation to planning application 07/2026/00286/FUL concerning Padel courts at Hoole Memorial Village Hall, which had also been submitted directly to South Ribble Borough Council Planning Department. Cllr A. Taylor, in his capacity as a volunteer member of the Village Hall, had provided general information to a local resident regarding the proposed siting of the development in relation to neighbouring properties and commented that the enclosed design may assist in reducing noise impact. Council agreed that no response from the Parish Council was required.

Item 3: Cllr E. Jackson reported that a member of the public had raised concerns regarding hedgerow overgrowth on Liverpool Old Road encroaching onto the pavement by approximately 18 inches. Cllr P. Cocker agreed to report the matter via the Love Clean Streets app.

**8. Standing Orders and Financial Regulations**

Council reviewed the Standing Orders and Financial Regulations and **it was resolved** to re-adopt and approve them without amendment. This was proposed by the Chair, seconded by Cllr P. Cocker and unanimously agreed.

## 9. Review of banking signatories

- a) Council reviewed the current banking signatories and **it was resolved** to approve the authorised signatories for another year, and remove former councillors who remain listed on the mandate. This was proposed by Cllr E. Jackson, seconded by Cllr A. Taylor and unanimously agreed. Cllrs R. Lea and P. Cocker signed the submission form, along with the Clerk.
- b) **It was resolved** to approve the updated Council contact details for Unity Trust Bank. This was proposed by Cllr E. Jackson, seconded by Cllr A. Taylor and unanimously agreed. Cllrs R. Lea and P. Cocker signed the submission form, along with the Clerk.

## 10. Employer and Public Liability Insurance renewal (effective 1 June 2026)

Council considered the renewal of the Council's Employer and Public Liability Insurance Policy. **It was resolved** to renew for a period of 12 months at a cost of £410.61. This was proposed by the Chair, seconded by Cllr R. Lea and unanimously agreed. It was noted that the Clerk would confirm whether personal injury cover extended to cycle track users, spectators and volunteers.

## 11. Internal Audit Arrangements for the 2025–26 Accounts

Council noted the arrangements for the internal audit of the 2025–26 accounts to be undertaken on 19<sup>th</sup> May 2026 and that the Clerk would report back.

## 12. Review and adoption of Council policies

- a) **It was resolved** to re-adopt the Council's core policies: Communications and Email Use Policy, Freedom of Information Policy, IT Policy, Health & Safety Policy, Privacy Notice and Data Protection Policy, Publication Scheme, Transparency Code, Website Accessibility Statement, and Vexatious Complainants/Correspondents Policy. It was noted that references to fixed annual validity periods had been removed, as policies remain in force until formally reviewed and re-adopted by Council. Proposed by Cllr R. Lea, seconded by Cllr E. Jackson and unanimously agreed.
- b) **It was resolved** to adopt the updated Code of Conduct and Complaints Procedure, together with the new Reserves Policy. Proposed by the Chair, seconded by Cllr R. Lea and unanimously agreed.

## 13. Reports from other meetings and information on future events

Council noted the upcoming Western Parishes forum will be held on the 27<sup>th</sup> May 2026, with Cllr R. Lea confirming his attendance.

## 14. Finance

- a) **It was resolved** to sign off the Bank reconciliation for the month of April 2026, signed by Cllr A. Taylor and unanimously agreed.
- b) Council noted the year-end payroll position for 2025–26 and HMRC submissions.
- c) **It was resolved** to authorise the following payments, proposed by the Chair, seconded by Cllr R. Lea and unanimously agreed:

No	Date	Payee	Amount	Description
1)	30/04/2026	Amy Evans (Clerk)	£666.93	Clerk's April salary
2)	17/04/2026	Amy Evans (Clerk)	£5.00	PAYG SIM reimbursement
3)	30/04/2026	Amy Evans (Clerk)	£28.60	Mileage reimbursement
4)	24/03/2026	Harry Jackson	£78.00	Lengthsman March expenses

No	Date	Payee	Amount	Description
5)	30/04/2026	Harry Jackson	£144.00	Lengthsman April invoice
6)	30/04/2026	LALC	£380.38	Annual membership subscriptions 2026–27 (NALC and LALC)

### 15. Village Hall

Council noted Cllr A. Taylor's report on the Village Hall. It was reported that regular community events including lunches, coffee mornings, concerts, car boot sales, swing band events and pickleball continue to be well attended. The Group advised that it is continuing to progress plans relating to the proposed padel courts and is seeking further funding towards rebuilding the bowling pavilion. It was also noted that a £1,000 grant previously awarded by the Parish Council towards the Men's Shed container had been gratefully received, with the container now on-site awaiting relocation. The Spring Fair held on 10 May raised over £1,000.

### 16. Off Road Cycle Track

- a) Cllr R. Lea reported that litter had recently been collected whilst meeting with a LCC representative at the site. Cllr A. Taylor advised that he had visited the cycle track earlier that day and had identified no issues requiring attention.
- b) Council noted emergency expenditure of £183.50 (including VAT), incurred under Financial Regulation 5.17 for urgent fence repairs and the installation of a new barrier on the cycle track.
- c) Cllrs A. Taylor and R. Lea advised that safety improvement works had been undertaken, including the installation of a wooden panel to prevent cycle track users from crossing over the fence into the neighbouring field, together with a new safety barrier at the entrance adjacent to the pavement to discourage cyclists from entering the roadway. The Clerk and Cllr R. Lea had also met with LCC representatives to confirm boundary arrangements and request assistance with cutting back roadside overgrowth.
- d) Cllr R. Lea advised that quotations were being obtained for replacement signage. It was resolved to approve a budget of up to £70 plus VAT for the purchase of two replacement 'No E-bikes' signs, including one spare sign. This was proposed by the Chair, seconded by Cllr P. Cocker and unanimously agreed. Cllr R Lea agreed to put a note of this on the Village Facebook.

### 17. Staffing – Locum Clerk

**It was resolved** to approve the handover of all clerks' passwords/login to the locum clerk. This was proposed by the Chair, seconded by Cllr A. Taylor and unanimously agreed.

### 18. Grant award – Little Hoole and Friends Ground Force (update)

The Clerk informed Council that the Little Hoole and Friends Ground Force team do not hold a bank account and therefore the approved funds had been paid via the Little Hoole Primary School bank account. Council noted the update.

### 19. Footpaths & Gardens

- a) Cllr A. Taylor agreed to deliver the printed copy of the Section 147 application to the landowner to assist with completion and submission.

Council discussed Footpaths FP26 and FP27. It was noted that Footpath FP26, between the A59 and Town Lane, was currently difficult to walk across due to no clearly defined route, which had previously been maintained. The Chair agreed to contact the potential landowner to make enquiries.

Concerns were also raised regarding Footpath FP27 in relation to animals roaming freely on the public right of way and the potential need for fencing. It was agreed to defer this matter to the next meeting and to seek Cllr P. Fox's input, should he have any relevant knowledge.

- b) Council was advised that the issue with the damaged bench on Brook Lane had been reported via the Love Clean Streets app on 14 April 2026. Cllr P. Cocker reported that no update had yet been received. It was agreed to defer the matter to the next meeting.
- c) Council was advised that repainting works for the children's playground behind Trafalgar Gardens were being progressed and that quotations were being sought by South Ribble Borough Council. The matter would be brought back to a future meeting.
- d) Cllr R. Lea advised that concerns had been raised by a number of residents and the nearby landowner regarding dog fouling at the footpath at the end of Station Road. Cllr R. Lea had requested a quotation for two signs and will request that Little Hoole Parish Council consider purchasing the signs, once designs and quotes are received.

## **20. Much Hoole Business Directory of Services & Suppliers**

Cllr R. Lea informed the council that as the directory will be sent with the annual newsletter in September, the design final copy, printing costs and distribution will be presented at the September Parish Council meeting for approval.

## **21. Fallen Soldiers Plaques**

The Chair informed council that the final addresses were still being collated and that a table will be put together with a map. It was agreed to remove this item from the agenda until all information has all been obtained.

## **22. Replacement Bus Shelter**

The Clerk informed Council that an installation date of the 18<sup>th</sup> June 2026 had now been confirmed. Cllr P. Cocker offered his assistance in notifying the local residents of the date for the proposed give or take traffic management and the Clerk will submit the permit application to LCC following Cllr P. Cocker's visits to the local residents. Cllr R Lea volunteered to be there on the day.

## **23. Planning Applications**

Council noted planning application 07/2026/00213/TPO and had no comment. With regards to planning application 07/2026/00272/NOT, Cllr P. Cocker informed Council that concerns had initially been raised regarding the proposed site potentially affecting a public footpath, based on the original site plan provided. The developer subsequently confirmed via a corrected plan that the proposal was not within the footpath. It was therefore noted that no further comment would be submitted.

## **24. Items for next agenda**

- AGAR 2025/26 – Internal Audit Report; approval of Governance Statement & Accounting Statements; public rights timetable; approval of year-end accounts.
- Newsletter topics – Councillors' suggestions please.
- Footpath FP11 – update re: form submission
- Footpaths FP26 & FP27 – update on landowner contact, fencing concerns
- Brook Lane bench – update on Love Clean Streets report
- Replacement bus shelter – installation arrangements and traffic management permit update
- Off-road cycle track 'no E-bike use' signage

## **25. Date of next meeting**

The Council unanimously agreed the date of the June Meeting as 7.30pm on Wednesday 10<sup>th</sup> June 2026 at 'The Venue', Liverpool Old Road, Much Hoole. The meeting closed at 20:53.