



**DRAFT Minutes of Much Hoole Parish Council meeting held on  
Wednesday 16<sup>th</sup> April 2025 at 7.30pm at The Lodge at St Michaels and  
All Angels Church, Liverpool Old Road, PR4 5JQ**

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

**1. Apologies for Absence**

Cllrs N. Woodcock, T. Hewitt.

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

Cllrs A. Taylor and E. Houghton declared a non-pecuniary interest in agenda item 7.

**3. Minutes of the previous Meeting**

**It was resolved** that the minutes of the meeting held on the 10<sup>th</sup> of March 2025 were reviewed and amended as follows:

- Item 15, line 2 "Cllr A. Taylor informed the Council that he had spoken with SRBC"  
Changed to: "had spoken with Richard Bramley"

The amendments were proposed by Cllr A. Taylor, seconded by Cllr R. Lea, and unanimously agreed. The Chair, Cllr K. Hayes wrote and signed the amendments. Additionally, the final minutes were then resolved and approved, proposed by Cllr E. Houghton, seconded by Cllr E. Jackson, and unanimously agreed. The Chair, Cllr K. Hayes signed the final minutes.

**4. Public Time**

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

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

One email was received regarding planning application 07/2024/00172/FUL and comments made about the Parish Council. Due to the short deadline, it was agreed by Council by email prior to the meeting that a written response be sent to SRBC planning with the Parish Council's comments and response to the applicants' allegations.

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

- a) Cllr E. Houghton gave the Council an update on her participation in a zoom meeting for a LALC conference. This was the first time she had met in the last 2 years and was still currently elected as a representative for the South Ribble Borough area committee and therefore attended. The discussion was about Devolution and the Central Local Plan.
- b) Cllr R Lea updated Council on the South Ribble Borough Council's 50<sup>th</sup> Anniversary awards evening, which he attended with both his wife and the Parish Council Clerk. Cllr R Lea stated that he felt privileged, pleased and thanked the Council for their nomination, further adding that it was very busy evening and that the SRBC community team were very approachable and friendly and had organised a fantastic evening.
- c) The Council discussed what is appropriate to recognise VE 80 day and noted the "VE Night Celebration" being held at The Venue, Hoole Village memorial Hall on Friday 9<sup>th</sup> May 2025. Cllr R. Lea presented the poster for the event and confirmed it was a charity event, with proceeds going to the Southport schools of the 3 girls who tragically lost their lives in July 2024. The Village Hall are erecting the two silhouette soldiers. Additionally, Cllr R. Lea has acquired VE 80 day flags to put on the fencing by the Village Hall and his personal address. The Chair, Cllr K. Hayes proposed purchasing another 5x3 size flag to put on the flagpole at the Village Hall and to reimburse Cllr R. Lea for the cost at the next Parish Council meeting. This proposal was seconded by Cllr R. Lea and unanimously agreed.
- d) Council noted the upcoming SRBC VE Day 80 Commemorations event held on Thursday 8<sup>th</sup> May 2025 for the 80<sup>th</sup> anniversary of Victory in Europe day (VE Day), Beacon Lighting- from 9pm, Hope Terrace, Lostock Hall. Cllr A. Taylor proposed the Council add the various events to the MHPC website and this was unanimously agreed.
- e) Council noted the upcoming LALC conference on 7<sup>th</sup> June 2025 at the Delta Marriott Hotel in Preston and it was **resolved** to approve the attendance cost of £50.00 for Cllr E. Houghton to attend on behalf of the Parish Council. This was proposed by the Chair, Cllr K. Hayes, seconded by Cllr A. Taylor and unanimously approved.

## 7. Village Hall

The Council noted Cllr A. Taylors' report on the Village Hall for the past month. The Village Hall continues to operate smoothly, local lunches now attract 80 attendees and coffee mornings attract over 40 people, Sunday concerts and other activities are all thriving. The bowling season is now in full swing and a recent car boot event on the 13<sup>th</sup> April was a great success. The four pickleball courts are marked out and 95% of the fencing around the tennis courts is complete, with removable frames for events like the classic car show. Taster sessions are scheduled for the 3<sup>rd</sup> and 4<sup>th</sup> May, with equipment provided. Further to this, a contract has been awarded for a 10kW solar panel system with batteries to a local contractor. Lastly, the Village Hall was recently awarded a Community Volunteer Team award at South Ribble Borough Council's 50<sup>th</sup> Anniversary awards evening, in honour of the volunteer team's exceptional effort and results.

## 8. Off Road Cycle Track

The Chair, Cllr K. Hayes reported that a club from Preston had come to use the Cycle track and that someone was teaching and training the cyclists, cheering them on and ensuring every user got a chance to use the track. In addition, another group of mountain bike users had cycled from Croston and Leyland in a large group of around 10, to use the track at the weekend, confirming it is well used by both residents and neighbouring communities. The Council were provided with a report from the Cycle track lengthsman Chris Hewitt. The Cycle track has undergone a refurbishment. There is now a bigger bottom berm and the unpopular hump has now been removed, resurfaced and a new level start for a smaller rider's track, plus a bit of track widening. The track is in good shape, it is hugely popular as families come from miles around to enjoy it. Chris Hewitt expressed his thanks and gratitude to the following people for their vital contributions: Stu Mac, John, Mr Fox and MJ Davidson for materials, Gareth Stalker for scaffold boards, Ray Greenhalgh for the machine, Much Hoole Parish Council for funds and Cllr A. Taylor for the space. A vote of thanks was proposed by Cllr E. Houghton to Chris Hewitt for all his efforts in organising and completing the refurbishment and ongoing maintenance of the Cycle Track. Cllr E. Houghton proposed that the Council send letters to the people listed above, who gave donations and to Chris Hewitt for organizing this and his work on the day. The Council unanimously agreed.

## 9. Finance

- a) **It was resolved** to sign off the Bank reconciliation for the month of March 2025, signed by Cllr E. Jackson and unanimously agreed
- b) **It was resolved** to sign off the Bank reconciliation for the financial year 01.04.2024 – 31.03.2025, signed by Cllr E. Jackson and unanimously agreed.
- c) **It was resolved** to approve the CIL monitoring report for the financial year 2024-25, proposed by Cllr E. Houghton, seconded by the Chair, Cllr K. Hayes and unanimously approved.
- d) **It was resolved** to authorise the following payments, proposed by Cllr E. Houghton, seconded by the Chair, Cllr K. Hayes and unanimously approved.:
  1. Clerks' March gross salary in the amount of £486.76.
  2. Clerks March reimbursements in the amount of £33.93 (£28.93 mileage, £5.00 for Lebara PAYG Sim).
  3. H Jackson invoice for March in the amount of £80.00.
  4. Payment for the maintenance of the Cycle track in April 2025 in the amount of £400.

## 10. Review of 2025-26 budget and reserves

- a) Council noted the budget for 2025-26.
- b) **It was resolved** to approve the end-of-year monitoring report circulated with the agenda. This was proposed by Cllr E. Houghton, seconded by Cllr R. Lea and unanimously agreed. The Chair, Cllr K. Hayes signed the report.

## 11. Update to Asset Register April 2025

The Council reviewed the updated Asset Register and **it was resolved** to approve this version, proposed by Cllr A. Taylor, seconded by Cllr P. Cocker and unanimously agreed.

## 12. Parish Clerk and Responsible Financial Officer

- a) The Clerk provided an update on the recently refurbished Chairmans Chain of office and presented it to the Council, which the Council expressed their satisfaction with the detail of the repair and refurbishment. Cllr R. Lea expressed thanks to the Clerk for taking the chain to be refurbished.
- b) The Council noted the updated valuation quote from Precious Metals for the Chairmans chain.
- c) The Council discussed and authorised the Parish Council's address being updated to Cllr R. Lea's home address, and this was unanimously agreed.
- d) The Council considered the five quotes for a new noticeboard at the Methodist Burial ground, using CIL Monies with images of the quoted noticeboards being circulated at the meeting. **It was resolved** to accept and approve the quote from Noticeboards Online dual door noticeboard with 15-year guarantee, titled header

with logo and free delivery in the amount of £1260, inclusive of VAT. The proposal was made by Cllr A Taylor, seconded by the Chair, Cllr K. Hayes and unanimously approved.

### **13. Changes to the Practitioners' Guide 2025**

The Council noted the compliance with SAPPP 2025 changes and required policy updates for auditing purposes and it was unanimously agreed that the Clerk, along with Cllr R. Lea, should generate the following policies ahead of the Annual May meeting for approval; IT Policy, Data Protection Policy, Transparency code and Website Accessibility Requirements. The Clerk updated the Council on discussions with Easy Websites regarding the implementation of .gov email addresses and that pricing would be added to the May agenda for approval. The Council also noted that James Reilly would attend the May meeting, representing Easy Websites to implement these email addresses on to Councillors devices.

### **14. Footpaths & Gardens**

Cllr P. Cocker informed the Council that FP1 had been inspected and that there was a snapped post but this has now been put back in place.

Cllr E. Houghton had received an email from a resident asking if he had received any reports regarding a fallen tree on FP12. Cllr P. Cocker attended and has looked at the trees and confirmed that they were leaning into the direction of the fields but that people can get past. Therefore, there is no obstruction to report. Cllr E. Houghton confirmed she would inform the resident about this inspection.

FP10 has a faded finger sign and FP11 has a missing finger sign, P Cocker will replace this sign and FP10. In addition, FP11 needs resurfacing and Cllr R. Lea advised he is waiting on a quote from a new contractor.

Cllr P. Cocker informed the Council that FP8 and FP26 are both in need of new posts and signs, which he will arrange.

With regards to the gardens, the Chair, Cllr K. Hayes informed the Council that the playground is now unsafe as the swing is leaning and the see-saw tyre stand has splits in the tyres, which is now causing it to touch the ground. The Chair, Cllr K. Hayes requested that the Clerk report the unsafe equipment to SRBC. Cllr E. Houghton noted that the fruit trees will need watering with the dry weather and Cllr P. Cocker noticed they have begun blossoming. Cllr R. Lea confirmed to the Council that he has been watering the fruit trees.

### **15. Community Orchard Project**

Cllr R Lea provided the Council with an update on the mowing of the Community Orchard Garden and it has now been concluded that the Village Lengthsman is happy to mow the area moving forward. The Village Hall has agreed to loan the Council their mower for now. The Village Lengthsman will invoice the Council for any petrol used in the mower.

### **16. Village Hall MUGA**

Cllr R Lea informed the Council on his discussions with the Village Hall and confirmed that they wish to postpone a consultation with surveys until September/October. This was decided due to the budget/precept for the Parish Council for the year 2026-27 being decided in December 2025. Additionally, the pickleball/tennis will be thriving by then, which will help residents decide if they want a MUGA.

### **17. Much Hoole Map with public rights of way (PROWs) and points of Interest (POIs)**

Council noted the large A3 public rights of way maps presented by Cllr R Lea, as well as the pamphlets. The Council expressed thanks to Cllr R. Lea and P. Cocker for the organisation and completion of this project.

### **18. New 115 Bus route marketing**

Council received an update from Cllr R. Lea on his discussions with both Little Hoole Parish Council (LHPC) and Longton Parish Council and he confirmed that he delivered LHPC copies of the marketing leaflets to their chairman last week. In addition, he has had conversations with a Longton Parish Councillor, who has also provided copies to for their consideration to include. The Chair, Cllr K. Hayes proposed placing copies into the local GP surgeries for residents to have access to and this was unanimously agreed

### **19. Bus Shelters in Much Hoole**

- a) Council received an update from the Clerk on discussions with SRBC for replacement bus shelters for the village. The Chair, Cllr K. Hayes proposed that if we were to replace any bus shelters, we should start with the shelter on Liverpool Road, near to the A59 due to its poor condition and to note that this should be ordered once building work had concluded on Liverpool Old Road to avoid potential damage to the new bus shelter. Council agreed that this shelter be replaced first, followed by the other two bus shelters in the village, replacing all three shelters using CIL income reserves. The Council considered the quote received from Trueform (SRBC approved supplier) in the amount of £7,221.22+VAT for one bus shelter. **It was resolved** that the quote be approved and once building work has concluded on Liverpool Old Road, the first new bus shelter should be ordered. This proposal was made by the Chair, Cllr K. Hayes, seconded by Cllr A. Taylor and unanimously approved.

- b) Cllr P. Cocker informed the Council of a bent and damaged bus stop on the A59 adjacent to Brook Lane and advised that this had been reported on the Love clean streets app due to it being pushed over at an angle. Council noted this.

## **20. South Ribble Allotments**

Council received an update from Cllr R. Lea on his discussions with Louise Davies at SRBC regarding a member of the public's request for new allotments in the area. Cllr R. Lea informed Council that they had been looking into the land at the end of Station Road that was once a rubbish tip but this was unregistered land and the owners' details are unavailable. Cllr E. Houghton advised this land is in Little Hoole and Cllr P. Cocker advised it also has methane vents over it.

Cllr R. Lea had suggested the recreational area by Northern Avenue at the far right of the football field (looking from the Community Orchard) and that this waste land might potentially be owned by SRBC but unsure as it is earmarked for a new housing development. The resident who made the enquiry advised Cllr R. Lea that he has an allotment by the flyover near Penwortham but that PCC have stated that nobody in South Ribble is authorised to have a new allotment there. Cllr R. Lea awaits confirmation from SRBC on the ownership of the various land locations named but that this continues to be an ongoing issue.

## **21. Fallen Soldiers Plaques**

The Chair, Cllr K. Hayes informed the Council that she is still populating an Excel spreadsheet with the relevant information and that this will take some further time.

## **22. Planning**

Council noted the planning application ref: 07/2025/00178/VAR. Hannings Farm Haunders Lane Much Hoole Preston Lancashire PR4 5JR. Application for the variation of Condition No.4 (Removal of PD Rights) to reinstate permitted development rights of planning permission 07/2023/00554/VAR

## **23. Items for next agenda**

- Election of Chair and Vice Chair and Declaration of Acceptance of Office forms
- Review and adoption of Standing Orders and Financial Regulations
- Review of Committees – Community Orchard project team
- Review of banking signatories
- Review of Insurance Cover
- Internal Audit
- Consideration and Approval of Annual Governance Statement (AGAR)
- Approval of Accounting Statements
- Meeting Dates for the Year
- Review and approval of Risk Assessment
- Adoption of Health & Safety Policy
- Adoption of Data protection Policy
- Adoption of IT policy
- Adoption of Freedom of information policy
- .gov email addresses – Easy Websites to attend May meeting

## **24. Date of the next meeting**

The Council unanimously agreed to the date of the **Annual May Meeting** as 7.30pm on Monday 12<sup>th</sup> May 2025 to be held at 'The Venue', Liverpool Old Road, Much Hoole.