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|  | **MUCH HOOLE PARISH COUNCIL****NOTICE OF MEETING: Annual Meeting 2 of the Parish Council & June 2024 Meeting** |
| You are hereby summoned to attend the Second Annual Meeting and the June Meeting of Much Hoole Parish Council to be held at **7.30pm** on **Monday 10th June 2024.** The meeting will be held at **The Venue** **at Hoole Village Memorial Hall**, Liverpool Old Road, PR4 5QA.  |

**AGENDA**

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| **1.** | **Apologies for Absence:** To receive apologies. Cllrs R Lea, A Taylor, E Jackson |
| **2.** | **Declaration of Interests and Dispensations:** to declare any personal or pecuniary interest in respect of matters contained in this agenda or brought up at any point in this meeting. |
| **3.** | **Minutes of the Previous Meeting:** To approve the minutes of the Council meeting held on 8th May 2024 as being true and accurate.  |
| **4.** | **Matters Arising from those Minutes not covered elsewhere on this agenda**1. To record a vote of thanks to past Chairman Cllr N. Woodcock for his three years as Chairman of this Council.
2. To record a vote of thanks to temporary Clerk P. Cafferkey for his assistance to three different clerks for Much Hoole Parish Council over the past year and to the council for the past 5 months.
3. The second picnic table at the Cycle track has been ordered by the Clerk/RFO and delivery is expected at the end of June.
4. Chairmans chain quotes – Several Jeweller’s have been contacted by the Clerk/RFO but quotes can only be obtained upon in-person inspection. Council to approve that the Clerk/RFO will arrange this.
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| **5.** | **Public Time:** To invite and listen to issues raised by members of the public. |
| **6.** | **Correspondence from members of the public**To discuss correspondence received from members of the public. |
| **7.** | **Reports from other meetings and information on Future Events**The Council will receive reports from meetings where Councilors have attended as representatives and to discuss upcoming events that Councilors will be attending as representatives.1. South Ribble Borough Council Civic Banquet 21st June 2024
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| **8.** | **Village Hall**To receive and note a report on the progress of The Village Hall.  |
| **9.** | **Off Road Cycle Track**1. To consider any updates on the Cycle track and resolve any actions required.
2. To review progress and costs incurred by Cycle Track Lengthsman C Hewitt in respect of track maintenance and improvement.
3. To record a vote of thanks to Lengthsman Chris Hewitt for his superb voluntary work at the Cycle Track this year.
4. To approve the proposal to erect two warning signs to discourage the use of E-bikes at the cycle track. Quotes have been obtained from Express Signs (£120) and Prism Signs and expected from Preston CC and have been circulated with this agenda. Total cost including erection £150.
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|  | **ANNUAL MEETING 2** |
| **10.** | **Insurance:** To resolve to accept the insurance policy schedule & associated annual premium (details attached to this agenda) negotiated and concluded by the Clerk/ RFO. |
| **11.** | **Standing Orders:** Council to approve the standing order payments for the current year.1. Easy Websites £36.96 per month
2. Bank Fees £18.00 per quarter
3. LALC Subscription £393.54 per year
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| **12.** | **Asset Register:** Council to approve the proposed asset register circulated with this agenda. |
| **13.** | **Risk Assessment:** Council to approve the proposed risk assessment for the upcoming year circulated with this agenda.  |
|  | **JUNE COUNCIL MEETING CONTINUED** |
| **14.** | **Finance**1. To sign off the Bank reconciliation for the end of May attached to this agenda.
2. To authorise the following payments:
3. AGAR External Audit invoice for 2022-23 of £252.00 - Invoice attached
4. LALC Annual Subscription Invoice of £393.54 - Invoice attached
5. Lengthsman invoice for May in the amount of £462.08 – Invoice attached.
6. Clerks May gross salary in the amount of £670.08 - timesheet attached
7. Clerks May expenses in the amount of £156.68 for mileage, printer ink and printing paper – Invoices attached
8. Temp Clerk P. Cafferkey fee for training and advice in the amount of £444.72 - Invoice attached
9. 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 - Invoices attached
10. Clerk and Councillor LALC training for Clerk A. Evans and Cllr E. Jackson for £70 – Invoice attached
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| **15.** | **Grants**  No applications received |
| **16.** | **AGAR Annual Audit 2023-24.** 1. Council to note and approve the progress and problems associated with the annual audit of the accounts for 2023-24 including timescale
2. Council to approve the appointment of a different internal auditor being Amanda Partington at a cost of £150 for the year.
3. Council to note the enormous amount of help received from Cllr R. Lea and temporary Clerk P. Cafferkey in preparing for the audit.
4. Council to approve the proposal that an Extraordinary Council meeting to be held at 7pm on Monday 24th June 2024 at the Village Hall to agree the statutory approval of the AGAR Audit submission.
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| **17.** | **Parish Clerk and Financial Officer**1. To listen to new clerk Amy Evans’ progress and plans and deal with any concerns or questions she wishes to put to the Council.
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| **18.**  | **Footpaths & Gardens**1. To receive an update on the maintenance of footpaths.
2. To review progress on discussions with South Ribble Borough Council in respect of flooding, fruit trees, a live Christmas tree and the ‘tired’ looking children’s play area at the Trafalgar Garden.
3. Council to discuss whether we should apply for the Community Orchard grant – documents attached to this agenda.
4. To record a vote of thanks to Cllr P Cocker for his work in looking after our footpaths and erecting footpath signs.
5. To record a vote of thanks to Lengthsman H Jackson for the beautiful flowers in all the planters around the village and for his new work to keep the cycle track tidy.
6. Council to resolve to apply for the annual Public Rights of Way Local Delivery Scheme for £500 - documents attached to this agenda
7. Council to resolve to apply for the annual Biodiversity Small Grant Scheme for £300 - documents attached to this agenda
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| **19.** | **A59 Crossing for road safety.** Pedestrian and cycle crossing(s) across the A59 to improve road safety. Council to consider the concerns of Cllr T Hewitt.  |
| **20.** | **Planning:** None for the period, week beginning 13 May 2024 to week beginning 10 June 2024. |
| **21.** | **Items for next agenda** |
| **22.** | **Date of Next Meeting:** To agree the date of the next Parish Council meeting being Monday 8th July to be held at The Venue, Much Hoole, PR4 4QA. |