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| **A logo of a church  Description automatically generated** | **MUCH HOOLE PARISH COUNCIL****NOTICE OF MEETING** |
| You are hereby summoned to attend the Annual May Meeting of Much Hoole Parish Council to be held at 7.30pm o **Monday 12th May 2025.** The meeting will be held at **The Venue** **at Hoole Village Memorial Hall**, Liverpool Old Road, PR4 5QA. |

**AGENDA**

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| **1.** | **Election of Council Chairman**To nominate and elect a Chair for the next 12 months and to receive the Chair’s signed Declaration of Acceptance of office form. |
| **2.** | **Election of Council Vice Chairman**To nominate and elect a Vice Chair for the next 12 months and to receive the Vice Chair’s signed Declaration of Acceptance of office form |
| **3.** | **Apologies for Absence** To receive apologies for absence. |
| **4.** | **Minutes of the Previous Meetings** To resolve to approve the minutes of the last Council meeting held on 16th April 2025 as being true and accurate. |
| **5.** | **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. |
| **6.** | **Public Time**To invite and listen to issues raised by members of the public. |
| **7.** | **Correspondence from members of the public**To discuss correspondence received from members of the public. |
| **8.** | **Standing Orders and Financial Regulations**To review and adopt the Councils Standing Orders and Financial Regulations and resolve to re-adopt and approve them without amendment. |
| **9.** | **Review of Committees**Council to agree whether to put together any committees, including whether one should be put together for the maintenance of the Community Garden. |
| **10.** | **Review of banking signatories**To review and the Councils current banking signatories and resolve to re-adopt and approve them without amendment or additions. |
| **11.** | **Employer and Public Liability Insurance cover renewal for 2025-26**1. To consider and approve the renewal of the Councils employer and public liability insurance policy for a period of 12 months at a cost of £317.00. The policy includes cover for public liability, personal accident and other standard protections - details of the renewal quote and policy schedule have been circulated with this agenda.
2. Clerk to update the Council on discussions with the insurance provider regarding cover for volunteers acting under Councils instructions, including relevant risk assessments. Council to consider any necessary action moving forward to ensure appropriate insurance arrangements are in place for volunteer work. Additionally, Clerk to confirm the personal accident cover status for the village and cycle track lengthsmen.
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| **12.** | **Internal Audit**1. To resolve to approve and sign the Annual Governance Statement for 2024-25 (section 1) received by the Clerk - details circulated with this agenda
2. To resolve to approve and sign the Accounting Statements for 2024-25 (section 2) received by the Clerk – details circulated with this agenda.
3. To resolve to approve and sign the Certificate of Exemption for AGAR 2024/2025 – details circulated with this agenda.
4. To receive the internal auditors report and recommendations and to resolve to adopt the recommended actions moving forward – details circulated with this agenda.
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| **13.** | **Council meeting dates for 2025-26**To resolve to approve the meeting dates for 2025-26 financial year being the 2nd Monday of each month. |
| **14.** | **Risk Assessment** To review and adopt the Councils Risk Assessment and resolve to re-adopt and approve it without amendment. |
| **15.** | **Adoption of Policies**To resolve to approve and the Chair to sign the following policies, circulated prior to the meeting:* IT Policy
* Freedom of Information Policy
* Website Accessibility Statement
* Communications & Email Use Policy
* Data Protection Policy
* Transparency Code
* Health & Safety Policy
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| **16.**  | **Adoption of .gov email addresses**To receive an update from James Reilly from Easy websites regarding the setup of .gov email addresses, Council to ask any questions and to formally adopt their use for official Council correspondence |
| **17.** | **Reports from other meetings and information on Future Events** Council to review any other reports from meetings where Councilors have attended as representatives and will discuss upcoming events that Councilors will be attending as representatives. |
| **18.** | **Village Hall**To receive and note a report on the progress of The Village Hall. |
| **19.** | **Off Road Cycle Track** To receive inspection reports and any updates on the Cycle track and resolve any actions required. |
| **20.** | **Finance**1. To sign off the Bank reconciliation for the month of April 2025 circulated prior to the meeting.
2. To authorise the following payments:
	1. Clerks’ April gross salary in the amount of £685.40 - Timesheet circulated with agenda
	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) – details circulated with agenda
	3. H Jackson invoice for April in the amount £136.00 – details circulated with agenda.
	4. LALC membership invoice for 2025-26 in the amount of £390.66 – details circulated with agenda.
	5. Invoice for Microsoft Office 365 from Penwortham Computers, covering a 12-month period for the Clerks laptop, in the amount of £84.99 – details circulated with this agenda
	6. Reimbursement of Ancestry website subscription fee paid by the Chair, Cllr K Hayes in the amount of £54.99 – Details circulated with this agenda.
	7. Quote from Noticeboards Online for drawing up MHPC logo in the amount of £150.00 +VAT – details circulated with this agenda.
	8. Internal auditors invoice in the amount of £150 – details circulated with this agenda
3. Standing Orders:
4. Easy Websites £64.68 per month (moving to .gov invoices) details circulated with this agenda
5. Bank Fees £6.00 per quarter
6. LALC Subscription £390.66 per year
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| **21.** | **Footpaths & Gardens**1. To receive an update on the maintenance of footpaths including work completed.
2. Council to review the Village Lengthsman’s proposal regarding FP22, approve the clearance work and discuss and approve the purchase of a brush cutter for £469.00 + VAT to facilitate the work – proposal sent with this agenda.
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| **22.** | **Grants**Council to review and consider the grant application received from PCC Hoole Parish Church for £3000 circulated with this agenda.  |
| **23.** | **Planning**1. 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
2. 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.
3. 07/2025/00259/CLD. Mill House Farm Moss House Lane Much Hoole Preston Lancashire PR4 4TE. Proposed siting of static caravan.
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| **24.** | **Items for next agenda** |
| **25.** | **Date of Next Meeting** The Parish Council to agree the date of the June Meeting as 7.30pm on Monday 9th June 2025 to be held at ‘The Venue’, Liverpool Old Road, Much Hoole. |