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**Minutes of Much Hoole Parish Council meeting held on Monday 9<sup>th</sup> March 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), E. Houghton, R. Lea, E. Jackson, P. Cocker, T. Hewitt, P. Fox, and Clerk Miss A. Evans

**1. Apologies for Absence**

Cllr A. Taylor

**2. Declaration of Interest and Dispensations**

Cllr 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 MHPC meeting held on 9<sup>th</sup> February 2026 were agreed to be a true and accurate record. Proposed by Cllr E. Houghton, seconded by Cllr R. Lea and agreed unanimously. The Chair signed the minutes.

**4. Public Time**

The Chair opened Public Participation at 19:33pm.

A member of the Little Hoole Primary School PTA team attended the meeting to discuss a grant application sent previously for school ground improvements in the amount of £1000.00. The grant would enable skilled people to use diggers to level the ground, clean and tidy the grounds. The pond area is currently not safe enough and they would like to create a forest school at the back of the site. It was agreed that the Clerk will chase the headteacher for updated figures and include the grant application on the April agenda.

Public Participation closed at 19:40pm.

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

Two items of correspondence were received from members of the public:

- A resident wrote regarding concerns about the condition of the children's playground. The Council noted the correspondence and agreed the matter would be discussed at the April meeting, when SRBC have scheduled the equipment to be cleaned and repainted.
- A resident requested the installation costs for the SPID project discussed at the February meeting and details of the source of the quoted information. The Clerk provided the requested information.

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

Cllr E. Houghton reported on the LALC Executive Meeting held on 28 February 2026. Key items included local government reorganisation consultations, LALC's current financial position, and an increase in NALC membership fees.

**7. Village Hall**

Cllr E. Houghton reported that coffee mornings are becoming increasingly popular, along with all activities.

**8. Off Road Cycle Track**

Cllr E. Jackson reported that the Village Lengthsman had collected a considerable amount of litter and photographs were presented to the Council. Cllr R. Lea will confirm the inspection rota with Cllr A. Taylor. Cllr T. Hewitt advised that annual maintenance work on the cycle track may not take place in April, although this is to be confirmed.

## 9. Finance

- a) **It was resolved** to sign off the Bank reconciliation for the month of February 2026, signed by Cllr P. Fox and unanimously agreed.
- b) **It was resolved** to approve the following payments, proposed by Cllr E. Houghton, seconded by the Chair, and unanimously agreed:

No	Inv Date	Payee Name	Value	Description of goods
1.	02/2026	Amy Evans (Clerk)	£501.83	Clerks February salary.
2.	15/02/2026	Amy Evans (Clerk)	£5.00	Clerks February reimbursements for PAYG SIM for Clerks number.
3.	02/2026	Amy Evans (Clerk)	£27.82	Clerks February reimbursement for mileage.
4.	02/2026	Harry Jackson	£56.00	Lengthsman February invoice
5.	16/01/2026	Preston City Council	£120.00	Calendar printing invoice shortfall

## 10. Financial Monitoring Report 2025/26 (Year-to-Date)

The Clerk presented the Financial Monitoring Report for 2025/26 outlining the Council's financial position as at 28 February 2026 and the forecasted position at the end of the financial year on 31 March 2026. The report was noted.

## 11. Clerks Training

**It was resolved** to approve the retrospective cost of training for the Clerk in the amount of £36.00. This was proposed by Cllr R. Lea, seconded by Cllr T. Hewitt, and unanimously agreed.

## 12. Maternity Leave Arrangements

- a) Council noted the Clerk's maternity leave from 1 June 2026, with the expected return date of 1<sup>st</sup> January 2027.

**It was resolved** to approve the following items, proposed by the Chair, seconded by Cllr T. Hewitt, and unanimously agreed:

- b) The appointment of Paul Cafferkey as Locum Clerk for the period of maternity leave.
- c) The change of council meeting dates to the 2nd Wednesday of each month, to be held in the meeting room at Hoole Village Memorial Hall.
- d) The Locum Clerk taking full responsibility for administrative duties, including meetings, agendas, correspondence, minutes, and preparation of the 2027–28 budget and precept.
- e) The current Clerk undertaking essential financial duties and preparing agendas on agreed Keeping In Touch (KIT) days, including payroll, raising invoice payments, quarterly finance monitoring, and VAT submissions during maternity leave.
- f) The Locum Clerk having full access to the Clerk's email inbox to monitor and respond to correspondence.
- g) The Locum Clerk posting agendas and minutes on the parish noticeboards and retaining the noticeboard keys for this purpose, and updating the website.

## 13. Much Hoole business directory of services & suppliers

**It was resolved** to approve the associated costs of design and printing in the amount of £35+VAT for one hour of design work by Sprint Print and £320+VAT for 1200 printed copies. Proposed by the Chair, seconded by Cllr E. Jackson and unanimously agreed.

## 14. Bus shelter replacement

The council noted the Clerks update that the bus shelter is in production and that the logo will be on the glass side panel of the shelter, facing externally.

## 15. Footpaths & Gardens

- a) There has been no maintenance completed on the footpaths.

b) Cllr E. Jackson informed council that the village lengthsman will clean the boundary stone in the next few weeks when the weather is dryer.

**16. Local Government Reorganisation - statutory consultation**

Council noted the Government consultation on proposals for new unitary councils in Lancashire and agreed that Cllr R. Lea will review the information provided and submit a response if appropriate.

**17. Lancashire Volunteer Partnership – Potential Community Projects**

Council noted the LCC initiative offering volunteer teams for one-off local projects and agreed not to proceed.

**18. Planning**

Council noted planning applications 07/2026/00061/DIS and 07/2026/00116/NOT, and had no comments to make.

**19. Items for next agenda**

Approval of CIL monitoring report for 2025-26  
Update on Fallen Soldiers Plaques project  
Update on repainting the Playground  
Update on design of business directories.  
Update on bus shelter  
Little Hoole Primary School grant application

**20. Date of the next meeting**

The Council unanimously agreed to the date of the next meeting being held on Monday 13<sup>th</sup> April 2026 at 7.30pm at The Venue, Hoole Village Memorial Hall, Liverpool Old Road, Much Hoole, PR4 4QA. The meeting closed at 20:22pm.