



MUCH HOOLE PARISH COUNCIL

NOTICE OF MEETING

You are hereby summoned to attend the September Meeting of Much Hoole Parish Council to be held at 7.30pm on **Monday 8th September 2025**. The meeting will be held at **The Venue at Hoole Village Memorial Hall**, Liverpool Old Road, PR4 5QA.

AGENDA

1.	Declaration of Acceptance of Office To receive and witness the signing of the Declaration of Acceptance of Office by Paul Fox, following his co-option to the parish council.
2.	Apologies for Absence To receive apologies for absence.
3.	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.
4.	Minutes of the Previous Meetings: To resolve to approve the minutes of the last Council meeting held on 14 th July 2025 and extraordinary council meeting held on the 21 st July 2025, as being true and accurate.
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 a) Council to review any other reports from meetings where councillors have attended as representatives and discuss any future events. b) Council to note the Lancashire Parish and Town Council Conference on 1 st November 2025 and approve Cllr R Lea to attend on Council's behalf.
8.	Village Hall To receive and note a report on the progress of The Village Hall.
9.	Off Road Cycle Track To receive inspection reports and resolve actions required.
10.	Finance a) To sign off the Bank reconciliation for the months of July and August 2025 circulated prior to the meeting. b) Council to note the bank transactions that left the account in the months of July & August as per the bank reconciliation. c) To authorise the following payments (all details circulated with agenda): 1. To retrospectively approve the payment of the Clerk's July salary in the amount of £555.03, which was processed in August in accordance with employment obligations and HMRC requirements. 2. Clerks' August gross salary in the amount of £293.65 3. Clerks July reimbursements in the amount of £52.32 (£47.32 for mileage and £5.00 for Lebara PAYG Sim) 4. Clerks backpay in the amount of £71.75 5. Clerks August reimbursements in the amount of £5.00 for Lebara PAYG Sim 6. Lengthsman H Jackson's invoice for July in the amount of £362.04 (£240 for hours worked and £122.04 invoices) 7. Lengthsman H Jacksons invoice for August in the amount of £256.00
11.	Annual review of Clerks salary Council to undertake the 12-month review of Clerks salary level.
12.	Footpaths & Gardens a) To receive an update on the maintenance of footpaths including work completed. b) Council to discuss any updates or suggestions to tackle ongoing flooding issues on Smithy Lane.
13.	Review & Amendment to Council Policies a) Freedom of Information Policy • To resolve to approve the removal of the £10 disbursement fee, in line with current legislation. b) Standing Orders • Addition of the following clause to delegate authority for urgent decisions:

	<p><i>"In cases where urgent decisions are required before the next full Council meeting, the Clerk, in consultation with the Chair, is delegated the authority to make decisions or submit responses on behalf of the Council, provided the decision reflects the Council's previously agreed position or established policy. This may include, but is not limited to, responses to planning applications, where a deadline falls prior to the next meeting. Any decision made under delegated authority must be reported to and formally ratified by the full Council at the next scheduled council meeting."</i></p> <p>c) Communications and Email Use Policy</p> <ul style="list-style-type: none"> • Addition under Section 3 (<i>Agendas for Council</i>): <i>"Any member of the public wishing to have an item included on the council agenda must provide at least 7 days' notice. Inclusion of the item is at the discretion of the Clerk and the Chair."</i>
14.	<p>Budget Monitoring Quarterly Statement Council to review the council's financial position and budget monitoring report for the quarter, ensuring expenditure is on track and any variances are considered.</p>
15.	<p>Annual Review of Internal Audit Effectiveness To conduct and formally approve the annual review of the effectiveness of the council's internal audit arrangements, as recommended by the Internal Auditor.</p>
16.	<p>Parish Council .gov email addresses To review reported access and user issues with the councils .gov email addresses, note the support available from Easy Web sites and agree on any actions required.</p>
17.	<p>Newsletter To approve the final version of the parish council annual newsletter and authorise printing and distribution.</p>
18.	<p>Update on New Noticeboard Delivery and Erection To receive an update on the delivery and quality of the new noticeboard and to consider any actions required due to dissatisfaction with the product supplied.</p>
19.	<p>Crime prevention in Much Hoole</p> <ol style="list-style-type: none"> a) Clerk to provide an update following submission of Council's letter to the Lancashire Police Crime Commissioner and to approve future actions. b) To consider quotations received for the purchase of speed indicator displays (battery & solar powered) and agree a supplier.
20.	<p>Much Hoole business directory of services & suppliers</p> <ol style="list-style-type: none"> a) Clerk to provide update on discussions with Little Hoole Parish Council regarding collaborating on this project. b) Council to review and agree the plan going forward.
21.	<p>Fallen Soldiers Plaques Council to receive an update from the Chair, Cllr K. Hayes, on the progress of collecting data for the fallen soldiers of Much Hoole.</p>
22.	<p>A59 crossing</p> <ol style="list-style-type: none"> a) Clerk to provide update on discussions with Little Hoole Parish Council regarding collaborating on this project. b) Council to receive an update from Cllr T. Hewitt and the Chair, Cllr K. Hayes on the letter to LCC.
23.	<p>Community Orchard Council to receive a report on the state of the fruit orchard at the end of the summer.</p>
24.	<p>Devolution and Local Government Council to discuss the content of a letter re: devolution and local government to South Ribble MP Paul Foster.</p>
25.	<p>Planning 07/2025/00647/DIS. 198B Liverpool Old Road, Much Hoole, Preston, Lancashire PR4 4QB. Discharge of conditions 7, 9–11 and 17 (Plot 2 only) pursuant to permission 07/2021/01001/FUL for erection of 3 no. detached dwellings and associated garages. Neighbour consultation expiry date: <i>Not listed</i> Standard consultation expiry date: <i>Not listed</i></p>
26.	<p>Items for next agenda</p>
27.	<p>Date of Next Meeting The Parish Council to agree the date of the October Meeting as 7.30pm on Monday 13th October 2025 to be held at 'The Venue', Liverpool Old Road, Much Hoole.</p>