



**Minutes of the Parish Council meeting held on
11th April 2018 at 7.30pm at the
Methodist Church, School Room, Moss House Lane**

Present; Cllrs E Houghton (Chairman), M Gelder, N Woodcock, R. Gelder, T Brown, D Fenton

In attendance R Weaver, Clerk to the Parish Council

1. Apologies for Absence

Apologies were received from Cllr Taylor

2. Declarations of Interest and Dispensations

Cllrs Houghton and Brown declared an interest in Item 9 regarding the Village Hall for which dispensation has been granted. Cllr M. Gelder declared an interest in respect of item 7d

3. Minutes of the last meeting held on 14th March 2018.

After some discussion over the appropriate level of detail required in the minutes, **It was resolved** to sign the draft Minutes of the meeting as an accurate record

4. Vacancy for Councillor

The meeting was informed that no requests for an election had been made to South Ribble Borough Council and therefore the Council could proceed by way of co-option. The process for this is asking any interested party to contact the Clerk with a summary of their experience and reasons for their interest in taking a seat at the Council. Any such expressions of interest will be brought to the next meeting for consideration and those asking to be considered would be invited to attend and address the meeting.

5. Adjournment for Public Time

The meeting was adjourned. One member of the public was present. The current casual vacancy on the Parish Council was raised by the person present who expressed an interest and asked further questions about the vacancy and the process for filling it.

6. Off Road Cycle Track

It was reported that the grass had been cut, although the contractor appears to have started work prior to being tasked to do so. It was noted that work in previous years usually commenced at this time of year. It was proposed **and resolved** that the Clerk should be given delegated authority to speak to the contractor and research and review the terms under which he undertakes grass cutting and if necessary revise them so as to establish clarity for the benefit of the Council and the contractor.

7. Finance

It was **resolved** to authorise the following payments

Chq 554	HMRC PAYE	£50.00
Chq 555	PR Weaver Clerk salary and expenses	£253.15
Chq 557	Rufford Printing Company for newsletter	£110.00
Chq 558	J. Bannister Grass cutting and strimming	£80.00

Councillor M. Gelder withdrew from the meeting during the discussion regarding payment of LALC subscriptions took place. It was **resolved to authorise the following payment**

Chq 556	LALC subscription	£280.17
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Councillor M Gelder returned to the meeting

7. continued....

The bank reconciliation which shows the cashbook totals against the bank statements was presented to the meeting. It was noted that whilst the totals are properly reconciled, the funds held in the CCLA were shown in the cashbook as 'expenditure' when in fact that sum had not been 'spent', but simply transferred into another type of account held by the Council. This is a result of the way the cashbook is set up which includes the transfer of funds in calculations of expenditure. With this point of clarification, it **was resolved** to accept and sign the bank reconciliation.

In accordance with standing orders, a summary of all cheques issued to the value of £100 or more was presented to the Councillors at the meeting. The information provided will be reproduced on the website.

A comparison summary of costs / spending in 2017-18 compared to 2016-17 was discussed and it was noted that the Clerk will reconfigure and simplify the cash book and cost centres for 2018-19 to reflect allocation of funds within the 2018-19 budget.

It was noted that the finances will shortly be subject of internal audit

8. Community led projects

a) It was noted that the newsletter has been distributed which contains details of how residents can express their views on the funds allocated for village improvements. The website has also been updated. Some emails have already been received and a collection box is in place at the local shop. Notice boards have similar information displayed.

It was **resolved** that a deadline for taking receipt of suggestions be set and advertised, in time for the June meeting to consider suggestions about how the monies should be spent.

It was **resolved** that the Clerk should obtain information about adult outdoor gym equipment and the maintenance/insurance issues that would be relevant to the Council if funds were allocated to provide such equipment.

b) The discussion about taking a stand at the forthcoming Village Hall fair to promote the village improvement funds was deferred until the next meeting

9. Much Hoole Village Hall update

There were no substantial updates other than to report that a potential funding stream would be inviting applications at the end of April with a 60 day period to submit bids and further information would be forthcoming at future meetings

10. Update on Trafalgar Gardens

The conditions in the Trafalgar Gardens remain very wet and the condition of some of the trees and shrubs is continually monitored.

11. Newsletter Printing and distribution arrangements

The newsletter has been printed and distribution is very nearly complete. Cllr Gelder stated that there will be a small invoice from LALC to cover the costs of the Village Improvement Fund insert.

12. Planning Applications

The meeting was adjourned briefly while a member of the public provided some information on some of the planning procedural terms. On resumption of the meeting the planning applications were noted.

13. St Georges Day flowers

It was **resolved** that Cllr R Gelder should obtain roses for St Georges Day and present an invoice for re-imburement

14. Grass cutting and planting

It was agreed that all relevant issues had been covered in other parts of the agenda

15. Training

It was noted that the Clerk is about to commence previously approved CILCA training.

It was **resolved** that Cllr N Woodcock attend the forthcoming Planning training if the dates are suitable for him to attend.

16. Pot holes

Councillors were provided with a briefing note on the policy that LCC adopts in relation to repairing potholes. The meeting was adjourned briefly while a member of the public provided some additional information on this subject.

The meeting was recommenced.

17. Local Meetings

a) There were no reports from local meetings.

b) It **was resolved** that Cllr Houghton and Cllr R Gelder attend the LALC conference

18. Potential impact of GDPR on Parish Councils

Cllr M Gelder stated that the implications for Parish Councils is not yet clear and that the LALC conference may have some further information. The need for a data protection officer for parish Councils and who should perform that role is still under discussion. In the meantime, Much Hoole Councillors and the Clerk should note the general requirement to recognise their responsibilities to protect personal data which they may hold in the course of their Council duties.

19. Items for next agenda

Filling Casual vacancy

Parish Council stand at Village Hall Spring Fair

Internal audit

14. The date of the next meeting was set for Wednesday 9th May at 7.30pm. The meeting will incorporate the Annual Parish Council meeting.