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|  | **Draft Minutes of Much Hoole Parish Council meeting held on Monday 9th September 2024 at 7.30pm at The Venue, Hoole Village Memorial Hall, Much Hoole.** |

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**Present:** Cllrs A. Taylor (Chairman), R. Lea, N. Woodcock, E. Houghton, P. Cocker, Clerk Miss A. Evans

1. **Apologies for Absence**

Cllrs K Hayes, E Jackson, T Hewitt

1. **Declaration of Interests and Dispensations:**

Cllr E. Houghton and Cllr A. Taylor declared a non-pecuniary interest in agenda item 8.

1. **Minutes of the previous Meeting**

The minutes of the MHPC meeting held on the 8th July 2024 were agreed to be a true and accurate record. The minutes were signed by the Chairman and agreed unanimously.

1. **Public Time**

Public Participation: Two members of the public were present at the meeting.

**Agenda Availability**: A member noted that the agenda was not visible online before the meeting. The Clerk confirmed the agenda was uploaded but acknowledged technical issues with document uploads. The Clerk will investigate further.

**Footpath FP27 Access**: Concerns were raised about large wooden gates blocking access to FP27, with no signage for the public footpath. Cllr P. Cocker proposed sending a letter to the landowner, and Acting Chair A. Taylor decided to defer the discussion to item 14.

**Landowner and Building Concerns**: The same member raised issues about a large building by FP27, possibly exceeding development limits, and helicopter activity. The Council agreed to review these concerns and consider including them in the next meeting’s agenda. Further concerns about noise and impacts on nearby properties were also acknowledged.

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

None.

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

The Council noted that Cllr E. Houghton has retired from the LALC Executive Committee, and a vote of thanks was recorded.

Regarding the Village Hall, it was noted that the South Ribble bus will be available from 2-6 pm to provide advice and support to residents.

1. **Village Hall**

A report on the Village Hall was received, noting that the hall is in use most days. The recent Classic Vehicle Show raised over £2,000. Richard Lea's 60s Music Night raised £750, with £400 donated to St. Catherine's Hospice and £300 going towards the Village Hall's MUGA. Coffee mornings remain very busy, and all regular activities are well attended. The front of the Village Hall has been tidied with wood chips and bark, and planters are being considered next. Local lunches continue to attract around 80 attendees, and Billie's Café is thriving, becoming well-known for its good food.

1. **Financial Regulations**

Cllr R. Lea reported that the new NALC financial regulations, issued in June, are substantially different from the Council’s current regulations. The new regulations include 20 sections, while the Council’s version has 14. Cllr R. Lea recommended reviewing and updating our regulations to ensure consistency with the new ones. It was resolved that the Clerk and Cllr R. Lea will review and update the financial regulations, with this being added to the next meeting's agenda. The proposal was made by Acting Chair Cllr A. Taylor, seconded by Cllr E Houghton, and unanimously agreed.

1. **Confirmation of Authorised Signatures with Unity Trust Bank**

a) The Clerk presented a written instruction to Unity Trust Bank capturing the up-to-date signature of Cllr N. Woodcock. It was resolved that Cllr N. Woodcock's signature instruction was completed, with Cllr R. Lea and the Clerk, A. Evans, countersigning.

b) The changes regarding Cllr K Hayes number and Cllr P. Cocker being added were also noted.

1. **Off Road Cycle Track**

a) The Council noted the erection of three new warning signs at the cycle track, as required. Cllr R. Lea informed that an invoice for the posts will be presented at the next meeting.

b) The Council received inspection reports and updates on the cycle track. A hole in the track was reported and has been fixed by Cllr A. Taylor on the same day.

1. **Finance**
2. The Bank reconciliation for the month of July and August 2024, was agreed to the bank statements and was signed by Cllr E Houghton.
3. It was resolved to approve the following payments, proposed by Cllr E Houghton, seconded by Acting Chair Cllr A Taylor and unanimously agreed:
4. Lengthsman H Jackson invoice for July and August in the amount of £509.85
5. Clerks July and August gross salary in the amount of £461.78 (£256.44 and £205.34)
6. Clerks July and August Expenses for mileage in the amount of £41.54 (£18.92 and £22.62)
7. It was proposed by Acting Chair Cllr A Taylor that the Burial Ground maintenance grant for the years 2023 and 2024 in the amount of £1000 be paid. This was seconded by Cllr R Lea and unanimously agreed.
8. **Budget Monitoring Quarterly Statement**

The Council reviewed expenditure against the budget to date for five budget headings where spending is significantly below expectations, as detailed in the circulated figures. Acting Chair Cllr A. Taylor noted that the Village Hall may be applying for potential grants. The Council also discussed the 'community projects' budget and whether purchasing orchard trees to plant in the coming months should be considered. It was resolved to add the purchase of orchard trees to the agenda for the next meeting.

1. **Parish Clerk and Financial Officer**
2. The Council noted that the Clerk had amended the AGAR public notice and published it on the website with an explanation
3. The Clerk provided an update on quotes for the refurbishment of the Chairman’s chain of office. A company in Holmeswood provided a verbal quote of £72, which covers only engraving and excludes cleaning or ribbon changes. It was resolved that the Clerk will take the Chairman’s chain to Ged Collins in Brierfield for a further quote. The proposal was made by Acting Chair Cllr A. Taylor, seconded by Cllr E. Houghton, and unanimously agreed.
4. **Footpaths & Gardens**

a) The Council received an update on footpath maintenance and noted the following:

* Cllr P. Cocker and the Lengthsman installed two handrails on FP20. FP25 has had two new signposts erected. The remaining signposts were delivered to Cllr A. Taylor.
* Cllr R. Lea advised that a handrail is needed on FP19 over a ditch, with a wooden plank currently in place. Cllr P. Cocker will assess the situation and consider options for a proper solution.
* Cllr P Cocker confirmed that a new sign will be installed on FP8, as the current one is not visible.
* It was resolved to draft a letter to the landowner regarding access to Footpath FP27, with this to be discussed further at the next meeting. The proposal was made by Cllr P. Cocker, and the Council unanimously agreed.
* FP11: The second phase of work was scheduled for the last week of August but has been deferred. This is to be discussed at the next meeting.
* Cllr P Cocker suggested the possibility of creating a pamphlet to distribute at events for a small charge, to be included as an agenda item at the next meeting.

b) The Council reviewed progress on discussions with South Ribble Borough Council regarding an access gate to the community garden, as outlined in the email from Louise Davies at SRBC. The Clerk will follow up to confirm timeframes. An update has been received and previously sent to councillors, indicating that gate access is on the list for action but there is a backlog.

1. **Annual Newsletter**

It was resolved to approve the payment for printing the newsletter in the amount of £377.50 and its distribution to all homes in Much Hoole. The proposal was made by Acting Chair Cllr A. Taylor, seconded by Cllr P. Cocker, and unanimously agreed. A vote of thanks was recorded for Cllr R. Lea’s hard work, and the Council expressed satisfaction with the appearance and content of the newsletter.

1. **Charity Cycle Ride in memory of Russ Weaver**

It was resolved to approve a donation of £200 for the charity cycle ride in memory of Russ Weaver, to St Catherine’s Hospice via Justgiving. The proposal was made by Cllr E. Houghton, seconded by Acting Chair Cllr A. Taylor, and unanimously agreed.

1. **Fallen Soldiers Plaques**

The Council discussed the proposal to place fallen soldiers' plaques on properties in the village. Cllr N. Woodcock provided an update, confirming that discussions with the Croston historian are ongoing.

1. **Community Orchard Grant**

The Council received an update via email from Cllr T. Hewitt regarding the grant application for the Community Orchard. Cllr Hewitt is nearing completion of the application, and the Clerk has volunteered to assist.

1. **Planning**

None received.

1. **Items for next agenda**
2. Review and approval of the draft letter to the landowner adjacent to Footpath FP27 regarding blocked access.
3. Financial regulations – update from Cllr R Lea and Clerk A. Evans on progress of updated MHPC Financial regulations.
4. Quarterly Budget Monitoring Statement for the council to review
5. Community projects – purchasing orchard trees using budget
6. Chairmans chain quote
7. Footpath map pamphlets
8. Fallen Soldiers Plaques
9. **Date of the next meeting**

The date of the next meeting will be held on Monday 14th October 2024 at 7.30pm at The Venue, Hoole Village Memorial Hall, Liverpool Old Road, Much Hoole, PR4 4QA.