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| |  |  | | --- | --- | |  | **Draft Minutes of Much Hoole Parish Council meeting held on Monday 14th October 2024 at 7.30pm at The Venue, Hoole Village Memorial Hall, Much Hoole.** | |  |
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**Present:** Cllrs K Hayes (Chair), A Taylor, R. Lea, E. Jackson, E. Houghton, P. Cocker, Clerk Miss A. Evans

1. **Apologies for Absence**

Cllrs N Woodcock and 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**

It was resolved that the minutes of the MHPC meeting held on the 9th September 2024 were agreed to be a true and accurate record. The minutes were signed by the Cllr A. Taylor as acting Chairman of the September meeting and agreed unanimously.

1. **Public Time**
2. Public Participation: One member of the public was present at the meeting to observe
3. The council reviewed concerns regarding potential development limit exceedance, helicopter activity, noise issues, and their impact on nearby properties brought up in public time at the last two meetings. It was agreed that these matters fall outside the council's jurisdiction until a planning issue is formally raised. The council will discuss footpath concerns separately, but noise issues remain outside their jurisdiction.
4. **Correspondence from members of the public.**

The council discussed a request from the public concerning the extension of a bus route through Much Hoole to Leyland. It was unanimously agreed that Cllr R. Lea would investigate the matter with the Highways team at LCC and Stagecoach on the council's behalf and the council discussed the possibility that developers may contribute funds for new bus routes as part of sustainable transport links, which Cllr R. Lea will further explore.

1. **Reports from other meetings and information on future events**
2. The council received a report from Cllr A. Taylor regarding the Western Parishes meeting held at Hutton. Cllr A. Taylor attended to explore potential funding for the Multi-Use Games Area (MUGA), and the outcome indicated that assistance would be provided where possible. He participated in the meeting in his dual capacity as a management group member of the village hall and as a parish councillor.
3. The council unanimously authorised attendance of Cllrs E. Houghton and R. Lea at the LCC Parish & Town Council Conference on 2nd November 2024.
4. **Village Hall**

The council noted Cllr A. Taylor's report on the village hall for the past month. All normal activities are well attended, and financial viability remains on track. The management group is continuing to work on the MUGA, with costings for phase one estimated at around £180,000 plus VAT. The issue of VAT is still under consideration. Phase one will focus on the games area and fencing, while phase two will include the new pavilion.

1. **Review and Authorisation of Updated Financial Regulations**

The council reviewed the updated Financial Regulations proposed by Cllr R. Lea and the Clerk/RFO. It was resolved to adopt the updated Financial Regulations, which will be added to the MHPC website. The regulations had been circulated prior to the meeting. A vote of thanks was recorded, proposed by E. Houghton and seconded by Chair Cllr K. Hayes, and unanimously agreed.

1. **Off Road Cycle Track**

The council received updates on the cycle track inspections. It was noted that littering has become an issue, although the track is being well used. Inspections are conducted a minimum of three times a week on a rota basis. The council resolved to add Cllr R. Lea to the inspection rota.

1. **Finance**
2. The Bank reconciliation for the month of September 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 Cllr R. Lea and unanimously agreed:
4. Lengthsman H Jackson invoice for September in the amount of £96.00
5. Clerks September gross salary in the amount of £279.26 – 18.36 hours work.
6. Clerks September Expenses in the amount of £43.15 (£24.38 for mileage & £18.77 for printer ink)
7. Preston City Council printing invoice for Much Hoole Parish Maps in the amount of £42.00

It was resolved to approve the following payments, proposed by Cllr E. Houghton, seconded by Chair Cllr K. Hayes and unanimously agreed:

1. Cllr R. Lea payment for cycle track posts and post mix for three new signs in the amount of £23.10 (4 posts at a cost of £11.28 and postcrete mix at a cost of £11.82)
2. PKF Little John External Auditor invoice for AGAR Audit in the amount of £252.00
3. **AGAR (Annual Governance & Accountability Return 2023-24)**

**(**a & b) The council noted and approved the external auditor's report and certificate. Additionally, the council noted and approved the Notice of Conclusion of the AGAR audit for 2023-24. The resolutions were proposed by Cllr R. Lea, seconded by Cllr A. Taylor, and were unanimously agreed.

1. The council unanimously agreed the reappointment of the same internal auditor for the 2024-25 AGAR audit for MHPC, as previously engaged for the prior audit.
2. **Budget Monitoring Quarterly Statement**

The council discussed and unanimously agreed to approve the Budget Quarterly Monitoring Statement circulated with the agenda. It was noted that some spending budgets, particularly for community projects, have not been met. The council resolved to obtain quotes for fruit trees for the community garden, with an initial budget of around £500. It was also noted that 50% of the financial year has passed, yet 66% of the budget remains unspent, and the cycle track lease invoice has not yet been received. Lengthsman spends will be separated to include community projects, and the village hall may request funding for planters in the future.

1. **Parish Clerk and Financial Officer**

The Council noted that the Clerk had sent the application for the Lancashire community orchard Grant and unanimously agreed that an update on the decision be chased.

1. **Grant to St Michael’s Church, Hoole**

It was resolved that the clerk will write to the church to clarify the usage of the annual £500 burial ground maintenance grant. The communication will specifically highlight that the grant can only be spent of the maintenance of the burial ground and that confirmation of the same be provided by the church at the end of the year.

1. **Chairmans Chain of Office**

The council reviewed and approved the refurbishment quote received from Kraftwork. It was resolved to proceed with the modification of the existing chain, pendant restoration, and replacement case, totalling £770 (exclusive of VAT). The council noted that VAT would be added to this amount, and the total cost including VAT will be confirmed in future communications. The proposal was made by Cllr R. Lea and seconded by Cllr A. Taylor. The resolution was unanimously agreed.

1. **Footpaths & Gardens**
2. Cllr P. Cocker reported that the village lengthsman has repaired the rotten stile on FP28. Improvements for FP11 have not yet commenced concerning the second phase of resurfacing. The council noted that Cllr R. Lea is actively pursuing updates from the groundswork company.
3. The council reviewed and approved the draft letter to the landowner adjacent to Footpath FP27 concerning the complaint about blocked access from the previous meeting. It was resolved that Cllr A. Taylor will hand-deliver the letter along with Cllr P. Cocker. The council noted that a similar issue remains with FP12, where access is restricted, and Chair Cllr K. Hayes will follow up with Lancashire County Council on this matter.
4. The council reviewed the email from Louise Davies at South Ribble Borough Council concerning the installation of an access gate to the community garden. It was noted that the Clerk will continue to seek monthly updates on the matter, to which the council unanimously agreed.
5. **Charity Cycle Ride in memory of Russ Weaver**

It was resolved to approve the reimbursement of £200 to Cllr R. Lea for a donation made via Just Giving, as bank card payments are required and MHPC does not use a debit card. The proposal was made by Chair Cllr K. Hayes and seconded by Cllr E. Houghton. The motion was unanimously agreed upon.

1. **Footpath map pamphlets**

The council discussed the creation and distribution of footpath map pamphlets in the village. Cllr P. Cocker presented the pamphlet from Euxton Parish Council, which effectively shows the footpaths in the area. It was resolved that the Clerk will contact Euxton's Clerk for details regarding their map printer and all other relevant details. The council also agreed to include other nearby parishes in the pamphlets.

1. **Fallen Soldiers Plaques**

This item was deferred to the next meeting due to Cllr N. Woodcock's absence.

1. **Much Hoole Halloween Decoration Competition**

It was resolved to approve a £50 prize fund for the Halloween Decoration Competition, consisting of five £10 sweet boxes. The competition will run from 15th October to 3rd November 2024. Proposed by Cllr E. Houghton, seconded by Cllr R. Lea. Unanimously agreed.

1. **Poppy Wreath**

It was resolved to approve the purchase of a wreath from the Royal British Legion for Remembrance Sunday, within the budgeted amount of £100. The Clerk will contact the church to inquire if they have a wreath for MHPC; if not, the council will proceed with the purchase. The budget also includes two wooden crosses with poppies. Proposed by Cllr A. Taylor, seconded by Cllr E. Jackson. Unanimously agreed.

1. **Christmas Trees**

It was resolved to approve the purchase of two appropriately sized Christmas trees for the Village Hall and Trafalgar Garden, within the budgeted amount of £300. Cllr R. Lea will provide details for previous provider. Proposed by Cllr K. Hayes, seconded by Cllr A. Taylor. Unanimously agreed.

**23. Planning**

The council noted the discharge of conditions 3 (Surfacing) and 8 (Lighting) for planning approval 07/2022/00948/FUL at 94 Liverpool Old Road, Much Hoole, Preston, Lancashire PR4 4QA (reference: 07/2024/00722/DIS).

1. **Items for next agenda**

Bus route response from LCC – Updates from Cllr R. Lea

Approval of real live Christmas trees for next year

Fallen soldiers plaques

Bus Shelters in Much Hoole

Purchase of Fruit Trees

1. **Date of the next meeting**

The date of the next meeting will be held on Monday 11th November 2024 at 7.30pm at The Venue, Hoole Village Memorial Hall, Liverpool Old Road, Much Hoole, PR4 4QA.