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| **A logo of a church  Description automatically generated** | **MUCH HOOLE PARISH COUNCIL****NOTICE OF MEETING** |
| You are hereby summoned to attend the April Meeting of Much Hoole Parish Council to be held at 7.30pm on **Wednesday 16th April 2025.** The meeting will be held at **The Lodge** at St Michaels and All Angels Church, Liverpool Old Road, PR4 5JQ. |

**AGENDA**

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| **1.** | **Apologies for Absence**To receive apologies for absence. |
| **2.** | **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. |
| **3.** | **Minutes of the Previous Meetings:** To resolve to approve the minutes of the last Council meeting held on 10th March 2025 as being true and accurate.  |
| **4.** | **Public Time**To invite and listen to issues raised by members of the public. |
| **5.** | **Correspondence from members of the public**To discuss correspondence received from members of the public. |
| **6.** | **Reports from other meetings and information on Future Events** 1. Council to review any other reports from meetings where Councillors have attended as representatives
2. Council to receive an update from Cllr R. Lea on the South Ribble Borough Council 50th anniversary awards evening and his acceptance of the volunteer of the year award.
3. Council to discuss what is appropriate to recognise VE 80 day and to note the “VE Night Celebration” being held at The Venue, Hoole Village memorial Hall on Friday 9th May 2025.
4. Council to note the upcoming SRBC VE Day 80 Commemorations event held on Thursday 8th May 2025 for the 80th anniversary of Victory in Europe day (VE Day), Beacon Lighting- from 9pm, Hope Terrace, Lostock Hall – details circulated prior to the meeting
5. Council to note the upcoming LALC conference on 7th June 2025 at the Delta Marriott Hotel in Preston and approve the attendance cost of £50.00 per Councillor for attendance, proposed budget for the event is set at £100, allowing the attendance of two Councillors – details circulated prior to the meeting.
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| **7.** | **Village Hall**To receive and note a report on the progress of The Village Hall. |
| **8.** | **Off Road Cycle Track** To receive inspection reports and the report from Lengthsman C Hewitt (circulated with this agenda) and resolve actions required. |
| **9.** | **Finance**1. To sign off the Bank reconciliation for the month of March 2025 circulated prior to the meeting.
2. To sign off the Bank reconciliation for the financial year 01.04.2024 – 31.03.2025 – details circulated with this agenda.
3. To approve the CIL monitoring report for the financial year 2024-25 – *Appendix A of this agenda*
4. To authorise the following payments:
	1. Clerks’ March gross salary in the amount of £486.76 - Timesheet circulated with agenda
	2. Clerks March reimbursements in the amount of £33.93 (£28.93 for mileage and £5.00 for Lebara PAYG Sim) – details circulated with agenda
	3. H Jackson invoice for March in the amount of £80.00 – details circulated with agenda.
	4. To approve payment for the maintenance of the Cycle track in April 2025 in the amount of £500.
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| **10.** | **Review of 2025-26 budget and reserves**1. Council to note the budget for 2025-26 - *Appendix B of this agenda*.
2. Council to review and approve the end-of-year monitoring report circulated with the agenda.
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| **11.** | **Update to Asset Register April 2025**Council to review and approve the updated Asset Register – details circulated with this agenda. |
| **12.** | **Parish Clerk and Responsible Financial Officer**1. Clerk to provide an update on the recently refurbished Chairmans Chain of office and present it to Council.
2. Council to note the updated valuation quote from Precious Metals for the Chairmans chain – details circulated with this agenda.
3. Council to discuss and if agreed approve the Parish Council’s address being updated to Cllr R. Lea’s home address.
4. Council to discuss and review the three quotes for a new noticeboard at the Burial ground, using CIL Monies with images of the quoted noticeboards to be circulated at the meeting (all figures below include VAT): Note that none of these quotes include erection on site.
5. Noticeboards Online *dual* door noticeboard with 15-year guarantee, titled header with logo and free delivery in the amount of £1260.
6. Noticeboards Online *single* door noticeboard with 15-year guarantee, titled header with logo and free delivery in the amount of £1266.65.
7. Earth Anchors premium dual door painted with header and delivery in the amount of £1564.80, for the MHPC logo to be added is an additional £42.00.
8. Earth Anchors Economy dual door painted with header and delivery in the amount of £1136.40, for the MHPC logo to be added is an additional £42.00.
9. Creative Solutions dual door noticeboard, titled header, delivery included in the amount of £1487.94.
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| **13.** | **Changes to the Practitioners' Guide 2025** Council to note the compliance with SAPPP 2025 changes and required policy updates for auditing purposes and to agree that the Clerk, along with Cllr R. Lea, will generate the following policies ahead of the Annual May meeting for approval; IT Policy, Data Protection Policy, Transparency code and Website Accessibility Requirements. |
| **14.** | **Footpaths & Gardens**To receive an update on the maintenance of footpaths including work completed. |
| **15.** | **Community Orchard Project**Council to receive an update from Cllr R Lea on the arrangements for mowing and trimming the Community Orchard Garden. |
| **16.** | **Village Hall MUGA**Council to receive an update from Cllr R. Lea regarding discussions with LCC and the Village Hall about the consultation for a Multi-Use Games Area (MUGA) at the Village Hall.  |
| **17.** | **Much Hoole Map with public rights of way and points of Interest** Council to receive an update from Cllr R. Lea on the printing and placement of the footpath maps, along with the distribution of the printed footpath map pamphlets to residents and businesses in Much Hoole and social media. |
| **18.** | **New 115 Bus route marketing**Council to receive an update from Cllr R. Lea on his discussions with both Little Hoole Parish Council and Longton Parish Council regarding the design, printing and distribution of information leaflets for the new 115 bus route travelling through Preston, South Ribble, Leyland and Chorley. |
| **19.** | **Bus Shelters in Much Hoole**1. Council to receive an update from the Clerk on discussions with SRBC for replacement bus shelters for the village and to discuss and approve if agreed, the quote received from Trueform (SRBC approved supplier) in the amount of £7,221.22+VAT using CIL income reserves.
2. Council to receive an update from Cllr P. Cocker regarding the damaged bus stop on Liverpool Road.
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| **20.** | **South Ribble Allotments**Council to receive an update from Cllr R. Lea on his discussions with Louise Davies at SRBC regarding a member of the public’s request for new allotments in the area.  |
| **21.** | **Fallen Soldiers’ Plaques**Council to discuss the proposal for fallen soldier plaques on village properties and to receive an update from the Chair, Cllr K. Hayes. |
| **22.** | **Planning**07/2025/00178/VAR. Hannings Farm Haunders Lane Much Hoole Preston Lancashire PR4 5JR. Application for the variation of Condition No.4 (Removal of PD Rights) to reinstate permitted development rights of planning permission 07/2023/00554/VAR |
| **23.** | **Items for next agenda** |
| **24.** | **Date of Next Meeting** The Parish Council to agree the date of the Annual May Meeting as 7.30pm on Monday 12th May 2025 to be held at ‘The Venue’, Liverpool Old Road, Much Hoole. |

Appendix A

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**Much Hoole Parish Council**

**Community Infrastructure Levy Report 2024-2025**

**Reporting to: 1 April 2024 to 31 March 2025**

**Completed by: Amy Evans – Clerk to Much Hoole Parish Council**

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| **CIL INCOME RECEIVED** |
| **Date received** | **CIL reference** | **Amount** |
| 06/11/2024 | 0000502879 / 0000502880 | £1,490.26 |
| **Total for the year** | **£1,490.26** |

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| **CIL EXPENDITURE** |
| **Date** | **Description of expenditure** | **Amount Spent** |
| 09/04/2024 | **Recreational Infrastructure:** Plant hire | £234.00  |
| 22/04/2024 | **Recreational Infrastructure:** Cycle track repair labour | £540.00  |
| 22/04/2024 | **Recreational Infrastructure:** Plant hire | £91.20  |
| 23/05/2024 | **Community Garden and Green Space Development:** Materials for upgrading the community garden at Trafalgar gardens  | £265.30 |
| 19/06/2024 | **Recreational Infrastructure:** Cycle track materials (land drain, concrete, fuel for machinery) | £376.40  |
| 19/06/2024 | **Recreational Infrastructure:** Cycle track materials |  £150.00  |
| 20/06/2024 | **Recreational Infrastructure:** Cycle track signs | £142.80  |
| 01/07/2024 | **Recreational Infrastructure:** Picnic table | £1,078.80  |
| 18/07/2024 | **Recreational Infrastructure:** Cycle track signs | £113.10  |
| 18/10/2024 | **Recreational Infrastructure:** Cycle track posts | £23.10  |
| 13/11/2024 | **Infrastructure Upgrades (Footpath Repairs):** Instillation of steps at the stile on FP28 | £51.04 |
| 18/02/2025 | **Community Garden and Green Space Development:** Information signs for the fruit trees in the Community Orchard Garden | £288.00 |
| 18/02/2025 | **Recreational Infrastructure:** No Digging Sign for cycle pump track | £123.55 |
| 18/02/2025 | **Community Garden and Green Space Development:** Materials for planting the fruit trees and fir tree at the Community Orchard Garden. | £103.00 |
| 18/02/2025 | **Public Information and Amenities:** PRoW Map for Residents | £360.00 |
| 14/03/2025 | **Recreational Infrastructure:** Cycle track sign materials | £8.58 |
| 14/03/2025 | **Recreational Infrastructure:** Cycle track sign | £85.20 |
| 28/03/2025 | **Public Information and Amenities:** PRoW Map for Residents second and final payment | £360.00 |
| 28/03/2025 | **Public Information and Amenities:** Public Information and Amenities: PRoW Map pamphlets printing cost 1250 copies | £220.00 |
| **Total spent by 31/03/2025** | **£4614.07** |

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| **CIL RECEIPTS RETAINED AT THE END OF THE REPORTED YEAR 31/03/2025** |
| **Year** | **Amount received** | **Amount of CIL spent** | **Amount carried over to following year** |
| 2022 | £16,854.48 | £700.40 | £16,154.08 |
| 2023 | £6,436.72 | £198.78 | £22,392.02 |
| 31/03/2024 |  |  | £17,940.26 |
| 2024 | £1,490.26 | £4614.07 | £14,816.45 |



Signed by: Position: Clerk & Responsible Financial Officer

Appendix B

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| **Agreed Budget 2025-26 Much Hoole Parish Council** |
|  **Proposed**  |  | **Agreed** |
|  **£**  | **Staff Costs** | **£** |
| 7000.00 | Salary Costs  | 7,000.00 |
| 3500.00 | Contract Lengthsman services £16 4 hrs PW | 3,500.00 |
| 500.00 | Mileage reimbursement(Clerk) | 500.00 |
| 430.00 | Office costs reimbursement (Clerk- Printing/posting/PAYG SIM) | 430.00 |
| 1000.00 | Training costs - mainly CILCA | 600.00 |
| **Essential** |  |
| 500.00 | Audit | 500.00 |
| 100.00 | Bank charges  | 100.00 |
| 550.00 | Insurance | 550.00 |
| 230.00 | ICT & Software | 230.00 |
| 150.00 | Room Hire - meetings | 150.00 |
| 500.00 | Easy Websites | 500.00 |
| 450.00 | Subscriptions LALC | 450.00 |
| **Community Projects** |  |
| 400.00 | Newsletter | 400.00 |
| 5000.00 | Community Projects | 2,500.00 |
| 100.00 | Poppy Wreaths | 100.00 |
| 450.00 | Christmas Tree (Live) | 0.00 |
| 180.00 | Christmas Tree for Village Hall | 180.00 |
| **Recreational Facilities - cycle track** |  |
| 700.00 | Recreational Facilities - cycle track | 700.00 |
| 90.00 | Cycle Track Lease | 90.00 |
| **Grants & Section137** |  |
| 13000.00 | Grants | 3,000.00 |
| 500.00 | Burial ground maintenance annual grant | 500.00 |
|  **35,330.00**  | **Total Budget Requirement 2024-025** | **21,980.00** |