**DRAFT Minutes of the Little Hoole Parish Council Meeting**

**held on Monday 8th Jan 2024, at Old Mill Court, Walmer Bridge**

**In attendance:** Cllrs L Dryden (Chair), D Owen, J Rainsbury, S Rainsbury, S Evald,  
Mr P Cafferkey (Clerk & Responsible Financial Officer); and seven members of the public.

1. **Apologies for absence:** Cllrs Foster and Wilcock
2. **To agree the minutes of the last Parish Council mtg held on 11th Dec 2023:**  
   The minutes of the Parish Council meeting held on 11th Dec 2023 were accepted as a true record and agreed unanimously.
3. **To receive declarations of interest:** None
4. **Matters arising from the minutes of last meeting:** Good feedback had been received from members of the public regarding the new bus shelters. One of the advertising cabinets in one of the bus shelters is not opening correctly; the supplier is due to come and fix this tomorrow. A response is awaited from South Ribble Borough Council (SRBC) regarding the new litter bins to be placed next to the bus shelters.
5. **Public Time - matters raised by member of public:** Concern was expressed at the speed of cars coming from the direction of Longton on Liverpool Old Road towards the junction with Gill Lane. This can make it difficult for elderly people or people with mobility difficulties to feel safe crossing the road. The question was asked as to whether a crossing or speed limiting measures could be implemented to help with this. The Chair explained that he has asked for the speed limit on this section of the road to be reassessed. The poor state of repair of the pavements leading up into the village from Old Mill Court was also raised, again this presented problems for people with mobility issues or wheelchair users. The Chair agreed he would report this on Lancashire County Council’s “Love Clean Streets App”.
6. **Planning Applications:**
   1. 07/2023/01020/NMA, Fair Acre Farm Moss Lane, Little Hoole, PR4 4SX. Non-Material Amendment to planning approval 07/2023/00331/FUL for the proposed re-siting of Plots 3 and 4
   2. 07/2023/01012/FUL, Unit 2 Longton Business Park Station Road Little Hoole, PR4 5LE. Change of use from general industrial (class b2)/storage/distribution (class b8) to gymnastics centre (class e) together with alterations to the front elevation (south eastern facing) to create a new glazed entrance and a new roller shutter opening. new fire doors are proposed in the south eastern and south western elevations.

The planning applications were noted and **it was resolved** that no representation would be made.

1. **To approve payments transacted through the bank for Dec 2023:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current a/c Dec 2023** | | | |
| **Date** | **Payee** | **£** | **Description** |
| 1-Dec-23 | Direct Debit (GOCARDLESS) | 33.60 | Monthly website subscription |
| 6-Dec-23 | B/P to: Paul Cafferkey | 80.47 | Clerk's Salary Tax Mth 8 |
| 7-Dec-23 | B/P to: Hoole Scout Group | 534.00 | Grant to Hoole Scout Group |
| 18-Dec-23 | B/P to: HMRC Cumbernauld | 27.20 | Clerk’s Tax to HRMC re Tax Mth 7 |
| 18-Dec-23 | B/P to: Paul Cafferkey | 62.49 | Clerk's Expenses Tax Month 9 |
| 18-Dec-23 | B/P to: HMRC Cumbernauld | 30.00 | Clerk’s Tax to HRMC re Tax Mth 9 |
| 18-Dec-23 | B/P to: HMRC Cumbernauld | 11.00 | Clerk’s Tax to HRMC re Tax Mth 8 |
| 18-Dec-23 | B/P to: Paul Cafferkey | 155.20 | Clerk's Salary Tax Month 9 |
| 22-Dec-23 | B/P to: Autocross Euroshel | 15,577.20 | 2 x Bus Shelters, supplied & installed by Autocross Euroshel Ltd |
| 31-Dec23 | Service Charge | 18.00 | Bank charges for quarter |
| **Instant Access a/c Dec 2023** | | | |
| 31-Dec-23 | Credit Interest | -132.00 | Interest on Instant Access a/c |

**It was resolved** that the above transactions be approved.

1. **Payments for approval:** **It was resolved** that the Clerk’s claim for Dec 2023 of 19.50 hours, backpay (re pay award) of £125.73 and expenses of £64.65 (includes Society of Local Council Clerks annual subscription of £59.20) be approved.
2. **Payments approved by email or pre-approved and retrospectively** **noted:** Nil
3. **Financial Statement as at 31st Dec 2023:** A detailed financial statement was presented by the Clerk to the parish council showing the following balances as at 31 Dec 2023:   
    current account balance of £30,682.75  
    deposit account balance of £19,175.27  
     
   The balances stated above, and as presented in the financial statement, were independently verified to copies of the bank statements by Cllr Evald.  
     
   As at 31 Dec 2023:

the council's forecast expenditure outturn for 2023/24 is £37,380.

the council's forecast income outturn for 2023/24 is £22,348

This is a net deficit forecast outturn for 2023/24 of £15,032. This is a net deterioration in the forecast deficit for 2023/24 of £4,558 between the budgeted deficit of £10,474 and the forecast outturn deficit of £15,032. This is the is the result of a combination of overspends and underspends over a number of various budget heads. The forecast deficit of £15,032 will be funded from reserves. Therefore, the opening balance at the start of the financial year 2023/24 of £60,239 is forecast to be a closing balance of £45,207 at the end of 2023/24

**It was resolved** that the financial statement be approved.

1. **Precept 2024-25: It was resolved** that the precept for 2024-25 would remain the same as 2023-24 i.e. no change in the amounts that each household pays. For example, a band D household will pay an annual amount of £24.73. The precept income, therefore, due to the parish council for 2024-25 will be £21,030 (rounded to the nearest £10 as requested by SRBC).
2. **Direct Debit HMRC: It was resolved that** the Clerk be approved to set up a direct debit for payment of employee’s tax to HMRC.
3. **Review of Direct Debits & Standing Orders:** There are no standing orders and it was agreed that the Direct Debits for the monthly website subscription and the annual subscription for the Information Commissioner’s Office were correct and proper.
4. **Parish Council Asset Register:** The Clerk presented the updated asset register with a value of £46,066. Additions for 2023-24 are two new bus shelters and 10 new barrel planters. **It was resolved** that the asset register be approved.
5. **Letter to South Ribble Borough Council (SRBC) re Litter Bin:** There have been complaints to councillors about dog waste bags being thrown into the brook and hung on branches of bushes / trees on the Dob Lane Recreation Park. It was agreed the parish council would write to SRBC requesting a dog waste bin be located on the Dob Lane Recreation Park, next to the wooden bridge over the brook.
6. **VAT Return Update:** The Clerk reported that he had submitted the 2021-22 and 2022-23 VAT claims to HMRC in the sum of £3,130.66.
7. **Summer Planting: It was resolved** that quotes would be obtained for the purchase of plants for the summer planting. Cllrs Dryden and Evald volunteered to undertake the planting of the three brick planters and the ten smaller barrel planters. It would be seen if someone local could be contracted to undertake the planting of the wave path and circular planters, but failing this the councillors agreed to form a working party to carry out this planting.
8. **Defibrillators:** Cllr Dryden explained that he and Cllr Evald have agreed for the parish council to take over the monitoring of the two defibrillators from Miss Carole Bimpson of the Walmer Bridge Village Hall Committee. Cllr Dryden reported that the defibrillator located at the village hall was not in a locked cabinet. It is to be established if a lock can be sourced for the cabinet; failing this, quotes will be obtained for a replacement lockable cabinet. Cllr Dryden also reported that the defibrillator at the village hall is faulty, a replacement defibrillator is currently in situ whilst the original is away for repair.
9. **SPiD (Speed Indicator Device) sign relocation:** Cllr Dryden reported that he has arranged with LCC for the SPiD to be relocated within the village. Discussion also took place about the potential purchase of two more SPiDs; it was agreed this would go on the Feb agenda and Cllr J Rainsbury would seek to obtain quotes.
10. **Calendar of key decisions and responsibilities: It was resolved** that a calendar of key council decisions and responsibilities, as suggested by Cllr Evald, be adopted. The Clerk agreed to draw up the calendar.
11. **Correspondence:** Cllr Dryden had received an email enquiring about the possibility of having bus shelters, as opposed to the current bus signposts, at the location near Junction garage (i.e. the junction of Liverpool Old Road & Liverpool Old Road). It was considered that there may not be enough room to locate bus shelters at this location or sufficient passenger numbers from these bus stops to justify the expenditure on bus shelters.
12. **Date & Time of Next Meeting:** It was agreed that the next meeting is to be held on the 12th Feb, 2024, 7pm.