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

**held on Monday 11th Sept 2023, at Walmer Bridge Village Hall**

**In attendance:**

Cllrs L Dryden (Chair), J Rainsbury, S Rainsbury, S Evald ,T Wilcock & C Foster.  
Mr P Cafferkey (Clerk & Responsible Financial Officer); and one member of the public.

1. **Apologies for absence** – Cllr D Owen
2. **To agree the minutes of the last Parish Council mtg held on 10th July 2023**  
   The minutes of the Parish Council meeting held on 10th July 2023 were accepted as a true record and agreed unanimously.
3. **To receive declarations of interest -** None
4. **Matters arising from the minutes***Flooding of road & pavement outside of cycle shop –* this has now been rectified by resurfacing the area of road concerned, in order that water should now flow into a drain, however a heavy rainfall is needed to test if this has been successful.
5. **Public Time - matters raised by member of public**  
   *Overgrowth & Overhanging branches on footpath alongside A59 -* The member of the public has reported this by letter hand delivered to a Lancashire County Council (LCC) Office. When queried with LCC as to if the matter was being dealt with, the member of the public was told that the matter could not be considered as it had not been reported online. Cllr Dryden agreed to follow this matter up with LCC as the parish council did not consider it correct that only matters raised on-line could be considered.  
     
   Concern was expressed about speeding on the A59 especially now that the speed limit has been reduced to 50mph. The member of public understood that the Lancashire Deputy Police & Crime Commissioner (Deputy PCC) was attending the meeting of Longton Parish Council. Cllr Dryden said he may try to attend the meeting. The council discussed the possibility of inviting the Deputy PCC to a future meeting of Little Hoole Parish Council to discuss any residents’ concerns.
6. **Planning Applications** 
   * 07/2023/00481/REM, Land Adjacent to Barnfield Brook Lane Little Hoole PR4 5JB, Reserved Matters Application for the erection of 1 No. two storey dwellinghouse
   * 07/2023/00540/DIS, Lesser Marsh House Farm Station Road Little Hoole PR4 5LH, Discharge of Conditions 4 (Contamination); 5 (Drainage); 8 (Piling); 11 (Dust Management) of planning permission 07/2022/00360/OUT
   * 07/2023/00596/HOH Greendale Station Road Little Hoole PR4 5LE, Erection of single storey rear extension following demolition of existing single storey rear element and outbuildings
   * 07/2023/00626/PIP Land Opposite Langdale Brook Lane Little Hoole PR4 5JB, Permission in Principle for up to two detached dwellings  
       
     The planning applications were noted and **it was resolved** that no representation would be made.
7. **To approve payments transacted through the bank for July 2023**

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| **Current a/c July 2023** | | | |
| Date | Payee | £ | Description |
| 3-Jul-23 | Direct Debit (GOCARDLESS) | 27.60 | website hosting fee |
| 19-Jul-23 | B/P to: L T Dryden | 19.98 | refund re magnets for notice boards |
| 19-Jul-23 | B/P to: HMRC Cumbernauld | 145.80 | Clerk's tax for tax months 1,2 & 3 |
| 31-Jul-23 | B/P to: Garden Scene | 4447.15 | For supply of plants & compost. Planting of all planters and beds in the village |
| 31-Jul-23 | B/P to: Paul Cafferkey | 274.55 | Clerk's salary for June 2023 |
| 31-Jul-23 | B/P to: Paul Cafferkey | 7.79 | Clerk's expenses for June 2023 |
| **Instant Access a/c July 2023** | | | |
| No transactions | | | |

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

1. **Payments for approval -** It was resolved that the Clerk’s claim for July 2023 of 20.44 hours and expenses of £9.55 be approved.
2. **Payments approved by email or pre-approved and retrospectively noted –** Item 8 was a retrospective approval as there had been no meeting in August 2023.
3. **Financial Statement as at 31st July 2023 -** A detailed financial statement was presented to the Parish Council showing the following balances as at the 31 July 2023:   
    current account balance of £51,820.66  
    deposit account balance of £18,914.80  
   The balances stated above, and as presented in the financial statement, were independently verified to copies of the bank statements by Cllr Evald.  
     
   Gross expenditure for the year is forecast to be £27,676; a slight underspend compared to the agreed budget of £30,724  
   Gross Income for the year is forecast to be £21,356 which is slightly over the agreed budget of £20,250.00.   
     
   Currently, there are no significant forecast variations from budget.   
     
   The forecast net expenditure of £6,320 (£27,676 less £21,356) will result in a forecast closing balance of £53,919 as at 31 March 2024.  
     
   **It was resolved** that the financial statement be approved.
4. **To approve appointment of Internal Auditor for 2023/24 –** On the advice of the Clerk **it was resolved** that the current internal auditor (Rachel Pearson – Account-Ant Yorkshire Ltd) be approved at a cost of £262.50. This is a 5% increase (significantly lower than the rate of inflation) on the previous fee which had been awarded on the basis of the lowest quote received.
5. **To approve homeworking policy re Clerk – It was resolved** that the homeworking policy for the Clerk, and as presented to the Council by the Clerk, be approved.
6. **To approve workstation assessment re Clerk – It was resolved** that the workstation self-assessment for the Clerk, and as presented to the Council by the Clerk, be approved.
7. **To review summer school holidays activities –** the activities provided by the Parish Council had been very well attended. Discussion took place regarding plans for next summer. including options for other activities (e.g., scavenger hunt for families, archery and a zip wire). The Clerk reiterated the need to demonstrate value for money by obtaining quotes from more than one company, ideally 3 quotes.
8. **To discuss public rights of way grant and bio diversity grant for 2022-23 and application for same for 2023-24 –** the Chair reported that the 2022-23 grant return of work done was to be submitted and also the grant application for 2023-24 for public rights of way grant (£500) and bio diversity grant (£300) had been submitted.
9. **To discuss / approve Clerk’s request for email upgrade** **– It was resolved that** the Clerk’s request for an upgrade in storage space for the Clerk’s email address be approved. This will increase the monthly cost payable to Easy Websites from £27.60 to £33.60, an increase of £6 per month (incl VAT), an increase of £5 per month (excl VAT).
10. **Update re Walmer Bridge Welcome Sign –** the missing sign has now been found after being reported by two members of the public.
11. **Update re renewal of Unity Bank FSCS (Financial Services Compensation Scheme) –** the Clerk reported that he had completed the annual renewal of registration with Unity Bank for the FSCS.
12. **Update on Grant to Hoole Bowling Club –** the Clerk confirmed that Hoole Bowling Club had provided evidence of having spent the grant of £1,310.40, awarded by Little Hoole Parish Council, on 15 pairs of junior crown green bowls, a copy of the invoice had been distributed to all Councillors. The Clerk reported that over the next couple of weeks the Bowling Club would be giving taster sessions to Hoole Beavers and Scouts, councillors were invited to attend.
13. **Proposal (Cllr Dryden) for the purchase of two replacement Bus Shelters – It was resolved** that the parish council would fund the replacement of two bus shelters in the village, these are the bus shelter next to the bridge and the bus shelter on the opposite side of the road. The supplier is to be Euroshel, as a preferred provider recommended by Lancashire County Council (LCC) as they produce shelters to LCCs specification. The cost will be £14,055, to be met from the parish council’s CIL monies (Community Infrastructure Levy fund). This price includes provision, installation and delivery of the two shelters, and the removal of the old shelters. A response is awaited from SRBC as to whether they will contribute towards these costs. It was also agreed to explore the possibility of advertising within the bus shelters and possibly engraving the shelters along the lines of “funded by Little Hoole Parish Council”.
14. **Parish Council Grants –** it was agreed that the parish council website would be updated to invite applications for grant monies from local community and voluntary groups.
15. **Proposal (Cllr Evald) for budget for winter planting – brick planters – It was resolved** that a budget of £500 be approved for plants (mainly evergreens) to be purchased and planted in the brick planters to provide some colour over the winter period. Cllr Evald kindly agreed to provide her labour at no charge.
16. **To discuss and approve amendments to AGAR 2022-23 –** In accordance with instructions received from the external auditor the Clerk advised the parish council to amend sections 1 and 2 of the 2022-23 AGAR (Annual Governance & Accountability Return). The Section 1 amendment was to indicate “No” against Item 1. The Section 2 amendment was to change the figure at item 9 from £20,802 to £23,798. **It was resolved** that the AGAR be amended in line with the guidance from the external auditor and the Clerk.
17. **Progress of Approved Projects: Diamond Jubilee Tree –** subject to agreement from Walmer Bridge Village Hall it was agreed that the Diamond Jubilee Tree be planted outside the village hall.
18. **Correspondence –** None
19. **Date & Time of Next Meeting**Monday 13th November 2023, 7pm, The Lounge, Walmer Bridge Village Hall.