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

**held on Monday 8th April 2024, at Walmer Bridge Village Hall**

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

1. **Apologies for absence:** No absences.
2. **To agree the minutes of the last Parish Council mtg held on 11th Mar 2024:**  
   The minutes of the Parish Council meeting held on 11th Mar 2024 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:** The Clerk confirmed that he had written to Lancashire County Council (LCC) about the possibility of a bus service from Little Hoole to Leyland / Chorley; no response has been received as yet.
5. **Public Time - matters raised by member of public:** Followinga member of the public, at the last meeting, asking for an update on improving the appearance of the circular planters; the Chair confirmed that someone had been found to repair the circular planters but a date had yet to be agreed.
6. **Planning Applications:**
   1. 07/2024/00196/FUL, Land West of Wham Lane Little Hoole, Change of use of land from agricultural to equestrian and erection of two stables with associated equestrian infrastructure for domestic use
   2. 07/2024/00188/FUL, Moss View Farm Wham Lane Little Hoole, Retrospective change of use of land to private garden
   3. 07/2024/00203/DIS, Avondale Dob Lane Walmer Bridge PR4 4SU, Discharge of condition 15 (Contaminated Land) of planning permission 07/2023/00232/FUL
   4. 07/2024/00158/CLD, 45 Tillage Close Walmer Bridge PR4 5BZ, Application for a Lawful Development Certificate for a proposed single storey rear extension  
        
      The planning applications were noted and **it was resolved** that no representation would be made.
7. **To approve payments transacted through the bank for Mar 2024:**

|  |  |  |  |
| --- | --- | --- | --- |
| Current a/c March 2024 | | | |
| Date | Payee | £ | Description |
| 01-Mar-24 | Direct Debit (GOCARDLESS) | 36.96 | Monthly website subscription |
| 19-Mar-24 | B/P to: Paul Cafferkey | 188.92 | Clerk's Salary Tax Month 12 |
| 19-Mar-24 | B/P to: Paul Cafferkey | 3.80 | Clerk's Expenses Tax Month 12 |
| 27-Mar-24 | B/P to: Lancs Best Kept | 25.00 | Entry Fee Best Kept Village |
| 28-Mar-24 | B/P to: Lancashire County | 191.23 | Relocation of SPiD |
| 31-Mar-24 | Service Charge | 18.00 | Bank Q4 Service Charge |
| Instant Access a/c March 2024 | | | |
| 31-Mar-24 | Credit Interest | -131.47 | Bank Q4 Interest |

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

1. **Payments for approval:** **It was resolved** that the Clerk’s claim for Mar 2024 of 13.93 hours and expenses of £3.30 be approved.
2. **Payments approved by email or pre-approved and retrospectively** **noted:** Nil
3. **Financial Statement as at 31st Mar 2024:** A detailed financial statement was presented by the Clerk to the Parish Council showing the following balances as at 31 Mar 2024:   
    current account balance of £32,535  
    deposit account balance of £19,307  
     
   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 31st Mar 2024:  
   the council's actual expenditure outturn for 2023/24 is £33,905;   
   the council's actual income outturn for 2023/24 is £25,508.  
   This is a net deficit outturn for 2023/24 of £8,397. This is a net improvement in the actual deficit for 2023/24 of £2,077, between the budgeted deficit of £10,474 and the actual outturn deficit of £8,397.   
     
   The opening bank balance at the start of the financial year 2023/24 of £60,239 is now a closing balance of £51,842 at the end of 2023/24.

**It was resolved** that the financial statement be approved.  
  
It was agreed that a line for VAT income would be included in future statements.

1. **HR Policies**: The Clerk had previously circulated model policies which he recommended be adopted by the Parish Council. **It was resolved** that the following policies be approved and adopted; Absence & Sickness Policy; Disciplinary Policy; Equality, Diversity & Inclusion Policy; Grievance Policy; and Performance Policy & Procedure.
2. **Parish Council Meeting Dates for Remainder of Year: It was resolved** that there would be no Parish Council meeting in August 2024, as is usually the case, and that there may be one other month prior to 31st March 2025, in which a meeting may not be held, but this would be agreed nearer the time if considered appropriate.
3. **Summer Activity Programme – Update:** As previously agreed a second quote had been sought for the provision of bouncy castles for the Summer Activity Programme in Aug 2024. However, it had proved difficult to find another provider who would include supervision. **It was resolved**, therefore, that the quote from Bouncelona, which includes supervision, of £420.00 per day be accepted. It was likely that the event would be held on four Thursdays in Aug 2024.
4. **Wild Flower Area, Dob Lane Recreation Park – Update:** It was reported that South Ribble Borough Council (SRBC) had confirmed that a wild flower area had been included in their programme of work, but a timescale was not yet known.
5. **Summer Planting - Update:** As agreed at the previous meeting, Acer Garden are to undertake the summer planting. The wave path has been weeded, and Cllrs Dryden, Evald and S. Rainsbury have kindly agreed to volunteer their time to plant the brick planters. Planting will take place in May.
6. **Correspondence:** None
7. **Information and Updates:** This item is purposefully not recorded; it is to allow councillors a short time to discuss any matters that might result in a future agenda item. No financial or legal decisions are made.
8. **Councillor Vacancy:** Following advertisement of the vacancy, SRBC confirmed no formal requests for an election had been received. The Parish Council was, therefore, in a position to co-opt a suitable person onto the council. Following interviews of three candidates and a vote by the Parish Council, Mr Peter Ashby was co-opted onto the council.
9. **Date & Time of Next Meeting:** It was agreed that the next meeting is to be held on the 13th May, 2024, 7.00pm, Walmer Bridge Village Hall. This will be the 2024 Annual Meeting of the Parish Council followed immediately by the May Parish Council meeting. Cllr Owen gave his apologies in advance – as he would be unable to attend.

Approved as a correct record; Laurence Dryden – Chair, 13th May 2024