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

**held on Monday 12th June 2023, at Walmer Bridge Village Hall**

**In attendance:**

Cllrs L Dryden (Chair), D Owen, J Rainsbury, S Rainsbury, C Foster, S Evald  
Mr P Cafferkey (Clerk & Responsible Financial Officer); Jayne Charlton (Community Development Officer, South Ribble Borough Council); and three members of the public.

1. **Apologies for absence** – Cllr Wilcock
2. **To agree the minutes of the last Parish Council mtg held on 10th May 2023**  
   The minutes of the Parish Council meeting held on 10th May 2023 were accepted as a true record and agreed unanimously.
3. **To agree the minutes of the Annual Parish mtg held on 10th May 2023**The minutes of the Annual Parish Council meeting held on 10th May 2023 were accepted as a true record and agreed unanimously. The minutes will be formally ratified at the next annual parish meeting to be held in May 2024.
4. **To receive declarations of interest -** None
5. **Matters arising from the minutes***Zig Zag lines outside of Little Hoole Primary School –* these have now been re-painted.  
   *Gill Lane Road Sign* – this has now been replaced.  
   *Outdoor Gym Equipment –* The broken part has now been ordered.
6. **Public Time - matters raised by member of public**The meeting was adjourned for public participation. Three members of the public were in attendance and raised the following matters:  
   *Old Mill Pond –* Residents at Old Mill Court did not want the pond to be filed in but wanted the pond to be improved by the installation of a more efficient pump to clear the water. The pond is considered to be an asset to the residents  
     
   *Gym* Equipment – the council was asked if there was a risk assessment for the outdoor gym equipment on the recreation ground. The Chair responded that he was awaiting a report from SRBC.   
     
   *Puddle Outside of Cycle Shop (next to Walmer Bridge Inn)* - An update was requested. The Chair reported that he was still awaiting a report from LCC.  
     
   *Hedge on perimeter of Little Hoole Primary School adjacent to Dob Lane* – The member of the public asked if the school could be more pro-active in cutting the hedge.  
     
   *Cost of proposed feature to entrance of park –* concern was expressed at the figure of £15,000 mentioned at the previous meeting. The Clerk explained that the council had yet to formally approve the project and no costings had been submitted as yet.  
     
   *Lip on bridge over brook between WBVH and recreation ground* – since the new bridge had been installed there is now a lip between the bridge and the path which doesn’t make it conducive to people in e.g., wheelchairs or people pushing prams.
7. **To discuss road safety issues raised by member of public -** A member of the public had emailed the parish council over some concerns as to road safety and had requested if the parish council could contact Lancashire County Council with regard to these issues. These included the following road safety improvements: pedestrian safety barriers on the A59 at the Fox Cub roundabout; a speed platform outside Walmer Bridge Village Hall; a speed bump on Dob Lane outside the playground entrance. **It was resolved** that the parish council would contact Lancashire County Council to raise these issues.
8. **Planning Applications**
   * 07/2023/00340/PIP, Glen Dene Knoll Lane Little Hoole, Replacement dwelling with volume not greater than 130% of the volume of the existing dwelling and erection of two new dwellings following demolition of existing buildings,
   * 07/2023/00331/FUL, Fair Acre Farm Moss Lane Little Hoole, Planning permission for the erection of 4 no. detached dwellings following demolition of a number of outbuildings.
   * 07/2023/00400/CLD, 120 Liverpool Old Road Walmer Bridge, Remove existing conservatory and erect single storey rear extension.

07/2023/00442/FUL, West Field Moss Lane Little Hoole, Demolition of stables and the erection of a bungalow  
The planning applications were noted and **it was resolved** that no representation would be made.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Current a/c May 2023** | | | |
| **Date** | **Payee** | **£** | **Description** |
| 2-May-23 | B/P to: David Ousby | 900.00 | Work on Community Garden |
| 2-May-23 | B/P to: L T Dryden | 486.73 | Community Grdn Log Rolls |
| 2-May-23 | B/P to: L T Dryden | 154.80 | Stakes for Community Grdn |
| 2-May-23 | B/P to: L T Dryden | 51.27 | Weed Barrier for Comm Grdn |
| 2-May-23 | Direct Debit (GOCARDLESS) | 27.60 | Website monthly subscription |
| 15-May-23 | B/P to: Lancashire County | 167.47 | Relocate SPID |
| 19-May-23 | SOUTH RIBBLE BC | -20,250.00 | Precept 2023/24 |
| 24-May-23 | LANCASHIRE CC GCF | -800.00 | To be confirmed |
| 25-May-23 | B/P to: Paul Cafferkey | 4.10 | Clerk expenses Apr 2023 |
| 25-May-23 | B/P to: Paul Cafferkey | 234.68 | Clerk salary Apr 2023 |
| 25-May-23 | B/P to: Whitegates Farm | 355.68 | Bushes/ Trees for Comm Grdn, includes tree for Queen's Jubilee |
| 30-May-23 | B/P to: Zurich | 396.00 | Parish Council annual insurance |
| **Instant Access May 2023** | | | |
| Nil | | | |

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

1. **Payments for approval - It was resolved** that the Clerk’s claim for May 2023 of 20.08 hours and expenses of £2.10 be approved**.**
2. **Payments approved by email or pre-approved and retrospectively noted** - None
3. **Financial Statement as at 31st May 2023 -** A detailed financial statement was presented to the Parish Council showing the following balances as at the 31 May 2023:   
    current account balance of £58,766.53  
    deposit account balance of £18,808.88  
     
   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 £28,485; a slight underspend compared to the agreed budget of £30,724  
   Gross Income for the year is forecast to be £21,050 which is slightly over the agreed budget the agreed budget of £20,250.00.   
     
   Currently, there are no significant forecast variations from budget.   
     
   The forecast net expenditure of £7,435 (£28,485 less £21,050) will result in a forecast closing balance of £52,802 as at 31 March 2024.  
      
   **It was resolved** that the financial statement be approved.
4. **Approval of Annual Governance & Accountability Return (AGAR) 2022/23, including Internal Audit Report 2022/23**Section 1 of the 2022/23 AGAR had been approved at the previous meeting - item 11. However, following receipt of the Internal Audit report the Clerk advised the council to amend the AGAR. **It was resolved** that the AGAR be re-approved with the amendment that item 7, of section 1 of the AGAR, be changed from “Yes” to “No”. The amended return, as presented by the Clerk, was agreed and signed by the Chair & Clerk.  
     
   The Clerk presented the Internal Audit report for 2022/23. **It was resolved** that the Internal Audit report be approved and that action would be taken to improve procedures in the areas highlighted by the audit.
5. **Approval of Parish Council Accounts 2022/23 & Bank Reconciliation for 2022/23**The Clerk presented the Parish Council Accounts for 2022/23, section 2 of the AGAR, and the Bank Reconciliation which is required to be submitted with the AGAR. **It was resolved** that section 2 of the AGAR and the accompanying bank reconciliation be approved.
6. **Agree Dates for the Exercise of Public Rights for the Inspection of Accounts and Supporting Records - It was resolved** that the dates for the inspection of the parish council accounts and supporting records commence on Tuesday 20 June 2023 and end on Monday 31 July 2023.
7. **Section 137 Payments -** One of the matters highlighted by the Internal Audit was the need to identify Section 137 payments in the parish council records. It was agreed to further investigate the requirements of “Section 137”.
8. **Local Government Association Councillor Code of Conduct - It was resolved** that the council formally adopt the Local Government Association Councillor Code of Conduct.
9. **Update Re Parish Council Insurance -** The Clerk reportedthat the council’s insurance had been renewed with its existing insurer Zurich, at cost of £396.00 for the year. The next cheapest quote was £777 from BHIB Councils Insurance. Two other quotes had been sought from online websites, but no responses had been received.
10. **Update Re Old Mill Pond -** It was agreed that the Chair would continue to liaise with Progress Housing on this matter.
11. **Update re Lancashire Best Kept Village Competition (LBKVC)**Cllr Evald updated the meeting on the progress making the village ready for the LBKVC. Many hours of volunteers’ time have been spent on planting, locating and planting new barrel planters and the washing of road signs. Concern was expressed that there was no evidence of weed killing by SRBC. Jayne Charlton (Community Development Officer, SRBC) agreed to try and find out the weed killing schedule for Little Hoole. It was reported that the “Welcome to Walmer Bridge” sign near the Fox Cub pub had been stolen.
12. **Summer Planting**Summer plantinghas been completed apart from the roundabouts as these have some large plants that need removing before any further planting can take place.
13. **School Holiday Children’s Activities -** Cllr Foster confirmed that Bouncelona could provide 2 bouncy castles or similar, fully supervised, at cost of £400 per day**. It was resolved** that the council would fund this and that the activity days will be held on the 2nd, 9th, 16th and 23 of Aug 2023 on Dob Lane recreation ground, subject to permission being granted by SRBC.
14. **Future Projects -** It was agreed that in future, projects would be categorised between thosethat had been formally approved by the Council i.e. those where a financial costing and business case had been submitted/approved and those projects that were still at the “ideas” stage. It was also agreed that any refurbishment or potential replacement of the bridge (next to the Walmer Bridge Inn) should be subject to a consultation with the public. The current state of the three bus shelters in Walmer Bridge had been discussed previously as a possible future project. The Clerk advised that the council should be clear as to who is financially responsible for the upkeep of the bus shelters i.e. this would seem to be a SRBC responsibility.
15. **Correspondence: email from Graham Smith 8 May, re benches & gym equipment**It was agreed to defer this item until the next meeting.
16. **Date & Time of Next Meeting**Monday 10th July 2023, 7pm, The Lounge, Walmer Bridge Village Hall.