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

**held on Monday 13th Nov 2023, at Walmer Bridge Village Hall**

**In attendance:**

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

1. **Apologies for absence:** Cllr Foster
2. **To agree the minutes of the last Parish Council mtg held on 11th Sep 2023:**
The minutes of the Parish Council meeting held on 11th Sep 2023 were accepted as a true record and agreed unanimously.
3. **To receive declarations of interest:** Cllrs Dryden and Evald declared a non-pecuniary interest in item 14 in so far as a relative works for one of the sign companies for which quotes have been obtained from. Cllrs Owen and J Rainsbury declared a non-pecuniary interest in item 13 as they are both governors at Little Hoole Primary School.
4. **Matters arising from the minutes of last meeting:** *Overgrowth & Overhanging branches on footpath alongside A59 –* This was a matter raised during public time at the previous meeting. Cllr Dryden stated that he had reported this matter to Lancashire County Council and the work had now been completed.
5. **Public Time - matters raised by member of public:** Following discussion at the previous meeting the member of the public asked if there had been any progress in inviting a representative from the Police & Crime Commissioner’s Office. The Chair confirmed he has requested if someone could be invited to a future Little Hoole Parish Council meeting, but as yet has not had a response.
6. **Planning Applications:**
7. 07/2023/00683/HOH, Broad Meadow Cottage Moss Lane Little Hoole PR4 4SX, Detached Garage, Approval with Conditions
8. 07/2023/00757/PIP | Permission in Principle for the construction of up to 2 dwellings | Land Adjacent to Banks Farm Dob Lane Walmer Bridge, PR4 4SU, Refusal
9. 07/2023/00829/FUL, Land Adjacent To 365 Liverpool Road Walmer Bridge PR4 5JS, Detached dwelling and detached garage with associated infrastructure
	1. 07/2023/00857/HOH, Innisfree Dob Lane Walmer Bridge PR4 4SU, First floor side extension and single storey extension to the side and rear and hardstanding for parking to the side

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

1. **To approve payments transacted through the bank for Aug, Sep & Oct 2023:**

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| **Current a/c Aug, Sep & Oct** |
| Date  | Payee  | £ | Description |
| 01-Aug-23 | Direct Debit (GOCARDLESS) | 27.60  | Website hosting fee |
| 01-Aug-23 | B/P to: D J Ashcroft | 1,600.00  | Hire of Climbing Wall |
| 01-Aug-23 | B/P to: Riderevolution Ltd | 750.00  | Hire of Bouncy Castles |
| 01-Aug-23 | B/P to: Walmer Bridge VH | 33.00  | WBVH Hire May Jun Jul 2023 |
| 15-Aug-23 | B/P to: Paul Cafferkey | 9.55  | Clerk's expenses for Jul |
| 15-Aug-23 | B/P to: Paul Cafferkey | 252.81  | Clerk's net salary for work done in Jul |
| 01-Sep-23 | DD (GOCARDLESS) | 27.60  | Website hosting fee |
| 19-Sep-23 | B/P to: L T Dryden | 109.84  | Refund Cllr Dryden for Bedding Plants & Shrubs |
| 19-Sep-23 | B/P to: L T Dryden | 82.46  | Refund Cllr Dryden Cyclamen & Shrubs |
| 19-Sep-23 | B/P to: Paul Cafferkey | 177.43  | Clerk's net salary for work done in Aug |
| 19-Sep-23 | B/P to: Paul Cafferkey | 3.10  | Clerk's expenses for Aug |
| 21-Sep-23 | LANCASHIRE CC GCF | -800.00  | Grant Public Rights of Way & Bio Diversity |
| 22-Sep-23 | B/P to: PKF Littlejohn LLP | 252.00  | External Audit Fee |
| 22-Sep-23 | B/P to: HMRC Cumbernauld | 114.00  | Tax to HMRC re Clerk's salary for work done in Jun & Jul |
| 22-Sep-23 | B/P to: James Harrison | 465.00  | Weeding & Strimming |
| 30-Sep-23 | Service Charge | 18.00  | Bank Charges |
| 02-Oct-23 | Direct Debit (GOCARDLESS) | 33.60  | Website hosting fee |
| 18-Oct-23 | B/P to: HMRC Cumbernauld | 35.40  | Tax to HMRC re Clerk's salary for work done in Aug |
| 18-Oct-23 | B/P to: Paul Cafferkey | 144.33  | Clerk's net salary for work done in Sep |
| 18-Oct-23 | B/P to: Paul Cafferkey | 2.80  | Clerk's expenses for Sep |
| 25-Oct-23 | B/P to: Bolton Chris Trees | 640.56  | Christmas Tree |
| 30-Oct-23 | B/P to: Royal Brit Legion | 204.50  | Lamppost poppies & Wreaths |
| **Instant Access a/c Aug, Sep & Oct** |
| 30-Sep-23 | Credit Interest | -128.47  | Interest |

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

1. **Payments for approval:** **It was resolved** that the Clerk’s claim for Oct 2023 of 6.09 hours (expenses Nil) be approved.
2. **Payments approved by email or pre-approved and retrospectively** **noted: It was resolved** that the following were approved retrospectively having previously been agreed via email
	1. Clerk’s claim for Aug 2023 of 14.17 hours, expenses of £3.10;
	2. Clerk’s claim for Sep 2023 of 11.42 hours, expenses of £2.80
	3. Invoice from Royal British Legion (wreaths and poppies for lampposts) £204.50
3. **Financial Statement as at 31st Oct 2023:** A detailed financial statement was presented to the Parish Council showing the following balances as at 31 Oct 2023:
 current account balance of £47,637.08
 deposit account balance of £19,043.27

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 £44,389; an overspend of £13,665 compared to the agreed budget of £30,724. This overspend is the result of the commitment to purchase two new bus shelters for which no budget provision was made at the time of setting the budget. There are sufficient funds to cover this overspend.

Gross income for the year is forecast to be £22,284 which is slightly over the agreed budget of £20,250.00.

The main variation from budget is the purchase of two new bus shelters at a cost of circa £14,000. No budget provision was made for this at the time of setting the budget. There are sufficient funds to cover this via the Community Infrastructure Levy monies held by the parish council.

The forecast net expenditure of £22,105 (£44,389 less £22,284) will result in a forecast closing balance of £38,134 as at 31 March 2024.

**It was resolved** that the financial statement be approved.
4. **Approved purchase of bus shelters – Update:** The two new bus shelters have been ordered and will also come with two new waste bins. They will include the wording “Little Hoole Parish Council” and a small noticeboard facility.
5. **Wild Flowers on Dob Lane Recreation Park – Update:** This item was deferred.
6. **Entrance to Dob Lane Recreation Park – Update:** It was reported that pupils at Little Hoole Primary School had produced designs that were hoped may be included in any proposed new entrance to Dob Lane Park. It was stressed at the meeting that, as yet, no proposal for any new feature has been submitted to South Ribble Borough Council (SRBC). SRBC own the park and any new feature would need to be approved by them, including any designs. Similarly, the parish council has not yet approved any proposal for a new feature at the park entrance.
7. **To discuss speed awareness signs:** Cllr Evald presented her idea and financial costings for speed awareness signs to be located on a few lampposts around the village. It is hoped to involve the pupils of Little Hoole Primary School in designs to be incorporated into the speed awareness signs. It was agreed that this was a very worthwhile project and Cllr Evald would bring a formal proposal to a future meeting once the necessary approval for the design and location of the signs had been received from Lancashire County Council.
8. **To discuss the potential purchase of two more Speed Indicator Devices (SPiDs):** the village already has one SPiD. Discussion took place about the advantages and disadvantages of purchasing two more SPiDs. It was agreed to obtain up to date prices, at which point further discussion will take place, with a view to a proposal for the purchase of two SPiDs.
9. **To approve grant application from Hoole Scouts:** A grant application had been received from 1st Hoole Scout Group for £534 to cover the cost of purchasing 6 Trangias (small gas cooking stoves). **It was resolved** that this grant be approved.
10. **To review and approve the Risk Register:** The parish council’s risk register was reviewed. The minor amendments suggested by the Clerk were agreed. In addition, it was agreed to amend the risk “probability” of item 2 on the register “Loss of monies due to fraudulent action by employee”, from “medium” to “low” as all actions through the bank require the digital signatures of two approved officers of the council. **It was resolved** that the council’s risk register be approved as amended by this item.
11. **To approve grant application from Hoole Scouts:** This is an erroneous duplicate entry on the agenda and is already covered at item 16 above.
12. **To approve EasyWebsites price increase: It was resolved** that the 10% price increase (£2.80 [excl VAT], per month) be approved.
13. **Update from Clerk re Accounts 2022-23, final sign off:** The 2022-23 accounts have been formally signed off (“Notice of conclusion of audit”) by the external auditor. The accounts have been displayed in the parish council noticeboards and on its website. There have been no requests for inspection of, or for copies of, the Annual Governance & Accountability Return 2022-23, from members of the public.
14. **Correspondence: email re Internet Speed on Great Gill:** Correspondence had been received from a member of the public commenting about the poor internet speed on Great Gill. The council was of the opinion that it had no influence over the commercial decisions taken by internet providers. However, it was pointed out that faster internet will be available during 2024-25 when internet fibre “direct to door” is installed in the village.
15. **Date & Time of Next Meeting:** Monday 11th December 2023, 7pm, The Lounge, Walmer Bridge Village Hall.