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

**held on Monday 10th July 2023, at Walmer Bridge Village Hall**

**In attendance:**

Cllrs L Dryden (Chair), D Owen, J Rainsbury, S Rainsbury, S Evald
Mr P Cafferkey (Clerk & Responsible Financial Officer); Paul Cocker (Cllr; Much Hoole Parish Council – items 1 to 5); and one member of the public.

1. **Apologies for absence** – Cllrs T Wilcock & C Foster
2. **To agree the minutes of the last Parish Council mtg held on 12th June 2023**
The minutes of the Parish Council meeting held on 12th June 2023 were accepted as a true record and agreed unanimously.
3. **To receive declarations of interest -** None
4. **Matters arising from the minutes***Annual Governance & Accountability Return (AGAR) 2022/23 –* The Clerk reported that the AGAR had been submitted to the external auditor and that the period during which electors and interested persons may exercise rights relating to the annual accounts ran from 20 June 2023 to 31 July 2023.*Outdoor Gym Equipment –* The gym equipment has now been fixed.
*Roundabout –* the roundabout at the Fox Cub has now been cleared by a person who is interested in doing further Lengthsman type work. An invoice will be submitted in due course.
*Road Safety Measures –* item 7 of June 2023 minutes refer. Cllr Dryden has contacted the Road Safety Officer at Lancashire County Council who has confirmed he will get back to Cllr Dryden with the names of the council officers responsible for each of the specific issues raised.
5. **Public Time - matters raised by member of public**The meeting was adjourned for public participation. Cllr Paul Cocker from Much Hoole Parish Council and one member of the public were in attendance.
*Public Rights of Way –* Cllr Cocker fromMuch Hoole Parish Council reported to the meeting that he and other volunteers inspect, monitor and improve rights of way in the parishes of Much Hoole and Little Hoole. Cllr Cocker agreed to forward his record of public rights of way for Little Hoole. See also item 15.
*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. Cllr Dryden agreed to contact LCC again.
*Overhanging branches on footpath alongside A59 -* The member of the public has reported this to LCC 3 weeks ago but no response received back as yet.
6. **Planning Applications** - None
7. **To discuss issues raised by member of public –** see item 13
8. **To approve payments transacted through the bank for June 2023**

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| Current a/c June 2023 |
| Date | Payee | £ | Description |
| 1-Jun-23 | B/P to: Internal Auditor | 250.00  | fee 2022-23 audit of accounts |
| 1-Jun-23 | Direct Debit (ICO) | 35.00  | fee to information commissioner |
| 1-Jun-23 | Direct Debit (GOCARDLESS) | 27.60  | website hosting fee |
| 7-Jun-23 | B/P to: L T Dryden | 525.00  | refund materials community grdn |
| 22-Jun-23 | B/P to: L T Dryden | 54.42  | refund plants & compost |
| 22-Jun-23 | B/P to: L T Dryden | 50.00  | refund plants |
| 22-Jun-23 | B/P to: L T Dryden | 23.97  | refund compost |
| 22-Jun-23 | B/P to: L T Dryden | 41.00  | refund woodstain |
| 22-Jun-23 | B/P to: L T Dryden | 204.00  | refund barrel planters |
| 22-Jun-23 | B/P to: L T Dryden | 175.95  | refund plants, shrubs compost |
| 22-Jun-23 | B/P to: L T Dryden | 16.79  | refund screws |
| 22-Jun-23 | B/P to: L T Dryden | 110.20  | refund plants |
| 22-Jun-23 | B/P to: L T Dryden | 49.57  | refund battens |
| 22-Jun-23 | B/P to: L T Dryden | 158.00  | refund bedding plants |
| 29-Jun-23 | B/P to: Paul Cafferkey | 248.40  | Clerk's salary re May 2023 |
| 29-Jun-23 | B/P to: Walmer Bridge VH | 33.00  | Hire of WBVH Feb, Mar, Apr 2023 |
| 29-Jun-23 | B/P to: Paul Cafferkey | 2.10  | Clerk's expenses May 2023 |
| 30-Jun-23 | Service Charge | 18.00  | Unity Trust Bank  |
| Instant Access a/c June 2023 |
| 30-Jun-23 | Credit Interest | -105.92 | Interest |

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

1. **Payments for approval - It was resolved** that the Clerk’s claim for June 2023 of 22.26 hours and expenses of £7.79 be approved**.**
2. **Payments approved by email or pre-approved and retrospectively noted -** None
3. **Financial Statement as at 30th June 2023 -** A detailed financial statement was presented to the Parish Council showing the following balances as at the 30 June 2023:
 current account balance of £56,743.53
 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 £27,651; a slight underspend compared to the agreed budget of £30,724
Gross Income for the year is forecast to be £21,155 which is slightly over the agreed the agreed budget of £20,250.00.

Currently, there are no significant forecast variations from budget.

The forecast net expenditure of £6,496 (£27,651 less £21,155) will result in a forecast closing balance of £53,743 as at 31 March 2024.
**It was resolved** that the financial statement be approved.
4. **Archiving of Parish Council Records**A request from a member of the public had been made for the parish council to fund the digital scanning of previous council records and saved to the parish council website. Also, for the hard copy records to be stored locally e.g. library. The parish council did not feel it was appropriate to use parish council monies to fund this. And, that hard copies of records, as is already the case, continue be stored at Lancashire County Council Archives in Preston.
5. **Discussion re benches etc –** deferred from last mtg
A member of the public had raised some issues regarding public benches in Hall Carr Lane (requiring repair) and outside the shops in Walmer Bridge (could it be moved?). The parish council thought that the bench in Hall Carr Lance was outside of the boundary for Little Hoole Parish Council. SRBC had been approached regarding relocating the bench currently sited outside the shops in Walmer Bridge, but did not think it necessary to relocate. **It was resolved**, however, that the Parish Council would fund a bench to be located in the community garden.

Also raised by a member of the public was the puddle to the entrance to Dob Lane Park, the puddles that form at the outside gym equipment, and the lip (change in gradient) between the bridge over the brook (Dob Lane Park) and the path. **It was resolved** that the parish council fund the repairs to rectify these issues.
6. **Finalise Summer School Holiday Activities –** The Clerk reported that he had amended the risk assessment paperwork to include the Bouncy Castles (in addition to the climbing wall) and was awaiting confirmation from the organisers (Cllrs Wilcock & Foster) that the paperwork was correct prior to submission to SRBC.
7. **£800 income re public rights of way –** this item was discussed at the same time as item 5 in view of the attendance of Cllr Cocker from Much Hoole Parish Council. This had previously been unidentified income but the Clerk was able to report that this income from LCC related to £500 for the maintenance of public rights of way and £300 for bio diversity. The parish council agreed to consider any funding requests from Cllr Cocker regarding the maintenance of public rights of way in Little Hoole.
8. **Homeworking Policy & Workstation Risk Assessment –** The Clerk reported that the absence of these had been reported by the Internal Auditor as part of the 2022/23 audit findings. **It was resolved,** therefore, that the Clerk would adapt an available standard homeworking policy and workstation assessment and submit to a future council meeting for consideration.
9. **October’s meeting –** Due to the Clerk’s holiday commitments **it was resolved** that the October meeting would be cancelled and be replaced with a meeting on Monday 10th December (usually, there is no meeting held in December).
10. **Future Projects -***Approved Projects*
	* *Community**Garden***:** other than ongoing upkeep this project is now complete and is to be removed from the list of projects.
	* *Circular Planters***:** Correspondence received from SRBC confirmed these are the responsibility of the parish council.
	* Children’s Summer Activities – item 14 refers
	* Jubilee Tree – no update *Wish List of Future Projects* (i.e., not formally approved as yet)
	* *Welcome Signs:*It was agreed to look into the purchase of signs welcoming people to “Walmer Bridge - in the Parish of Little Hoole”)
	* *Bus Stops:* SRBC’s policy is now only to replace bus shelters with a bus stop sign. It was agreed, therefore, to look into replacing the current bus shelters, which are in a state of disrepair, with new bus shelters using the parish council’s community infrastructure levy monies.
	* *Feature to Entrance of Dob Lane Park* Little Hoole Primary School has indicated its willingness to be involved in the design. It was also mentioned that SRBC are looking at replacing the gates to the park.
	* *Refresh/Refurbishment of Bridge over the Brook (next to Walmer Bridge Inn)*: No update.
11. **Correspondence -** See item 18 “Circular Planters” and “Feature to Entrance of Dob Lane Park”.
12. **Date & Time of Next Meeting**Monday 10th September 2023, 7pm, The Lounge, Walmer Bridge Village Hall.