

**Minutes of the Little Hoole Parish Council Meeting
held on Monday 10/10/2022, at Walmer Bridge Village Hall**

In attendance:

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

1. Apologies for absence

Cllr T Wilcock

2. To agree the minutes of the last Parish Council mtg held on 12th Sept 2022

The minutes of the Parish Council meeting held on 12/09/2022 were accepted as a true record and agreed unanimously.

3. To receive declarations of interest

A non-pecuniary interest was declared by Cllr Foster as she is the licensee of the Walmer Bridge Inn, where the Parish Council site the Christmas tree.

4. Matters arising from the minutes

The Clerk was asked if there had been a response to the letter sent to South Ribble Borough Council (SRBC) concerning the footbridge between the recreation ground and Walmer Bridge Village Hall. No response has been received as yet.

5. Public Time

The meeting was adjourned for public participation. One member of the public was in attendance and was satisfied that issues he had raised at the previous meeting were covered by later items on the agenda. The meeting was reconvened.

6. To approve appointment of Clerk / Responsible Financial Officer, employment status, employment contract

Cllr Owen outlined the process for the appointment of Mr P Cafferkey as new Clerk & Responsible Financial Officer. The post had been advertised and a formal interview process had been held. At this point Mr Cafferkey left the room while the Council agreed Mr Cafferkey's hourly rate of pay. **It was resolved** that Mr P Cafferkey be appointed as Clerk & Responsible Financial Officer, and that he be appointed on spinal column point 21, as published by the National Association of Local Councils

It was resolved that Cllrs Owen & Dryden be delegated to finalise Mr P Cafferkey's contract of employment.

7. To approve payments transacted through the bank Sept 2022

1 Sept 2022	Website – monthly charge	£27.60
15 Sept 2022	Clerk’s Invoice (Aug 2022)	£150.49
15 Sept 2022	Reimbursement Cllr Dryden re Community Garden Materials	£145.98
30 Sept 2022	Bank quarterly service charge	£18.00

It was resolved that the above payments be approved.

8. Payments for Approval

It was resolved that the Clerk’s claim for Sept 2022 of £252.14 (Gross Pay) and expenses of £16.70 be approved.

9. Proposal to purchase Office 365 (annual subscription) for Clerk

It was resolved that the above be approved at a cost of £59.99 per annum.

10. Payments approved by email or pre-approved and retrospectively noted

It was noted that there were no such payments

11. Financial Statement as at 30th Sept 2022

A detailed financial statement as at 30 Sept 2022 was presented to the Parish Council showing:

current balance of	£30,557.31
deposit account balance of	£18,660.54

It was resolved that the financial statement be approved.

12. Planning Applications

- a) Ref 07/2022/00736/HPD, 28 Rockburgh Crescent Walmer Bridge PR4 5RD,
Conservatory to the rear of the property
- b) Ref 07/2022/00789/HOH, 14 Gower Grove, Walmer Bridge, PR4 5QJ, proposed front
& rear dormers

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

13. Internal Audit

The current Internal Auditor has retired. **It was resolved** that the Clerk would try and find a suitable replacement.

14. Standing Orders & Financial Regulations

It was resolved that the Clerk would review the council's standing orders and financial regulations over the coming months, with a view to them being submitted to the council for any updates / amendments, and for formal approval by the council.

15. Budget & Precept 2023-24

It was resolved that the Chair meet with the Clerk to draw up a 2023-24 draft budget for approval by the council.

The final deadline for the submission of the council's 2023-24 precept amount to SRBC is 31 Jan 2023.

16. CILCA (Certificate in Local Council Administration)

Given the small size of the parish council and the current functions it undertakes, it was considered, taking account of cost implications, that it was not necessary for the Clerk to study for this qualification.

17. Lancashire Partnership Against Crime (LANPAC)

It was agreed that the council would not apply for membership.

18. Faulty piece of gym equipment on recreation ground

Cllr Rainsbury reported that SRBC have reported the faulty equipment to the suppliers (Proludic) and a response is awaited. Having inspected the faulty equipment it was not considered necessary to cordon it off.

19. Circular Planters

Section 6c of the previous meeting's minutes refer. The matter has been reported to SRBC but a response is still awaited.

20. SPID (Speed Indicating Device re road vehicles)

It was noted that the SPID is helping to reduce the speed of vehicles in the village, although there is still concern as to the speed of some vehicles on Gill Lane and on the corner of the junction of Liverpool Old Road and Gill Lane. Previously the Police had offered to hold a speed awareness day and analyse the data produced by the SPID. To date there had been no communication from the Police on these matters. **It was resolved** that the Clerk would write to Lancashire Police for an

update on their offer.

21. Responsibility for clearing of banks and culvert regarding the brook

Concern was expressed at the extent as to the undergrowth on both sides of the brook. A quote obtained by the council to clear the banks was considered too expensive. Additionally, Lancashire County Council has stated that responsibility for the banks of the brook rests with those properties that run adjacent to the brook. However, LCC have accepted responsibility for keeping the culvert grill clear of debris so as to help avoid flooding and have cleared it when reported.

22. Smoke Free Zone

A councillor enquired as to who to contact at SRBC regarding potential breaches of the smoke free zone in South Ribble; there have been regular instances, especially during colder months, of a resident burning something that produces acrid smoke. The Clerk agreed to speak to SRBC to find out the most appropriate officer to contact.

23. January 2023 meeting date

The village hall is not available for the scheduled parish council meeting date of Mon 9th Jan 2023. The Clerk was asked to make contact with Old Mill Court to see if they had a room available on the scheduled date.

24. Christmas Lights Switch On & Offer by PTA

The council discussed the ideas put forward by the PTA (Little Hoole Primary School) for their possible participation in the Christmas lights switch on, in the grounds of the Walmer Bridge Inn. It was agreed the Parish Council would contact the PTA to try and clarify arrangements.

25. Future Projects

Due to time constraints the only future projects that were discussed were as follows:

a) *Notice Boards* Cllr Dryden reported that replacing the three Parish Council notice boards could cost up to £9,000 (excl VAT), if they were only replaced over a period of time, this was due to rising prices. As all three notice boards do require replacing, Cllr Dryden estimated that all three could be replaced at this current time for an approximate cost of £5,000 (excl VAT). **It was resolved** that all three notice boards be purchased and replaced simultaneously.

b) *Light Up Arm Bands for the pupils of Little Hoole Primary School* Previously the Parish Councils has purchased light up arm bands for all pupils. As the clocks are due to go back **it was resolved** that the council again purchase approximately 200 light-up armbands, including spare battery for each arm band.

26. Poppies on Lamp Posts

It was resolved that as Remembrance Sunday is approaching, any damaged

poppies would be replaced with new ones and that as in previous years, two remembrance wreaths would be purchased; one for placement at the village hall and one for the church at Hoole St Michael's.

27. Correspondence

No further action necessary.

28. Date & Time of Next Meeting

The next meeting will be held on Mon 10th November 2022, in the lounge of Walmer Bridge Village Hall, starting at 7pm.

DRAFT