

**Minutes of the Little Hoole Parish Council Meeting
held on Monday 09/11/2020, by Zoom video conference**

In attendance: Mr J Rainsbury (Chair) Mrs S Rainsbury
Mr L Dryden Mrs C Foster
Mr D Owen Mrs T Wilcock
Mr D Swift (Clerk/minutes)

Also in attendance: One member of the public.

1. Apologies for absence

Councillor Rimmer was unable to attend due to work commitments.

2. To agree the minutes of the last Parish Council Meeting

The minutes of the meeting held on 12/10/2020 were agreed as a true record.

3. To receive declarations of interest

There were no declarations of interest.

4. Matters arising from the minutes

- Item 11 – Dog Fouling. Councillor J Rainsbury has emailed Mr Stammers, the headmaster at Little Hoole Primary School, and is awaiting a reply.
- Item 12 – Councillors Wilcock and Foster have not yet had the opportunity to meet.

5. Matters raised by the public

None.

6. Planning applications received since the last meeting

07/2020/00844/DIS – Discharge of conditions 1, 2, 6, 8, 9-10 and 13 imposed on permission 07/2019/1085/REM for erection of 1 dwelling (Plot A), Fell View, Station Road, PR4 5LE.
This was duly noted by the Parish Council.

7. Financial Statement

It was not possible to present the Financial Statement at the meeting itself as the most recent bank statements were unavailable at the time. *The updated information has been obtained and the balances are:*

- *Current Account - £21,103.19*
- *Business Reserve Account - £18,609.75*

8. Defibrillator for Walmer Bridge Village Hall: replacement pads and battery

After some discussion, Councillor Wilcock proposed that the replacement pads and battery be funded by the Parish Council, at a quoted total cost of £222.60. *This was seconded by Councillor J Rainsbury and unanimously accepted by all present. Councillor Wilcock agreed to contact Maureen Nicholl regarding the current financial position of the Village Hall.*

9. Payments

The list of payments shown below was presented for discussion and agreement.

Payment Description	Amount	Proposed by	Seconded by
Clerk's salary for October 2020	£96.00	Councillor Dryden	Councillor Foster
Bolton Christmas Trees	£575.40	Councillor Owen	Councillor Dryden
Royal British Legion – lamp post poppies	£150.00	Councillor J Rainsbury	Councillor Wilcock
Royal British Legion – wreath at St Michael's Church	£26.00	Councillor J Rainsbury	Councillor Wilcock
Royal British Legion – wreath near the Soldier outside the Village Hall	£26.00	Councillor J Rainsbury	Councillor Wilcock
Walmer Bridge Village Hall – replacement defibrillator pads/battery	£222.60	Councillor Wilcock	Councillor J Rainsbury

All payments were unanimously approved.

10. Precept for 2021-22

It was unanimously agreed by all Councillors present to keep the precept at the same level as this financial year, namely £22,500. *The Clerk will contact Darren Cranshaw, the Assistant Director of Scrutiny & Democratic Services at South Ribble Borough Council, to confirm this figure with the relevant department.*

11. Christmas lights/tree: update

- a. Councillor Dryden outlined that the Christmas lighting could be battery operated should a direct electrical connection not be possible. He has discussed the lighting installation with the lengthsmen (who quoted a cost of approximately £300). *Councillor Dryden will contact a commercial lighting company, obtain a quote and circulate this by email to the rest of the Parish Council for comments and a final decision.*
- b. Councillor Dryden also confirmed that the Christmas trees will be delivered and installed on 14/11/2020.

12. Trash screen

Councillor Dryden confirmed that the trash screen will be installed on 15/11/2020.

13. Speed Indicator signs

Councillor Dryden is meeting Alan Cox on 18/11/2020 to oversee the installation of the Speed Indicator signs. Any other Councillor who is available that day is welcome to attend.

14. Present and future banking arrangements

- a. At the request of the Clerk, the signatories for the current account were confirmed as Councillors Rimmer, J Rainsbury and Wilcock.
- b. Councillor J Rainsbury stated that he had the current account cheque book. *He will arrange for the cheques to cover the payments agreed at the meeting to be written, signed and posted or delivered by hand as appropriate.*
- c. *The Clerk will contact the former clerk to obtain the necessary documents to support all payments made in this financial year. Furthermore, he will develop a computerised cash book to record income and expenditure.*
- d. The Clerk raised the question of future banking arrangements and the idea to move from offline to online banking, based on recent experience. *Councillor J Rainsbury proposed that alternative providers be investigated and this was seconded by Councillor Wilcock and unanimously agreed.*

The Clerk will compile a report to be presented at the next Council meeting which will detail the findings and contain a recommendation for discussion and agreement.

15. Storage of Parish Council documents and files

The Clerk outlined a telephone discussion with the former clerk regarding the administrative and financial paper records she currently holds. Councillor Owen questioned what was legally required to be kept by the Parish Council.

Councillor J Rainsbury will ask Mrs Molder what she has in storage. The Clerk will examine SLCC guidance regarding document retention policies and report back to the Parish Council with a recommendation on the way forward.

16. Correspondence

Two items of correspondence from South Ribble Borough Council (SRBC) were presented but no replies were needed.

- a. SRBC have a new policy on the emptying of blue bins, effective from 02/11/2020.
- b. The emergency department at Chorley and South Ribble District General Hospital has now reopened. A detailed 'Communications Toolkit' has been released to help patients and visitors with the changes which have been made.

Councillor Wilcock asked for a copy of these information notices to be placed on the Parish Council website – *the Clerk will action this.*

17. Members' additional information

Councillor Owen said he'd had a complaint from a resident about grass cuttings which had blown onto their property from the Walmer Bridge pub. Councillor Foster is the landlady and stated that the grass cuttings had been contained within the pub's land.

Councillor Wilcock asked that the dates of the next Parish Council meetings be published on the website. Furthermore, she requested that website updates to be added as a standing item on the agenda of future Parish Council meetings – *the Clerk will action both of these.*

The Clerk outlined the recent updates made to the website:

- The agenda for this meeting was published
- Some out of date images were removed at the request of Councillor Dryden; these will be replaced in due course
- Corrected versions of audit and financial information were uploaded to the Finance sections for 2018 onwards

Councillor Foster offered to obtain photographs of the lamp post poppies and submit these for inclusion on the website – *the Clerk will action this once the images have been supplied.*

SRBC have contacted Councillor J Rainsbury to inform him that they will be installing a new picnic table in the children's play area. They will also install a new bench at an approximate invoiced cost of £500 should the Parish Council grant approval. *Councillor J Rainsbury proposed that the Parish Council approve the installation of a new bench, seconded by Councillor Dryden and agreed by all present.*

18. Date of next meeting

The next meeting will take place by Zoom video conference on Monday 11/01/2021 at 7pm.