



**Minutes of the Parish Council meeting held on
8th November 2017 at 7.30pm at the
Methodist Church, School Room, Moss House Lane**

Present; Cllrs E Houghton (Chairman), M Gelder, R Gelder, N Woodcock, T Brown, A Taylor

In attendance R Weaver, Clerk to the Parish Council

1. Apologies for Absence

Apologies were received from Cllrs Cowburn and Fenton

2. Declarations of Interest and Dispensations

Cllrs Houghton, Taylor and Brown declared an interest in Item 7&8 regarding the Village Hall for which dispensation has been granted

Cllr M Gelder declared a pecuniary interest in item 12 regarding the request to fund website training

3. Minutes of the last meeting held on 4th October 2017

It was resolved to sign the draft Minutes of the meeting as an accurate record

4. Adjournment for Public Time

One member of the public attended to represent the Village Hall trustees' appreciation of the support for the village hall project. Thanks were also expressed for the new Union Flag which would be flown in the village during the week before remembrance day.

A summary of progress regarding the Scout Hut build was given and it was reported to be within budget, open and in use by the scouts and subject only to minor snagging issues. In relation to the Village hall project, it was reported that Mr Howard Anthony of South Ribble Strategic Partnership was providing excellent support. Despite the loss of a potential financial supporter due to a change in the funding criteria there was confidence that overall funding targets would be achieved given that the Parish Council had demonstrated its commitment with funding from the 2017/18 precept .

Given the support provided by the Council it was agreed that details of how the Council's funds had been spent on the Scout hut and the Village Hall business plan would be provided for the Council at a future date.

5. Off Road Cycle Track

It was reported that the track remains well used and litter clearance following half term had been Completed. The track was in good order.

6. Finance

- a) The bank reconciliation was presented to the council and its overall funds were noted and accepted.
- b) It was noted that the external auditors BDO LLP have completed the audit of 2016/17 and have provided their opinion. There are no issues of concern that they wish to bring to the attention of the council. The Clerk informed the Council that the statutory notice of a completed audit was posted on the village notice board as required by law.
- c) It was **RESOLVED** that the sum of £120 be paid in respect of the BDO LLP invoice for audit (cheque 100532 was signed)
- d) It was noted that BDO LLP have informed the Council they will not provide external audit services for 2017/18 accounts. The new auditors appointed will be PKF Littlejohn
- e) It was noted that Mr John Lawson had resigned from his position as external auditor and would not be available for the 2017/18 audit. An alternative auditor had offered his services and it was **RESOLVED** that he would be considered in the light of further enquiries as to his credentials and qualifications
- f) It was **RESOLVED** that the Clerks salary of £250 for October 2017 be authorised (Cheques 100536 and 100537 to Clerk and HMRC PAYE were signed)
- g) It was **RESOLVED** that additional hours worked by the Clerk in advance of the October meeting and handover from the previous clerk be reimbursed in the sum of £60 (included in cheques 100536 and 100537)

- h) It was **RESOLVED** that the Clerks expenses of £19.37 for October be authorised (Cheque 100535 was signed)
- i) This item was withdrawn prior to the meeting and nothing was discussed
- k) It was **RESOLVED** that an external hard drive be purchased to 'back up' the files on the Council computer.

7. Much Hoole Village Hall

A written report had been circulated and was noted. There had also been a comprehensive summary provided by a representative of the Village Hall trustees at agenda item 4

8. Response to letter deferred from October Meeting

It was **RESOLVED** that the letter discussed at the previous meeting of the 4th October raising questions about the Council precept should receive a reply from the Council via the Clerk. The letter should make it clear that the Parish Council had after consultation adopted a stance that it would be supportive of the building of a new village hall and set a one-off, higher than normal precept for 2017/18 that allowed it to provide a financial contribution to the project. This had been communicated via a newsletter. Issues relating to the details of the building project itself were a matter for the Village Hall Trustees

9. Grass Cutting

The only outstanding grass cutting issues relate to FP30 which has not been attended to due to the absence of MR Bannister who has been away on holiday. It was **RESOLVED** that Cllr R Gelder would contact Mr Bannister to arrange for this area to be strimmed and cut.

10. Maintenance work on Trafalgar Gardens

Work has been undertaken and Trafalgar Gardens and a report on the detail will be brought to a future meeting. It was noted that some of the shrubs and trees are overhanging the public pavements and it was **RESOLVED** that SRBC would be notified and asked to cut back the hedges
It was also noted that some trees have been lost and Cllr Gelder will approach SRBC to discuss options for replacement tree planting, possibly funded by the funding outlined at item 16 if appropriate.

11. Planning Issues

All planning items were noted with no issues raised

12. Training programme for 2018

It was **RESOLVED** that Cllr Taylor would attend the Chairmanship training on 8th March 2018

It was **RESOLVED** that Cllr Woodcock would attend the Finance training on 8th February 2018

It was **RESOLVED** that Mr Weaver (Clerk) would attend CILCA training on 12th April 2018

It was **RESOLVED** that the Council would meet the cost of this training.

Cllr M Gelder would provide the relevant application forms for completion

Cllr M Gelder left the room while website training was discussed due to the declared pecuniary interest. It was **RESOLVED** that the Council would meet the cost of website manager training of £60 (including VAT) to be provided by REDLEG

Cllr M Gelder re-joined the meeting following discussion of the item

13. HAPI Group letter

It was **RESOLVED** that the Parish Council should offer one or more representatives to form part of a wider village representative group including HAPI group representatives and other Much Hoole residents to consider revising a village plan to guide decision making concerning the future of the village.

14. Advertising Christmas events

The Chair informed the meeting that the author of the SRBC email offering to advertise Christmas events had already been informed of the Christmas Market event

15. SRBC Mayor's charity event

The time and date of the event was circulated and noted

16. Environmental Fund for trees / green space

Further details of this scheme would be brought to and considered at the next meeting

17. Planting at Northern gateway

It was noted that planting work had been undertaken at this location.

18. Remembrance wreath

It was **RESOLVED** that a donation of £26 would be authorised and a wreath would be provided by the Council at this year's remembrance commemoration. This donation would be made under the auspices of section 137 (Cheque 100534 was signed) Cllr Gelder stated that memorial crosses had been placed at two WW1 veterans' graves in St Michael's Churchyard at no cost to the Council.

19. Newsletter

It was **RESOLVED** that the Clerk would manage the production of a newsletter, funding for which is included within the budget for 2017/18. Cllrs will submit potential content to the Clerk with the intention that a newsletter be produced for Springtime.

Suggested content might include, Chairman's report, Western Parishes in Bloom, Trees and planting, update on the Village Hall and Scout hut, meeting times and details of Parish Cllrs.

20. Local Meetings

There were no issues to report

21. Items for the next agenda

Draft budget for 2018/19

Trafalgar Gardens

Environmental Funding

Internal Auditor

The date of the next meeting was set for 7.30pm, Wednesday 13th December 2017