

**Minutes of the Little Hoole Parish Council Meeting  
held on Monday 12/07/2021, at 110 Liverpool Old Road, Walmer Bridge**

**In attendance:** Councillor L Dryden (Chair)                      Councillor J Rainsbury (Vice Chair)  
                         Councillor S Rainsbury                                      Councillor D Owen  
                         Councillor C Foster    Mr D Swift (Clerk/minutes)

Plus one member of the public.

### **1. Apologies for absence**

Councillors Wilcock and Rimmer were unable to attend.

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

The minutes of the meeting held on 21/05/2021 were agreed as a true record.

### **3. To receive declarations of interest**

Non pecuniary interests were declared by Councillors J Rainsbury and Owen in respect of item 15, point b.

A pecuniary interest was declared by Councillor Dryden in respect of item 15, point c.

### **4. Matters arising from the minutes**

There were no matters arising.

### **5. Matters raised by the public**

The member of the public present mentioned three items:

- A puddle is regularly gathering outside the cycle shop. Councillor Dryden has reported this issue to South Ribble Borough Council SRBC).
- Mr Harrison contacted SRBC about the hedge on Dob Lane, expressing a duty of care concern, and was told by SRBC that issues such as this fell under the remit of Lancashire County Council (LCC). Councillor Dryden will report this to LCC.
- The 5 planters near the chip shop are in need of repair. It was suggested that SRBC Councillor Graham Gooch be contacted regarding it. Councillor J Rainsbury said that the Parish Council should speak to Tony Stirling, the neighbourhood contact for SRBC.

### **6. Planning applications**

- 07/2021/00642/LBC; Manor House, Station Road, PR4 5LH: Replacement windows to western and southern elevations and re-pointing of the house. *No objections raised*

### **7. Financial Statement**

The Clerk presented the Financial Statement, as at 30/06/2021; the balances are:

- *Current Account: £12,745.09*
- *Business Reserve Account: £18,610.53 (plus interest from April-June, to be confirmed)*

*The Clerk will investigate the closure of the Business Reserve account and what will need to be done to transfer the balance to the new Unity Trust deposit account.*

## 8. Discussion regarding the completed internal audit

The Clerk presented the results of, and the recommendations from, the recent internal audit. The audit report was accepted, with the following action points:

- *The Clerk will produce a quarterly bank reconciliation*
- *The Parish Council will agree a process for payments made outside of the regular monthly meetings - **this was discussed at item 10***
- *The Clerk will ask the Much Hoole Parish Council clerk for a copy of their risk register*
- *Councillor Foster will make enquires regarding the invoice for the maintenance of the defibrillator at the village hall*

## 9. Discussion regarding Standing Orders for the Parish Council

There was a general discussion. *Councillor Dryden has acquired copies of standing orders from 4 local Parish Councils; the Clerk will distribute these to the other Councillors.*

## 10. Discussion regarding approval of payments outside of Parish Council meetings

The Parish Council agreed a process for approving urgent payments which need to be made in between monthly meetings:

- The Clerk will email the invoices (and any supporting information) to Councillors for consideration and approval
- Once approval is granted in writing, the Clerk will liaise with account signatories to ensure prompt payment
- At the next Parish Council meeting, the details of any such payments will be added to the payments section of the agenda, retrospectively noted and added to the minutes

## 11. Payments

The payments shown below were presented for discussion and agreement.

<b>Payment Description</b>	<b>Amount</b>	<b>Proposed by</b>	<b>Seconded by</b>
Acer Gardens (June 2021)	£690.00	Councillor Owen	Councillor Foster
Clerk's salary (June 2021)	£304.00	Councillor Foster	Councillor Dryden
Internal Auditor's fee	£100.00	Councillor Dryden	Councillor J Rainsbury
Unity Trust Bank service fee	£18.00	Councillor J Rainsbury	Councillor S Rainsbury

*These payments were unanimously approved.*

## 12. Payments approved by email and made outside of Parish Council meetings

The payments shown below were approved by email and paid in June 2021. These were noted by all Councillors present.

<b>Payment Description</b>	<b>Amount</b>	<b>Date Paid</b>
Zurich Municipal - Insurance	£353.11	10/06/2021
Glenroyde Garden Centre - plants	£504.12	22/06/2021
Acer Gardens (May 2021)	£140.00	22/06/2021
Clerk's salary (May 2021)	£224.00	22/06/2021

### **13. Proposal to order installation of the posts for the new speed indicator devices**

Councillor Dryden proposed that the Parish Council order 3 posts for the new speed indicator devices at a cost of £250 per post. Councillor J Rainsbury seconded the proposal and this was carried unanimously. Furthermore, Councillor Dryden proposed that the Parish Council pay for the new speed indicator devices; this was seconded by Councillor Foster and all Councillors present agreed. *Councillor Dryden will liaise with the Clerk and Simon Wallbank from LCC (Highways and Transport).*

### **14. Proposal to set up a Facebook page for the Parish Council**

Councillor Dryden proposed that the Parish Council set up its own Facebook page; this was seconded by Councillor Owen and carried unanimously. *The Clerk will action this, grant administrative rights to the Chairman and report back to the Parish Council in due course.*

### **15. Correspondence**

a. The Clerk received an email regarding Armed Forces Day; *the Parish Council agreed that the Clerk will publish an article on the website relating to this.*

b. Councillor Owen outlined the request from Little Hoole Primary School for safety armbands. It was agreed by all present that *Councillor Owen will discuss the exact requirements with the school's headmaster and report back to the Parish Council.*

c. Councillor Dryden explained that further weeding and other gardening work needs to be undertaken within the Parish to prepare for the best kept village competition. In the past, he has asked the council to employ Iain Layton to help with the community gardens when he himself has been incapable of keeping up with the weeding. Councillor Dryden further explained that Iain had recently lost his employee and therefore had to decline this job; instead, he proposed that it could be done by Lewis Dryden. This proposal was seconded by Councillor S Rainsbury and agreed unanimously.

d. The Clerk received an email from Walmer Bridge Village Hall (WBVH) relating to the problems with the roof. WBVH are looking to apply to the Lancashire Environmental Fund for a grant of up to a maximum of £30000; however, this requires a level of support from other agencies, such as the Parish Council, potentially up to £3000. Councillor J Rainsbury proposed that this item be added to the agenda of the next Parish Council meeting for formal discussion. Councillor Owen seconded this and all Councillors present agreed.

e. The Clerk received an email from LCC regarding its 'Public Rights of Way Local Delivery Scheme' for 2021-22. LCC are inviting organisations such as Parish and Town Councils to opt in to the scheme, which attracts grants of £500. It is noted that the closing date for applications is the 31st of August. Councillor Wilcock had expressed an interest in an email to the Council that she would be happy to lead on this. It was agreed by all present that Councillor Wilcock can lead the discussions on a Public Rights of Way Local Delivery Scheme, but that other Councillors should contribute if they have anything to add towards it. *Councillor Dryden will apply for the scheme in the meantime due to the closing date of the 31st August.*

### **16. Date of next meeting**

The next meeting will be held on August 9th in the lounge of Walmer Bridge Village Hall, starting at 7pm, subject to availability. *The Clerk will book the lounge online.*