



**Minutes of the Annual Parish Council meeting held on
9th May 2018 at 7.30pm at the
Methodist Church, School Room, Moss House Lane**

Present; Cllrs E Houghton (Chairman), M Gelder, A. Taylor, N Woodcock, R. Gelder, T Brown (part of meeting only)

In attendance R Weaver, Clerk to the Parish Council. Mrs Kerian Hayes, prospective Parish Councillor

1 Election of Chairman

Cllr Alan Taylor was elected as Chairman and signed the declaration of office.

2. Election of Vice Chairman

Cllr Nathan Woodcock was elected as Vice Chairman

3. Election of LALC Representatives

Cllrs Houghton, R. Gelder and M.Gelder were elected as representatives at LALC

4 Apologies for absence.

Apologies were received from Cllr D Fenton

5. Declarations of Interest and Dispensations

Cllrs Houghton, Taylor and Brown declared an interest in Item 12 regarding the Village Hall for which dispensations has been granted. Cllr M. Gelder declared an interest in respect of items 10d and 15

6. Minutes of the last meeting held on 11th April 2018.

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

7. Public Time

One member of the public was present, Mrs Kerian Hayes spoke in support of her application to act as a Parish Councillor

8. Casual Vacancy

One expression of interest in the casual vacancy had been received and previously circulated. The applicant Mrs Kerian Hayes had attended to speak in support of her application. It was **Resolved** that Mrs Hayes be co-opted as a Parish Councillor and she signed the acceptance of office.

9. Off Road Cycle Track

It was reported that the track had been inspected this week, the grass had been cut recently, the litter had been cleared and there were no defects with the track.

The contract for grass cutting and litter clearance agreed between the Clerk and the contractor under delegated authority was noted. It was **resolved** that the Clerk should have delegated authority to manage the grass cutting with the contractor within the terms of the contract.

A discussion took place regarding the process for retention of records of cycle track inspections.

10. Finance

It was **resolved** to authorise the following payments (10 a-f)

Chq 559	Methodist Church for meeting room	£40.00
Chq 560	PR Weaver Clerk salary and expenses	£222.20
Chq 561	HMRC for PAYE	£50.00
	Cllr M. Gelder withdrew for LALC discussion regarding authorisation of cheque	

	562 and returned after it was resolved to pay it.	
Chq 562	LALC Payment for printing and Conference fees	£74.26
Chq 563	Fleur Boutique for St Georges Roses	£79.20
Chq564	I Edwards Internal audit invoice	£100.00

It was **Resolved** that the clerk be given authority to make transfers between accounts as follows:

- g) £5,000 from Current Account to Village Hall Appeal Account (as agreed at budget meeting).
- h) £14,000 from Current Account to Deposit Account (in line with normal practice).

i) It was **resolved** that the updated bank reconciliation be accepted

j) It was **resolved** that the internal audit report be accepted. Within the audit report it states that Petty Cash is “not covered” in which case it requires further explanation. Cllrs noted that the required further explanation is contained in the terms of reference checklist completed by the auditor, which specifies that the Council does not have any petty cash.

k) It was **resolved** that the annual governance statement (section1) be accepted and signed by the chairman

l) It was **resolved** that the statement of accounts (section 2) be accepted and signed by the chairman (Cllr R. Gelder asked for it to be recorded that he abstained when this item was resolved)

It was agreed that the public rights of access should begin on 5th June 2018 that being the earliest date available to comply with the audit regulations.

11. Community led projects

An interim summary of views emerging from the community consultation was noted.

It was **resolved** that the Council should have a stand at the forthcoming Village Hall spring fair in order to continue consultation over the community improvement fund and promote the role and profile of the Council

12. Much Hoole Village Hall update

A Due Diligence report dated 9th May 2018 was presented by Cllr Taylor and noted.

13. Planting at the Northern Gateway

It was **resolved** that planting should take place once the current display of pansies has begun to die back, which is likely to happen sometime in late May or June at which point the Clerk should instruct Mr Dalton to plant appropriately at his discretion within a budget of £100.

14. Litter issues

It was agreed that the issue of combatting litter be included on the Village Hall fair Council stand (as per item 11 above) and that the matter be deferred until the June meeting.

15. Training

Cllr M. Gelder withdrew while this issue was discussed.

It was **resolved** that the newly co-opted Cllr K Hayes attend the New Councillors and Clerks Course at a cost of £63 and the Clerk should complete and forward the booking form to LALC

It was **resolved** that a copy of ‘Charles Arnold Baker on Local Council Administration’ be purchased.

16. Notice Boards

A discussion on the purchase of a new notice board was deferred until the next meeting during which time the Clerk would investigate the cost of a new notice board and the implications for San Marco on whose wall the current one is mounted.

17. GDPR

It was noted that the implications for parish Councils are still very unclear but it was **resolved** that the Council would register with the Information Commissioner for a which a £35 fee is applicable. It was also **resolved** that an audit on the information the Council holds should commence

18. Planning Applications

The planning applications were noted

19. Insurance renewal

IT was **resolved** that the level of cover be increased to cover the level of cash currently held by the Council. It was accepted this resolution would incur a premium increase from the quoted price for the increased cover. The insurers should also be asked how the premium would be affected in the event that the large cash reserve is transferred to a third party, particularly if a 3 year agreement was selected.

Subject to no adverse implications as per the previous paragraph, it was **resolved** that the insurance be renewed on a three-year fixed term to take advantage of the 5% premium discount.

20 Review of Asset Register

It was **resolved** to accept the updated asset register with one amendment. The amendment was to specify that the old laptop would be disposed of by way of donation to charity. It was **resolved** that the Council would meet the cost of wiping the old laptop of all data before donating it.

21. Local Meetings

A report was received from Cllr Houghton regarding the LALC conference held on 26th April 2018

22. Items for next agenda

Community spending fund
Litter issues
Review of Standing Orders
Review of Risk Register
Review of Financial Regulations
Notice Board
Clerks remuneration – pay band and revised pay rates
Valuation of Mayoral chain

23 Date of next meeting

The date of the next meeting was set for Wednesday 13th June at 7.30pm.