

**MINUTES OF A MEETING OF HANKELOW PARISH COUNCIL  
HELD IN HANKELOW METHODIST CHAPEL SCHOOL ROOM, HANKELOW  
ON 7 JULY 2015**

**PRESENT:** Councillor G Foster Chairman  
Councillor G Cope  
Councillor I Jones  
Councillor A Lee

**APOLOGIES:** Councillor C Ainley

**16 DECLARATIONS OF INTEREST**

Members were invited to declare any non-pecuniary or disclosable pecuniary interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests to leave the meeting prior to the discussion of that item.

No declarations were made.

**17 MINUTES – ANNUAL COUNCIL 12 MAY 2015**

**RESOLVED:** That the Minutes of the Annual Council Meeting held on 12 May 2015 be approved as a correct record and signed by the Chairman.

**18 FINANCIAL MATTERS**

**18.1 Authorisation of Payments**

**RESOLVED:** That the following payments be authorised:

£89.40	Mrs C M Jones Reimbursement for settlement of the invoice from Suddenstrike Ltd for killing moles on the village green
£50.00	Allan Davenport – Internal Audit fee (audit of accounts 2014-2015)
£74.40	HM Revenue & Customs – Tax on Clerk’s salary

**18.2 Internal Audit Report**

The Internal Auditor’s report for 2014-2015 was received. There were not matters for noting.

The Clerk reported that prior to submitting the accounts for audit she had attempted to update the Cheshire Building Society (CBS) passbook. CBS had now transferred over to Nationwide and the pass book could only be up-dated by the two signatories (Gin Foster and Geoff Cope) who were required to visit the branch with photographic ID, following which the staff would explain the procedure for changing over the accounts.

**19 PLANNING**

The Parish Council was invited to comment on the following planning application:

15/2788N	Land adjacent to 4 Swedish Houses, Audlem Road Erection of six dwellings, access works and landscaping
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**RESOLVED:** That the following comments be submitted to Cheshire East Council in respect of planning application No. 15/2788N –

(a) The plans make reference to the installation of a 4ft fence with trellis on top. The Parish Council considers that the fencing should be 6ft high to maintain the privacy of the adjacent dwelling (Hillcrest); and

- (b) The ground level of the proposed development is such that the lights from vehicles exiting the development will shine into the properties opposite. The Parish Council suggests that the entrance to the development be moved to minimise the disruptive effects to the existing dwellings opposite.

## **20 NEIGHBOURHOOD PLANNING**

### **20.1 Minutes of Meetings**

The Minutes of the following meetings of the Steering Group were received:

- 12 March 2015
- 9 April 2015
- 6 May 2015

### **20.2 Progress**

The Parish Council was given a brief update on progress by Councillor Lee who had held a stall at the Summer Fair on 21 June 2015.

## **21 RISK ASSESSMENT/MANAGEMENT**

The Parish Council was required to undertake an annual assessment of risks and identify a means of managing those risks. A revised risk assessment schedule was submitted. This had been updated since 2014-2015.

**RESOLVED:** That the risk assessment/management schedule be approved.

## **22 PERMISSIVE PATH – CORBROOK COURT**

The Clerk had followed up this matter and reported that Morris Care had confirmed that the wording on the notice referred to at the previous meeting had been that advised by Morris Care's Legal Team. Where it referred to 'permission' this simply meant that Morris Care had made the footpath available to be used, but not necessarily for pedestrians to seek advance permission each time they wished to use it.

**RESOLVED:** That arrangements be made for a site visit with Mr T Morris of Morris Care, to comprise a representative from each of the two parish councils (Hankelow and Audlem) to walk the path and to discuss possible improvements to the route.

## **23 LOCAL GOVERNMENT TRANSPARENCY**

The Clerk reported that a new transparency code for smaller authorities had been introduced, viz. *The Smaller Authorities (Transparency Requirements) (England) Regulations 2015* (in force from 1 April 2015) which provided that town and parish councils in England, whose turnover did not exceed £25,000 *must publish the information specified in the Code in the manner and form and on the occasions specified in the Code.*

Hankelow Parish Council was a smaller authority as defined in the regulations as its turnover was less than £25,000 each year.

The following were the requirements.

### **(a) From April 2015 Smaller Councils should publish**

- Minutes of formal meetings (including drafts of council, committee and sub-committee minutes no later than one month after the meeting).
- Full and informative agendas not later than three clear days before the meeting to which they related.

**(b) From July 2015 (and annually thereafter) Smaller Councils should publish**

- Details of every item of spend of £100 or more (exclusive of VAT) showing the date/purpose/amount/and VAT which cannot be recovered.
- End of Year accounts as per the Annual Return.
- The annual governance statement as per the Annual Return.
- Bank reconciliation statements.
- The Internal Audit report as per the Annual Return.
- Names of councillors, their responsibilities and which committees and outside bodies they are appointed to by the Council.
- List of assets (land and buildings)

The information should be published on the website. Where councils did not have their own website, the information could be published on another organisation's website; for example the principal Council. The Parish Council did not have its own website but was able to use the village website which published the agendas and minutes of the Parish Council meetings.

**(c) Councils with Annual Turnover exceeding £25,000 but not exceeding £200,000**

It was noted that there was no transparency code for this group of town and parish councils.

**The webmaster for the Hankelow Village website was in attendance and agreed to publish the required information.**

**24 BOROUGH COUNCILLOR'S REPORT**

Councillor Rachel Bailey was not in attendance on this occasion.

**25 SHARED INFORMATION/REPORT OF MEMBERS APPOINTED TO OUTSIDE BODIES**

Parish Councillors were invited to share information which was not available at the time of publication of the agenda, or to report on attendance at any recent meetings of outside bodies. The following information was reported:

- Letter from a resident in respect of a letter from Barton Willmore who had also written to the Clerk as part of the Neighbourhood Plan consultation process.
- The sign for 'Hankelow' at the Audlem end of the village required reinstatement.
- Work on the footways had been commenced by Cheshire East Highways but not completed. The Clerk was asked to follow-up this matter.
- Item for the agenda – 1 September 2015  
Drainage/gulleys. The Clerk was asked to establish if CE Highways had a policy/schedule for gully emptying in the parish. A Member commented that this had not been carried out for 18 months and if Cheshire East Highways was unable to undertake this work, the Parish Council would need to consider what action it could take itself to ensure that this was carried out on a regular basis.

**26 DATE OF NEXT MEETING**

**1 September 2015**

.....Chairman