

HANKELow PARISH COUNCIL

www.hankelow.eu

Carol Jones
Clerk

Tel: 01270 812065
e-mail: carol.jones@ceparishclerk.co.uk

Parish Councillors are summoned to the Annual Meeting of the Parish Council

The meeting will commence at the conclusion of the Annual Parish Meeting.

DATE: MONDAY 12 MAY 2014

TIME: NOT BEFORE 7.30 PM

VENUE: SCHOOL ROOM, HANKELow METHODIST CHAPEL



Signed: _____

Date of Issue: 6 May 2013

Note: Prior to the start of the meeting, members of the public will be able to address the Parish Council.

A G E N D A

The agenda is divided into two parts. **PART 1** represents the business of the annual meeting of the Parish Council; and **PART 2** represents ordinary business of the Parish Council and is dealt with at this meeting in the interests of expediency.

PART 1

1 ELECTION OF CHAIRMAN

- 1.1 To elect a Chairman to serve until the Annual Meeting in 2015.
- 1.2 The Chairman will sign a Declaration of Acceptance of Office, following which the newly-elected Chairman will chair the meeting.

2 ELECTION OF VICE-CHAIRMAN

- 2.1 To elect a Vice-Chairman to serve until the Annual Meeting in 2015.
- 2.2 The Vice-Chairman will sign a Declaration of Acceptance of Office.

To: Councillors G Foster (Chairman), C Ainley, G Cope, I Jones and A Lee

Copy: Borough Councillor R A Bailey

3 APOLOGIES FOR ABSENCE

4 DECLARATIONS OF INTEREST

Members to declare any non-pecuniary or disclosable pecuniary interest which they have 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.

Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare, or not, is the responsibility of the Parish Councillor, based on the particular circumstances.

5 MINUTES

5.1 To approve as a correct record, the Minutes of the Meeting held on 4 March 2014. ...

5.2 To receive the Minutes of the Annual Parish Council meeting held on 13 May 2013. ...
These were approved at the July 2013 meeting.

6 FINANCIAL MATTERS

6.1 End-of-Year Accounts – 1 April 2013 – 31 March 2014

The audit has been called for 17 June 2014 and the accounts have been submitted to the internal auditor. A report will be available at the July meeting. In the meantime, the Parish Council is asked to approve the accounts for the financial year 1 April 2013-31 March 2014 and to authorise the Chairman to sign the Annual Return on behalf of the Parish Council when the return is received back from the internal auditor.

The following documents are enclosed: ...

- Annual Return (copies of Sections 1 and 2 enclosed)

Part of the approval requires the Parish Council to acknowledge its responsibility for ensuring a sound system of internal control and Section 2 seeks that approval.

- Balance sheet to 31 March 2014
- Accounts ledger for the period
- Assets Register

7 RE-APPOINTMENT OF VILLAGE DESIGN STATEMENT WORKING GROUP

The Parish Council is invited to re-appoint the Village Design Statement Working Group. It should be noted that as this is a working group, it has no delegated powers.

8 APPOINTMENT TO OUTSIDE BODIES

The Parish Council is invited to appoint a representative(s) to the following outside bodies.

- Audlem Burial Board
- Cheshire Association of Local Councils
- Police Cluster meetings
- Nantwich Local Area Partnership – Note: The LAPs are to be de-commissioned and new arrangements to be put in place. The situation should be clearer at the end of May.

9 CALENDAR OF MEETINGS – 2014-2015

To approve a calendar of meetings for the next municipal year. ...

10 RISK ASSESSMENT

The Parish Council is required to undertake an annual risk assessment of risks facing the Parish Council and to take appropriate steps to manage those risks including the introduction of internal control and/or external insurance where required.

This was not undertaken in the previous financial year and the Clerk has provided an explanation to support the annual return, stating that it will be considered at this meeting.

A risk assessment/management report will be issued under separate cover.

PART 2

11 AUTHORISATION OF PAYMENTS

£65.20 Mrs C M Jones – reimbursement for payment to HMRC.
Although cheque No. 440 was made out on 4 March in the sum of £65.00 in anticipation of settlement for the tax year 2013-2014, the amount owed was £65.20 and the Clerk has, therefore, sent a personal cheque.

Cheque No. 440 will be retained for issue at the first quarter of the new tax year 2014-2015.

£300.00 Hankelow Methodist Church – hire of room for meetings
£61.20 Cheshire Association of Local Councils – annual affiliation fee
£tba Came & Company (brokers for Avivia) – renewal of insurance policy with effect from 1 June 2014.

12 COMMUNITY RIGHT TO BID

To report that on 24 March 2014, Cheshire East Council added Hankelow Methodist Church to the Register of Community Assets.

13 PLANNING

13.1 Electronic Consultation on Planning Applications

Cheshire East Council (CEC) has notified Town and Parish Councils that consultation on planning applications has changed with effect from 1 April 2014.

Prior to this, most Town and Parish Councils received a full copy of paper drawings through the post. CEC has introduced an e-mail notification system with all Town and Parish Councils, similar to that which is sent to Cheshire East Council Members and all other stakeholders.

The intention is that the e-mail will include a direct link to the individual planning application details, which can either be downloaded or viewed online. It is the Clerk's experience that the link is only to the planning portal and not to the application itself.

This new procedure is for all "minor" planning applications, such as household extensions and schemes of fewer than 10 houses. The Parish Council will continue to receive a copy of the paper plans for any major planning applications in the area (i.e. those for 10 or more dwellings).

Why move to electronic consultation?

- It is faster and more secure. Local councils are notified sooner giving more time for assessment and comment.
- It saves valuable resources by reducing paper, printing costs, staff time and postage.
- At Planning Committees all members can view the plans at the same time or well in advance of the meeting, dependent on how the committee operates.

One local Parish Council contacted CEC to ask if it could continue to receive hard copies of applications if it paid a fee for this service. CEC's response is that the majority of planning applications are received electronically through the planning portal. To continue to provide a paper service is a drain on resources and there are insufficient staff available.

13.2 Planning Applications

The Chairman notified the Clerk of the following planning application. This has not been notified by CEC to the Clerk. The postal address is Audlem, and it could be that this has been notified to the Audlem Parish Clerk. However, the deadline date for observations is 28 May and Members are invited to comment.

The Borough Council's website is www.cheshireeast.gov.uk.

14/2062N – full planning application – Brookfield View, Longhill Lane, Audlem
Relocation of existing stables and associated yard area and the provision of a new manège.

13.3 Development on Land at the rear of The Nook and Lodge Farm

To report that the Parish Council has received an approach about a possible development of a number of houses on the industrial land to the rear of The Nook and Lodge Farm. This matter is to be raised in the Parish Meeting to be held earlier in the evening.

The Parish Council is invited to reach a formal view on the proposals.

14 ITEM REQUESTED BY THE CHAIRMAN

➤ Blocking-off of public right of way

This item has been added in response to a request from a local resident who comments that a public right of way through the grounds of Woolfall Manor Farm House, appears to have been blocked off from Longhill Lane. The e-mail sent by the member of the public is enclosed for Members only. The reason for this is that although it is reasonable to discuss this matter in public, it is not appropriate to provide letters/e-mails from local residents unless they have an expectation that their correspondence is to be made public.

15 BOROUGH COUNCILLOR'S REPORT

Borough Councillor Rachel Bailey to report on Cheshire East matters of interest.

16 CORRESPONDENCE

To report receipt of correspondence received since the last meeting which has not previously been forwarded to Members.

17 SHARED INFORMATION

Parish Councillors are invited to share information or to request the inclusion of items on the next agenda.

Note: Decisions cannot be taken under this item.

18 DATE OF NEXT MEETING

1 July 2014

Notes

1) Members of the Public

The Parish Council welcomes and encourages members of the public to attend its meetings. You are requested to enter and leave quietly and to remain quiet during the meeting. Mobile phones and pagers should be switched off, and no food or drink should be brought into the meeting.

Members of the public are not able to participate in meetings but are able to ask questions or make a statement, prior to the start of the meeting. In addition, if you feel there is a matter which should be brought to the attention of the Parish Council you may contact the Clerk, the Chairman, or any member of the Parish Council, and arrangements can be made to place the item on the agenda for the next meeting, if appropriate.

On occasions, members of the press and public will be excluded from the meetings when the business to be transacted is of a confidential nature; for example, dealing with individual people, staffing matters, contracts and financial affairs of other parties.

2) Parish Councillors

A) Notice of items

The Parish Council cannot lawfully decide any matter which has not been specifically included on the agenda, and there is case law to this effect (*Longfield Parish Council v Wright (1918) 88 LJ Ch 119*).

B) Planning Grounds The grounds on which observations can be made on planning applications are as follows –

- | | | | |
|---|---|----|---|
| 1 | Development Plan in all its aspects | 8 | Appropriateness of use taking account of local area |
| 2 | Government legislation and guidance | 9 | Effect on highway safety |
| 3 | Siting | 10 | Landscape |
| 4 | Design | 11 | Listed buildings |
| 5 | External appearance | 12 | Conservation areas |
| 6 | Compatibility with street scene | 13 | Land |
| 7 | Development effect on neighbouring properties, contamination, amenities and privacy | 14 | Flooding |

Non-Relevant Matters

- | | | | |
|---|---|---|---|
| 1 | Matters controlled by other legislation | 6 | Business competition |
| 2 | Effects on private rights | 7 | Personal circumstances – health/finance |
| 3 | Provisions in covenants/deeds | 8 | Ownership |
| 4 | Effect on property values | 9 | Moral issues |
| 5 | Private opinions | | |

Note: If the Parish Council agrees, in principle, with an application, but not in all aspects, suggestions for “development conditions” can be made, in line with relevant factors.