

HANKELow PARISH COUNCIL

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Clerk

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Parish Councillors are summoned to a meeting of the Parish Council

DATE: MONDAY, 7 JULY 2014

TIME: 7.30 PM

VENUE: SCHOOL ROOM, HANKELow METHODIST CHAPEL



Signed: _____

Date of Issue: 30 June 2014

Note: Prior to the start of the meeting, NJL Consultancy will make a presentation in respect of the proposed development at the Lodge Farm site.

Following the presentation, members of the public will be able to address the Parish Council prior to the start of the meeting.

A G E N D A

1 APOLOGIES FOR ABSENCE

2 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.

3 MINUTES

- 3.1** Annual PARISH Meeting – 12 May 2014
- 3.2** Annual COUNCIL Meeting – 12 May 2014

To approve as correct records the Minutes of the meetings held in May.

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

Copy: Borough Councillor R A Bailey

4 CLERK'S REPORT

The enclosed report is intended to replace both "Correspondence" and "Shared Items". However, as this is the first of such reports, "Shared Items" remains on the agenda for this meeting.

At a recent training workshop arranged by the Cheshire Association of Local Councils (ChALC), Jackie Weaver, Chief Officer of ChALC, emphasised that the role of Parish Councils was to make decisions and that it was not a good use of parish council time to discuss items listed under "Correspondence" and "Shared Items" as it encouraged debate on matters which were not listed on the agenda as substantive items and on which decisions could not be taken.

Mrs Weaver favoured the use of a 'Clerk's Report' which would provide an update in respect of any relevant correspondence received and provide information about the activities in the parish.

5 PLANNING MATTERS

5.1 Neighbourhood Plan/Village Design Statement (VDS)

Cheshire East Council is proposing to 'fast-track' the Neighbourhood Plan process for any local council which wishes to become involved in the process. Hankelow was registered as a parish council which wished to participate.

There have been e-mail exchanges between Borough Councillor Michael Jones (Leader of the Council) and Clerks to local councils and on 25 June, a meeting was called by Councillor Jones, at short notice.

The Clerk's report is enclosed. The report outlines the usual process for preparation of a Neighbourhood Plan and invites the Parish Council to consider the following:

- Should a Neighbourhood Plan or a Village Design Statement be prepared?
- If it is a Neighbourhood Plan, the Parish Council will be included in the 'umbrella' of meetings and support offered by CEC for the 'fast-track' process.
- If it is a Village Design Statement, Cheshire East Council cannot provide any support for this.

It is suggested that the VDS Working Group be re-appointed. It should be noted that working groups have no delegated powers and Members might wish to consider holding monthly meetings until this process is well under-way.

6 FINANCIAL MATTERS

6.1 Authorisation of Payments

£50.00	Allen Davenport – Internal Auditor – audit of accounts 2013-2014
£to be advised	Councillor C Ainley – Purchase of '30 mph' stickers for wheelie bins

6.2 Internal Auditor's Report

To receive the Internal Auditor's report following his audit of the accounts for 2013-2014. The only comment is to state "Please consider The Green". This means that as the Parish Council is now the registered owner, The Green should be declared as an asset.

6.3 Ratification of Payments

The Parish Council is asked to ratify the following payment which was made following the last meeting:

£50.00 Reimbursement to Councillor I Jones for purchase of compost.
 (To be funded from the £100 grant made by Cheshire Community Action
 in 2012-2013).

6.4 Receipts and Payments – 1 April 2014 – 30 June 201

To receive a receipts and payments statement for the second quarter of the year. The bank statements to the 30 June are not available at the time of publication of the agenda. The Clerk expects to be able to table a statement.

6.5 Insurance Arrangements

At the Annual Council meeting, the Parish Council authorised a payment to Came and Company for insurance cover for the year commencing 1 June 2014. At the time, there was also an offer to enter into a long-term agreement of 3 years which would reduce the annual premium from £278.95 to £265 per annum. The Clerk's hand-written notes do not record if the Parish Council approved the long-term agreement, or agreed to pay the £278.95 for the current year only.

Subsequent to the meeting, a cheque for £265.00 was issued to Came and Company on the basis of a 3 year long-term agreement. The Parish Council is asked to ratify this arrangement.

7 RISK ASSESSMENT

The Parish Council is required to undertake an assessment of risks and identify a means of managing those risks. This should be carried out annually.

A risk assessment/management schedule is enclosed for consideration.

8 FREEDOM OF INFORMATION PUBLICATION SCHEME

The Information Commissioner's Office introduced a model publication scheme which all public sector organisations were required to adopt from 1st January 2009.

The Parish Council does not currently have such a scheme in place. The enclosed is based on the Model Publication Scheme and the Parish Council is recommended to adopt it.

9 AUDLEM PUBLIC HALL COMMITTEE

Audlem Public Hall Annexe Committee has obtained funding for a new annexe to the hall. One of the conditions of funding is that the current management committee must become a Charitable Incorporated Organisation. The CIO will have twelve trustees, nine of them elected and three trustees appointed by each of the local Parish Councils.

The e-mail inviting representation was forwarded to Members by e-mail. For ease of reference, a copy of the letter is enclosed.

The Parish Council is invited to appoint a trustee (which need not, necessarily, be a parish councillor).

10 RURAL HOUSING QUESTIONNAIRE

The Cheshire Association of Local Councils has forwarded an e-mail from the National Rural Housing Policy Review which is exploring changes since the production of key reports into rural affordable housing published 2005-2008.

A survey form has been issued under separate cover to Members and the Parish Council is invited to consider if it wishes to participate in the survey.

11 DRAINAGE SYSTEM – THE GREEN

The issue of drainage on The Green was raised at the Parish meeting at which time it was agreed that this matter be considered by the Parish Council.

Members are invited to consider if a system of drainage should be installed on The Green, and if so, to consider inviting appropriate contractors to carry out a survey and submit quotations. As this has not been included in the budget for the current year, this could be considered for implementation in 2014-2015. Preparatory work could be undertaken in the current year.

12 PROVISION OF INTERNET CAPABILITY IN THE CHAPEL

At the Annual Council meeting it was agreed that this be included on the agenda for consideration at the July meeting.

The Parish Council is invited to consider this matter.

13 SPEED WATCH

Councillor Ainley to update the Parish Council on recent speed watch activity.

14 BOROUGH COUNCILLOR'S REPORT

Borough Councillor Rachel Bailey to report on Cheshire East Council matters of interest and to update the Parish Council in respect of any outstanding matters.

15 SHARED INFORMATION

Parish Councillors are invited to share information. Members who are appointed to outside bodies can take this opportunity to report on any recent meetings.

16 DATE OF NEXT MEETING

Monday, 1 September 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 –

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|---|---|----|---|
| 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

- | | | | |
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| 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.