

**MINUTES OF A MEETING OF HANKELOW PARISH COUNCIL
HELD AT HANKELOW METHODIST CHAPEL, HANKELOW ON 2 JULY 2018**

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

IN ATTENDANCE: Eight members of the public

APOLOGIES: Councillor C Ainley

19 DECLARATIONS OF INTEREST

Members were invited to declare any non-pecuniary or disclosable pecuniary interest (DPI) 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.

20 MINUTES

A Member commented that at the previous meeting (Minute No. 11.2) the Clerk had been instructed to write to Hankelow Methodist Chapel to inform it that the Parish Council had no plans to purchase the Chapel at this time. The Clerk acknowledged that she was aware of this stipulation but when reviewing her notes after the meeting was of the view that it would be otiose to record this as it had been reported at that same meeting that the Chapel was not for sale.

RESOLVED: That the Minutes of the Annual Council a held on 1 May 2018 be approved as a correct record, subject to the inclusion of the following:

Minute No. 11.2 Neighbourhood Plan

Add: **'RESOLVED:** That the Clerk write to Mr R Millns (Hankelow Methodist Chapel) to inform him that the Parish Council had no plans to purchase the chapel at this time.'

21 PURCHASE OF PARISH COUNCIL LAPTOP

At the previous meeting, Members considered purchasing a laptop for use by the Clerk. This would remain a Parish Council asset. The Clerk had indicated a preference for an HP laptop using Microsoft software; however, it was agreed that councillors research into the provision of an alternative laptop and software package and report to this meeting.

One of the councillors had carried out some research and provided a written note for Members which indicated several free alternatives which replicated Microsoft's suite of products. The note included suggestions which related to personal matters in respect of the Clerk's outside employment. Members were given the opportunity to defer discussion to Part 2 of the meeting with the press and public excluded, but declined to, and it was -

RESOLVED: That arrangements be made for purchase of an HP laptop together with Microsoft Office 365 software.

22 NEIGHBOURHOOD PLAN

22.1 Update on Progress

It was reported that the draft Neighbourhood Plan to date was double the content required. The Steering Group had agreed that Tom Evans (Cheshire East Council's Neighbourhood Plan Team Lead Officer) should be asked to review it.

It was also reported that CEC was currently reviewing the classification of 'rural settlements' and there was a possibility that Hankelow might no longer be regarded as a village; moreover, there was also the possibility that the settlement boundary could become classified as open countryside.

22.2 Grant Application for Funding from Locality

The Parish Council considered making application for a grant from Locality to fund the remainder of the Neighbourhood Plan process. A draft form, partially completed by the Steering Group, was submitted and this would form the basis of the application which must be completed on-line.

Once the grant was received, it must be spent before the end of the financial year. Grant funding could not be retrospective; therefore, all activity prior to application, must be funded by the Parish Council. Any unpaid portion of the grant must be returned.

RESOLVED: That the Parish Council apply to Locality for a grant to fund the remainder of the Neighbourhood Plan process.

22.3 Cheshire Community Action (CCA) – Membership

The Parish Council was invited to consider paying an affiliation fee to Cheshire Community Action which organised the Best Kept Village Awards and offered support to Councils which were preparing Neighbourhood Plans.

This item was deferred until later in the meeting. (See Minute No. 32.2)

23 AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be approved.

£60.00	Weaver Financial Ltd. Internal Audit of Accounts – 2017-2018 (£50.00 net and £10.00 VAT)
£341.99	I Jones – reimbursement for replacement bench at Parkview.
£74.40	HMRC – Tax on Clerk's salary.

24 PLANNING

24.1 Planning Applications

There were no planning applications for consultation; however, the following application was received but the deadline date for observations was 20 June 2018. The notification was forwarded to Members on 21 May 2018 but there was no request for an extra-ordinary meeting.

18/2425N	Brookfields Farm, Longhill Lane, CW3 0JQ Agricultural building to house a milking parlour
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24.2 Spatial Planning Update (CEC)

The Parish Council received the June Spatial Planning Update, from Cheshire East Council.

Members agreed that it might be necessary to arrange an extra-ordinary meeting to discuss this.

25 BENCH AT PARKVIEW

This item was withdrawn from the agenda as it had been dealt with under Minute No. 23 above.

26 OWNERSHIP OF THE VILLAGE GREEN

At the previous meeting, the Clerk had, incorrectly, advised the Parish Council that it did not have full title to the Village Green.

Having researched the paper files for the Village Green, a letter from the solicitors indicated that the Council had been registered as the owner of the freehold. The title was qualified, but not in the way in which the Clerk had advised. It was qualified as being subject to *the enforcement of any estate right or other interest in the land which existed at the date of registration in 1975.*

Members were reminded that the situation in respect of any work carried out on the Green, by volunteers, must be with the Parish Council's approval. [Without it, the Council's insurers would refuse any public liability claim for personal injury or damage incurred during unauthorised activities. An 'authorised activity' was where the Parish Council had approved such activity at a formal meeting.¹]

27 RECOMMENDATIONS BY THE INTERNAL AUDITOR

27.1 Standing Orders

The Internal Auditor's report recommended adoption of Standing Orders on the basis that as a minimum, they confirmed the statutory requirements.

A copy of draft Standing Orders, based on those published by the National Association of Local Councils, was submitted and the Council was recommended to adopt them.

RESOLVED: That the Standing Orders, as submitted, be adopted with immediate effect.

27.2 Fixed Assets Value

The Internal Auditor had queried the value of the fixed assets and commented that the insurance valuation was £18,437, but the asset valuation was £25,697. The asset valuation, as indicated on the Annual Governance and Accountability Return was £24,530 and this was supported by the list of assets on the schedule which had been submitted to the Internal Auditor.

The Clerk had notified the Council's insurers of an increase, but only up to £24,925.00. This was to take into account the purchase of the defibrillator cabinet at the end of the financial year (£395.00 net).

A list of assets was now submitted. Members agreed that the defibrillator itself, although not purchased by the Parish Council, was in the Council's ownership and should be added as an asset.

RESOLVED: That the value of the defibrillator be added to the list of assets.

28 COMMEMORATIVE TREE AND PLAQUE TO MARK THE MARRIAGE OF HRH PRINCE HARRY AND MEGHAN MARKLE

(Item requested by the Chairman)

The Parish Council was asked to consider a request from a resident that the recent Royal Wedding of Prince Harry to Meghan Markle should be recognised with the planting of a commemorative tree and display of a plaque.

There was no budget for this, but if Members were minded to approve it funding could be allocated under S.137 of the Local Government Act 1972. This was a power of 'last resort' and was used where there was no other specific power available. It '*enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory*

¹ This was not discussed at the meeting but has been added for clarity.

expenditure and is of direct benefit to the area or part of the area, or to some or all of the inhabitants.' The Council is the body to determine whether such benefit will accrue.

Members commented that other Royal Weddings had not been recognised in this way and there was no reason to make an exception in this case.

RESOLVED: That the request to plant a commemorative tree and display a plaque to mark the marriage of HRH Prince Harry to Meghan Markle, be declined.

29 DATA PROTECTION ACT 2018 - DATA PROTECTION POLICY

The Parish Council was asked to adopt the submitted Data Protection Policy which formed part of the compliance requirements under the Data Protection Act 2018 which came into force on 28 May 2018.

RESOLVED: That the Data Protection Policy submitted be approved.

30 SHARED INFORMATION

Parish Councillors were invited to share information or report on attendance at any recent meetings of outside bodies.

There were no shared items.

31 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That in accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

32 NEIGHBOURHOOD PLAN

(Reason for exclusion: Commercial sensitivity.)

32.1 Quotations for the Provision of a Consultancy Service

The Parish Council considered three quotations for the provision of support to complete the Neighbourhood Plan process.

RESOLVED: That the Parish Council accept the quotation submitted by Cheshire Community Action, in the sum of £3,666.00, being the lowest, for the provision of support for the Neighbourhood Plan process as identified in the quotation.

32.2 Membership of Cheshire Community Action (see also Minute no. 22.2 above)

The quotation submitted by Cheshire Community Action (Minute No. 32.1 above) included a 10% discount if the Parish Council joined as a member organisation.

RESOLVED: That the Parish Council join Cheshire Community Action as a member.

33 DATE OF NEXT MEETING

3 September 2018

.....Chairman

The meeting commenced at 7.50 pm and concluded at 8.25 pm