

**MINUTES OF A MEETING OF HANKELOW PARISH COUNCIL
HELD AT HANKELOW METHODIST CHURCH, HANKELOW ON 3 MAY 2016**

PRESENT: Councillor G Foster Chairman
Councillor G Cope Vice-Chairman

Councillor C Ainley
Councillor I Jones
Councillor A Lee

1 ELECTION OF CHAIRMAN

RESOLVED: That Councillor G Foster be elected Chairman to serve until the next Annual Meeting.

(Note: Councillor Foster signed a Declaration of Acceptance of Office.)

2 ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor G Cope be elected Vice-Chairman to serve until the next Annual Meeting.

(Note: Councillor Cope signed a Declaration of Acceptance of Office.)

3 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.

4 MINUTES – 1 MARCH 2016

RESOLVED: That the Minutes of the Meeting held on 1 March 2016 be approved as a correct record.

5 FINANCIAL MATTERS

The regulations in respect of the audit had changed and the Council was now subject to the Local Audit and Accountability Act 2014 (Accounts and Audit Regulations 2015).

Section 1 of the Annual Return (the Annual Governance Statement) must be approved by the Council prior to approval of Section 2 (Accounting Statement).

5.1 SECTION 1 ANNUAL GOVERNANCE STATEMENT

The Council was required to confirm that it was satisfied that there was a sound system of internal control.

RESOLVED: That the Annual Governance Statement for 2015-2016 (Section 1 of the Annual Return) be approved.

5.2 SECTION 2 ACCOUNTING STATEMENT

The Council was asked to approve the accounts for the financial year 2015-2016. The following documents were submitted.

- Ledger for 2015-2016
 - Balance sheet to 31 March 2016
 - Assets List
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RESOLVED: That the accounts for 2015-2016 be approved for issue to Allan Davenport (Internal Auditor), following which the Annual Return would be forwarded to BDO LLP, the external auditor.

5.3 Authorisation of Payments

RESOLVED: That the following payments be approved.

£100.00	Councillor G Foster (Chairman's allowance) S.15(2) of the Local Government Act 1972.
£60.00	Thirsk Community Association – fee for payroll service.
£71.40	Cheshire Association of Local Councils – affiliation fee 2016-17
£273.75	Came & Company – insurance renewal (effective 1 June 2016)
£450.00	Brookfield Golf Club – Neighbourhood Plan Village Meeting

5.4 Budget and Authorisation to Spend

At the previous meeting, there had been some confusion about the ability to spend £100 on a planter even though it had not been included on the agenda.

The Clerk clarified that the budget identified funding allocations which may or may not be spent during a financial year. The budget was not an authority to spend. Each item of proposed expenditure must be included on an agenda and voted upon.

The Clerk had the power to spend on items up to £500 in the case of an emergency, e.g. safety of the public, in consultation with the Chairman. This spend could be authorised, even in the absence of a budget allocation.

Members were reminded that any proposed items of expenditure should be notified to the Clerk prior to issue of the agenda.

6 APPOINTMENT TO OUTSIDE BODIES/COMMITTEES

6.1 Outside Bodies

The Parish Council was invited to appoint representatives to the following outside bodies.

RESOLVED: That appointments be made as indicated.

- Audlem Burial Board
Councillor G Foster
- Cheshire Association of Local Councils – Crewe & Nantwich Area Meetings.
All Members were eligible and attendance would be dependent on the availability of Members
- Police Cluster meetings
Councillor C Ainley
- Audlem Public Hall Annexe Committee
Malcolm Lees

(Note: In agreeing to this appointment, Mr Lees expressed the view that it should be a parish councillor who was appointed to the Committee. Councillor Foster undertook to make enquiries about the liability of appointees.)

6.2 Neighbourhood Plan Steering Group

The Parish Council was invited to re-appoint members to the Steering Group. The constitution provided for a maximum of three parish councillors and up to four non-parish councillors.

RESOLVED: (a) That Councillors C Ainley, G Cope, G Foster and I Lee be appointed as Members of the Neighbourhood Plan Steering Group;¹ and

¹ Although not specifically addressed, the appointment of four parish councillors, rather than three only, effectively amended the Terms of Reference for the Steering Group.

(b) That the non-parish council members be appointed at the first meeting in the new Municipal Year.

7 TRANSPARENCY CODE FOR SMALLER AUTHORITIES

This item had been considered by the Parish Council at its July 2015 meeting. At that meeting, the Webmaster of the Village website agreed to upload onto the website all the information required by the new regulations. A report setting out the basic requirements was now submitted.

The Chairman had requested the inclusion of this item and wished Members to be assured that in the absence of the Webmaster; for example, on holiday, the Council was able to comply with the regulations.

Following a discussion about the most appropriate arrangements, the Webmaster (who was in attendance) agreed to investigate the possibility of configuring the website in such a way that the Clerk would be able to upload documents as and when required to comply with the regulations.

RESOLVED: That the arrangement outlined above be accepted, subject to any further report back to the Parish Council by the Webmaster of the Village Website.

8 CALENDAR OF MEETINGS – 2015-2016

The Parish Council was invited to consider if its meetings should be moved from the first Tuesday in the month to the first Monday in the month. The following list of meetings was based on the first Monday each month.

2016

4 July
5 September
7 Nov

2017

3 January (Tuesday: Monday 2nd January was a public holiday)
6 March
2 May (Tuesday: Monday 1st May was a public holiday)

RESOLVED: That the calendar of meetings for 2016-2017 be approved.

9 PLANNING MATTERS

9.1 Neighbourhood Plan

The Chairman of the Steering Group had reported progress at the Parish Meeting held earlier in the evening.

9.2 Planning Application

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

16/1951N Fields View, Audlem Road, Hankelow, CW3 0JE
Erection of detached dwelling

RESOLVED: That the following objections be submitted to Cheshire East Council in respect of planning application 16/1951N.

- The proposed development was out-of-scale with the existing row of bungalows and, therefore, inappropriate development (i.e. incompatibility with street scene).
- The Parish Council did not accept that the developer would be able to lower the land adequately without damaging the trees and hedges.

10 CHESHIRE EAST DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT

The Council was invited to comment on the Draft Cheshire East Borough Council Design Guide Supplementary Planning Document.

A copy of the slides used at the presentation was submitted and Councillor Ainley, who had attended a presentation hosted by CEC reported on the meeting.

The Design Guide was aimed at developments over 300 dwellings but Members agreed that there could be some merit in the document being expanded to a local level to reflect the characteristics of villages. Following discussion, it was -

RESOLVED: That Councillor Ainley, who had reviewed the document in detail and had attended the CEC presentation in April, issue a draft letter of observations to the Clerk to enable these to be submitted to Cheshire East Council.

11 COMMUNITY RIGHT TO BID – WHITE LION PUBLIC HOUSE

At the meeting held on 1 March 2016, it was noted that the Clerk had forwarded guidance to Members to enable progress to be made.

Members were now invited to report in respect of any information available to enable a ‘Community Right to Bid’ application to be made.

RESOLVED: That Councillor Ainley complete the ‘Community Right to Bid’ application on behalf of the Parish Council and submit it to Cheshire East Council.

12 BOROUGH COUNCILLOR’S REPORT – COUNCILLOR RACHEL BAILEY

Borough Councillor Rachel Bailey was not in attendance.

13 SHARED INFORMATION

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

No matters were raised.

14 DATE OF NEXT MEETING

4 July 2016

.....Chairman

The meeting commenced at 8.15 pm and concluded at 9.10 pm