

**MINUTES OF THE ANNUAL MEETING OF HANKELOW PARISH COUNCIL
HELD IN HANKELOW METHODIST CHAPEL SCHOOLROOM, HANKELOW
ON 12 MAY 2014**

PRESENT: Councillor G Foster In the Chair

 Councillor C Ainley
 Councillor G Cope
 Councillor I Jones
 Councillor A Lee

1 ELECTION OF CHAIRMAN

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

2 ELECTION OF VICE-CHAIRMAN

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

3 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.

4 MINUTES

4.1 4 March 2014

RESOLVED: That the Minutes of the Meeting held on 4 March 2014 be approved as a correct record.

4.2 13 May 2013

The Minutes of the Annual Council Meeting held on 13 May 2013 were received. (These had been approved by the Council at its July 2013 meeting).

5 FINANCIAL MATTERS

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

The audit had been called by BDO LLP for 17 June 2014. The accounts were currently being audited by Mr A Davenport, the Internal Auditor.

The following documents were now submitted for approval and the Parish Council was asked to authorise the Chairman to sign the Annual Return on behalf of the Parish Council when the accounts were received back from the auditor.

- Annual Return (Sections 1 and 2)
- Balance sheet – 1 April 2013-31 March 2014
- Assets Register

RESOLVED: (a) That the accounts for the year 2013-2014 be approved; and

(b) That the Chairman be authorised to sign the Annual Return on behalf of the Parish Council.

6 RE-APPOINTMENT OF VILLAGE DESIGN STATEMENT WORKING GROUP

The Parish Council was invited to re-appoint the Village Design Statement Working Group.

Members agreed to defer this until after Ruth Parry (CEC Local Spatial Planning Team) or one of her colleagues, had met with the Parish Council to discuss future planning in the parish.

7 APPOINTMENT TO OUTSIDE BODIES

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

RESOLVED: That appointments be made to outside bodies as indicated:

- | | |
|--|-----------------------------------|
| • Audlem Burial Board | Councillor G Foster |
| • Cheshire Association of Local Councils | Councillors C Ainley and G Foster |
| • Police Cluster meetings | Councillor C Ainley |

It was noted that the Local Area Partnerships were to be de-commissioned and new arrangements put in place. The situation should be clearer at the end of May.

8 CALENDAR OF MEETINGS – 2014-2015

RESOLVED: That the calendar of meetings, 2014-2015 be approved as follows:

7 July	5 January 2015
1 September	2 March
3 November	11 May (second Monday)

9 RISK ASSESSMENT

The Parish Council was 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 cover where required.

This had not been undertaken in the previous financial year and the Clerk had provided an explanation in the annual return, stating that it would be considered at this meeting.

The risk assessment/management report was not available, and the Clerk undertook to submit it to the July meeting.

10 AUTHORISATION OF PAYMENTS

10.1 RESOLVED: That the following payments be authorised:

£65.20	Mrs C M Jones – reimbursement for payment to HMRC. Although cheque No. 440 had been 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 had, therefore, sent a personal cheque. Cheque No. 440 would 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
£278.95	Came & Company (brokers for Aviva) – renewal of insurance policy with effect from 1 June 2014.
£140.00	K Mottershead – provision of duck feed

10.2 Councillor I Jones was authorised to purchase compost from the £100 grant made by Cheshire Community Action in 2012-2013; and Councillor C Ainley was authorised to purchase '30 mph' wheelie-bin stickers. Invoices would be submitted to the next meeting.

11 COMMUNITY RIGHT TO BID – HANKELOW METHODIST CHURCH

It was reported that on 24 March 2014, Cheshire East Council had added Hankelow Methodist Church to the Register of Community Assets.

12 PLANNING

12.1 Electronic Consultation on Planning Applications

Cheshire East Council (CEC) had notified Town and Parish Councils that consultation on planning applications had 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 had introduced an e-mail notification system with all Town and Parish Councils.

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

This new procedure was for all "minor" planning applications, such as household extensions and schemes of fewer than 10 houses. The Parish Council would 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).

The Chairman had brought to the Clerk's attention two planning applications which had not been received electronically, one of which was listed below at 12.2. The Clerk was asked to raise this with Cheshire East Council to ensure that the Parish Council was consulted on all planning applications in the parish.

12.2 Planning Applications

The Parish Council was invited to make observations on the following planning application.

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.

RESOLVED: That it be suggested to Cheshire East Council that a Planning Officer visits the site to ensure that the Local Planning Authority could be satisfied in respect of the following matters:

- Drainage (the field was at an elevated position compared with the houses)
- Scale of the map
- Concern that the manège was too close to the neighbouring properties.

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

This matter had been debated fully at the Parish Meeting held earlier in the evening. The Clerk was asked to write to Mr Smith of NJL Consulting, informing him that the meeting had unanimously agreed that the best use of the proposed site was for housing, but the following had been the concerns expressed:

- Density of housing on the site – 20 would be an acceptable number.
- Members were concerned about the height of dwellings and were adamant that they should not be three-storey as that would be out-of-keeping with the character of the village.
- Affordable housing should be "pepper-potted" around the development so that they were not obviously distinguishable from the other houses.
- Drainage was a key factor in the area generally.

RESOLVED: That the Clerk write to NJL Consulting expressing the Parish Council's views as indicated above in respect of development of the Lodge Farm site.

13 ITEM REQUESTED BY THE CHAIRMAN

➤ **Blocking-off of public right of way**

This item had been included in response to a request from a local resident who commented that a public right of way through the grounds of Woolfall Manor Farm House appeared to have been blocked off from Longhill Lane.

RESOLVED: That the Clerk report the matter to the Cheshire East Council Public Rights of Way Unit, notifying the resident that this action had been taken.

14 BOROUGH COUNCILLOR'S REPORT

Borough Councillor Rachel Bailey was not in attendance.

15 CORRESPONDENCE

There were no items of correspondence to report.

16 SHARED INFORMATION

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

The Clerk was asked to add the following item to the agenda for the July meeting.

- Consider funding the installation of Internet capability at the Chapel.

17 DATE OF NEXT MEETING

7 July 2014

.....Chairman

The meeting commenced at 8.35 pm and concluded at 9.25 pm