

HANKELOW PARISH COUNCIL

Carol Jones
Clerk

Tel: 01270 812065
e-mail: clerk@HankelowParishCouncil.org

Parish Councillors are summoned to a
MEETING OF THE PARISH COUNCIL

DATE: MONDAY, 2 JULY 2018

TIME: 7.30 pm (or on the later rising following an informal public session prior to the meeting)

NOTE VENUE: HANKELOW METHODIST CHAPEL
HANKELOW



25 June 2018

Signed

To: Members of the Parish Council
(G Foster (Chairman), G Cope (Vice-Chairman), C Ainley, I Jones and A Lee)

cc: Cheshire East Ward Councillor Rachel Bailey

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING

Prior to the start of the meeting, members of the public are able to raise issues with Members. It should be noted that this does not form part of the Parish Council meeting and there will be no record of issues raised. As there is no Public Question Time slot on the agenda, this is the only opportunity for members of the public to speak.

Members of the public are encouraged to print off their own copies of the agenda from the village website (http://www.hankelow.info/parish_council.html). If paper copies of the agenda and/or any associated reports are required, please contact the Clerk who will arrange for copies to be made available at the meeting.

AGENDA

Members are asked to note that the symbol ✂ against agenda items, indicates that a report is enclosed.

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members to declare any non-pecuniary or disclosable pecuniary interest (DPI) which they have in any item of business on the agenda, the nature of that interest, and in respect of DPIs 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 – ANNUAL COUNCIL MEETING – 1 MAY 2018

To approve as a correct record, the Minutes of the Annual Council meeting held on 1 May 2018. ✂

To receive the Minutes of the Parish Meeting held on the same date. ✂

4 AUTHORISATION OF PAYMENTS

£60.00 Weaver Financial Ltd.
Internal Audit of Accounts – 2017-2018
(£50.00 net and £10.00 VAT)

5 PURCHASE OF PARISH COUNCIL LAPTOP

At the previous meeting, Members considered the purchase of a laptop for use by the Clerk. This would remain a Parish Council asset. The Clerk 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.

6 NEIGHBOURHOOD PLAN

6.1 Update on Progress

To receive an update from the Neighbourhood Plan Steering Group.

6.2 Grant Application for Funding from Locality

The Parish Council is invited to consider applying for a grant from Locality to fund the remainder of the Neighbourhood Plan process. A draft form, partially completed by the Steering Group, is enclosed. ✂

Once the grant is received, it must be spent within 6-months or by the end of the financial year, whichever is the sooner. Grant funding cannot be retrospective, so all activity prior to application, must be funded by the Parish Council. Any unpaid portion of the grant must be returned. On the assumption that the grant might be received in August, this must be spent by February 2019.

6.3 Cheshire Community Action (CCA) – Membership

The Parish Council is invited to consider paying an affiliation fee to Cheshire Community Action which organises the Best Kept Village Awards and also offers support to Councils which are preparing Neighbourhood Plans.

7 FINANCIAL MATTERS

7.1 Authorisation of Payments

The Parish Council is asked to approve the following payment:

£60.00	Weaver Financial Ltd. – audit of accounts 2017-2018 (£50.00 net and £10.00 VAT)
£74.40	HMRC – Tax on Clerk’s salary

8 PLANNING

8.1 Planning Applications

There are 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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8.2 Spatial Planning Update (CEC)

To receive the June Spatial Planning Update, from Cheshire East Council.

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9 BENCH AT PARKVIEW

At the previous meeting, Members agreed that the bench at Parkview should be replaced. Councillor I Jones undertook to make enquiries about suitable seats and report back to this meeting.

10 OWNERSHIP OF THE VILLAGE GREEN

At the previous meeting, the Clerk, 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 indicates that the Council has been registered as the owner of the freehold. The title is qualified, but not in the way in which the Clerk advised. It is 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 are reminded that the situation in respect of any work carried out on the green, by volunteers, must be with the Parish Council’s approval.

11 RECOMMENDATIONS BY THE INTERNAL AUDITOR

11.1 Standing Orders

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

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

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11.2 Fixed Assets Value

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

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

A list of assets is enclosed, and Members are asked to review and either amend or confirm the list. ✍

12 COMMEMORATIVE TREE AND PLAQUE TO MARK THE MARRIAGE OF HRH PRINCE HARRY AND MEGHAN MARKLE
(Item requested by the Chairman)

The Parish Council is asked to consider celebrating the recent Royal Wedding with a commemorative tree and plaque.

There is no budget for this, but if Members are minded to approve it funding could be allocated under S.137 of the Local Government Act 1972. This is a power of 'last resort' and it is used where there is 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 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 or not such benefit will accrue.

13 GENERAL DATA PROTECTION REGULATION (GDPR) DATA PROTECTION POLICY

The Parish Council is asked to adopt the enclosed Data Protection Policy which forms part of the compliance requirements under the General Data Protection Regulation. ✍

14 EXCLUSION OF PRESS AND PUBLIC

The Council is invited to RESOLVE 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.

15 SHARED INFORMATION

Parish Councillors are invited to share information or report on attendance at any recent meetings of outside bodies. Decisions cannot be taken under this item.

This is also an opportunity for Borough Councillor Rachel Bailey to report on Cheshire East Council matters of interest.

16 NEIGHBOURHOOD PLAN – QUOTATIONS FOR THE PROVISION OF A CONSULTANCY SERVICE TO COMPLETE THE PROCESS

(Reason for exclusion: Commercial sensitivity.)

The Parish Council is invited to consider quotations for the provision of support. One quotation has been received, and three other consultants have been invited to quote. When all four quotations are available, they will be issued to Members.

In the event of the quotations not being received, the Parish Council may wish to arrange an extra-ordinary meeting to avoid delay in the grant application to Locality.

17 DATE OF NEXT MEETING

3 September 2018.