

HANKELow PARISH COUNCIL

Carol Jones
Clerk

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Parish Councillors are summoned to the Annual Meeting of the Parish Council

The meeting will commence at the conclusion of the Annual Parish Meeting.

DATE: TUESDAY, 3 MAY 20156
TIME: 7.30 PM (or on the later rising of the Parish Meeting)
VENUE: SCHOOL ROOM, HANKELow METHODIST CHAPEL



Signed: _____

Enquiries to: Clerk: Carol Jones

Date of issue: 25 April 2016

To: Members of the Parish Council
Councillors C Ainley, G Cope, G Foster, I Jones and A Lee,

cc: Cheshire East Ward Councillor Rachel Bailey

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING

Members of the public are encouraged to print off their own copies of the agenda from the village website (www.hankelow.eu). 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.

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 beverages should be brought into the meeting.

On occasions, members of the press and public will be excluded from the meeting when the business to be transacted is of a confidential nature; for example, dealing with individual people, 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*).

The law does not make provision for “urgent business” and if any matter is truly urgent because it must be dealt with before the next meeting, a special meeting should be arranged unless there are delegation arrangements in place to allow the Clerk to take certain decisions, in consultation with the Chairman. (S.101(1) Local Government Act 1972).

B) Exclusion of Press and Public

General Note on Exclusion:

It is sometimes necessary for individuals other than Members or Officers of the Parish Council to remain in a meeting when the public and press have been excluded. This depends on the role of the individuals concerned; for example, if they have been invited to the meeting to offer technical or professional advice to Members. However, even in these circumstances, caution needs to be exercised as it would be difficult to hold such individuals to account if they subsequently divulged what was discussed at the meeting.

In the case of other individuals who simply have some background knowledge of the issue, it would be difficult to argue that they should be treated any differently from any other member of the public for the purposes of exclusion. It is important for Members not to allow themselves to get into a position where they are selecting who should remain in the meeting. This could lead to an abuse of procedure and bring the Parish Council into disrepute. It would also enable accusations to be made that some individuals were allowed to exercise undue influence.

It is irrelevant whether there are members of the press and public in attendance when the exclusion motion is carried. The purpose of the exclusion is to ensure that none of the proceedings which follow, including both written and oral information, can be made public after the meeting. If the Council does not resolve to exclude the press and public, this would mean that anything discussed and any documents presented, are regarded as in the public domain and must be supplied if requested by anyone, whether as a general request, or under the Freedom of Information Act.

C) Planning Grounds The grounds on which comments can be made on planning applications are as follows –

- | | | | |
|---|--|----|---|
| 1 | Development Plan in all its aspects | 8 | Appropriateness of use taking account of local area |
| 2 | Government legislation and guidance (PPG) | 9 | Effect on highway safety and parking |
| 3 | Siting | 10 | Landscape |
| 4 | Design | 11 | Listed buildings |
| 5 | External appearance | 12 | Conservation areas |
| 6 | Compatibility with street-scene | 13 | Land contamination |
| 7 | Development effect on neighbouring properties, amenities and privacy | 14 | Flooding |

Non-Relevant Matters

- | | | | |
|---|---|---|---|
| 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.

A G E N D A

1 ELECTION OF CHAIRMAN

- 1.1 To elect a Chairman to serve until the Annual Meeting in 2017.
- 1.2 The Chairman will sign a Declaration of Acceptance of Office, following which the newly-elected Chairman will chair the meeting.

2 ELECTION OF VICE-CHAIRMAN

- 2.1 To elect a Vice-Chairman to serve until the Annual Meeting in 2017.
- 2.2 The Vice-Chairman will sign a Declaration of Acceptance of Office.

3 APOLOGIES FOR ABSENCE

4 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.

5 MINUTES – 1 MARCH 2016

To approve as a correct record, the Minutes of the Meeting held on 1 March 2016. ...

6 FINANCIAL MATTERS

6.1 End-of-Year Accounts – 2015-2016

The Parish Council is asked to approve the accounts for the financial year 1 April 2015-2016. These will be submitted to the internal auditor after approval.

The arrangements for the audit have changed since the previous year. **Section 1** is the Annual Governance Statement which needs to be approved first. ...

Section 2 is the Accounting Statement which requires approval. ...

The Parish Council is asked to approve the accounts for auditing purposes.

- Ledger for 2015-2016 ...
- Balance sheet to 31 March 2016 to follow
- Assets List ...

6.2 Authorisation of Payments

£100.00	Councillor G Foster (Chairman's allowance) S.15(2) of the Local Government Act 1972.
£tba	Councillor I Jones – reimbursement for purchase of planter for village green.
£265.00	Came and Company – annual insurance premium
£60.00	Thirsk Community Association – fee for payroll service.
£tba	HM Revenue & Customs – tax on Clerk's salary (amount to be confirmed by Thirsk Community Care Association).
£71.40	Cheshire Association of Local Councils – affiliation fee 2016-17

6.4 Budget and Authorisation to Spend

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

To clarify; the budget identifies funding allocations which may or may not be spent during a financial year. The budget is not an authority to spend. Each item of proposed expenditure must be included on an agenda and voted upon.

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

Members are reminded that any proposed items of expenditure should be notified to the Clerk prior to issue of the agenda which is e-mailed to Members five clear working days before each meeting.

7 APPOINTMENT TO OUTSIDE BODIES/COMMITTEES

7.1 Outside Bodies

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

- Audlem Burial Board
- Audlem Public Hall Annexe Committee
Malcolm Lees was appointed in July 2014 as a trustee. There was no indication that the appointment was time-limited, but it might be prudent to confirm his appointment, subject to his agreement, to continue to be the Parish Council's representative.
- Cheshire Association of Local Councils – Crewe & Nantwich Area Meetings.
- Police Cluster meetings

7.2 Neighbourhood Plan Steering Group

The Parish Council is invited to re-appoint members to the Steering Group. The composition provides for up to three parish councillors and up to four non-parish councillors.

8 TRANSPARENCY CODE FOR SMALLER AUTHORITIES

This item was 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 is enclosed. ...

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

DCLG has a fund to assist local councils which might wish to create their own website. The fund can be used for computers, scanners, establishing and maintaining a website, training and extra staffing costs to implement this change.

The Council is invited to consider this matter.

9 CALENDAR OF MEETINGS – 2015-2016

The Parish Council is 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 is based on the first Monday each month.

2016

7 July
1 September
3 Nov

2017

5 January
1 March
3 May (Annual Meetings)

10 PLANNING MATTERS

10.1 Neighbourhood Plan

The Steering Group to report progress on preparation of the Neighbourhood Plan.

10.2 Planning Application

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

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

Deadline date for comments: 18 May 2016

11 CHESHIRE EAST DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT

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

Councillor Ainley attended a presentation hosted by CEC and will be able to report to the meeting. A copy of the presentation slides is enclosed. ...

12 COMMUNITY RIGHT TO BID – WHITE LION PUBLIC HOUSE

Members to report in respect of any information available to enable a 'Community Right to Bid' application to Cheshire East Council.

13 BOROUGH COUNCILLOR'S REPORT – COUNCILLOR RACHEL BAILEY

Borough Councillor Rachel Bailey to report on Cheshire East Council matters of interest.

14 SHARED INFORMATION

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

This is not an opportunity to raise matters which ought to have been included on the agenda for decision. Members are reminded that decision items need to be notified to the Clerk at least 7 days before the date of the meeting to ensure that items can be included.

15 DATE OF NEXT MEETING

July, on a date which is subject to the outcome of item 9 above.