

MINSHULL VERNON & DISTRICT PARISH COUNCIL

(Leighton, Minshull Vernon and Woolstanwood)

Clerk: Kathryn Singer

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NOTICE OF ANNUAL MEETING OF THE PARISH COUNCIL

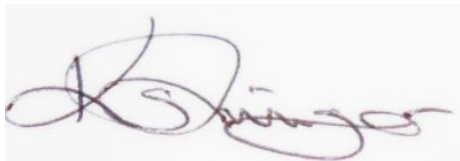
Parish Councillors are summoned to a meeting to be held on:

DATE: MONDAY, 21 MAY 2018

TIME: 7.15 PM or at the later conclusion of the Parish Meeting

VENUE: ST PETER'S COMMUNITY HALL,
MINSHULL VERNON

Enquiries to: Clerk: Kathryn Stringer



Signed

14 May 2018

Enquiries: email minshullvernonclerk@gmail.com
Or Chairman (Les Horne) – 01270 522386

To Members of the Parish Council

L Horne (Chairman); Mrs L Horne; S Kay; M McGlone (Vice Chairman); B Palin;
D Ridings; M Stanley; D Street; C Stringer; K Stringer; J Weir; P Wright I Baxter

Cc: Cheshire East Ward Councillors

DN Bebbington (Leighton)
MJ Simon and MJ Weatherill (Wistaston)
C Green (Cheshire East)

Members of the public are welcome to attend Parish Council meetings.

There is an opportunity for residents to address Members under the 'Public Question Time' slot. If you do not wish to take advantage of this but have a question you would like put to the Council, please contact the Clerk and she can arrange for this on your behalf.

Members of the public are encouraged to download the agenda from the website. However, if you do not have access to the Internet, please contact the Clerk and she will ensure that a copy is made available for you at the meeting.

NOTES

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 drink should be brought into the meeting.

The Parish Council has a Public Question Time Procedure and members of the public are able to ask questions during the 10-minute slot in the early part of the meeting. In addition, if you feel there is a matter which should be brought to the attention of the Parish Council you may contact the Clerk, the Chairman, or any member of the Parish Council, and arrangements can be made to place the item on the agenda for the next meeting, if appropriate.

On occasions, members of the press and public will be excluded from the meetings 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.

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

This agenda is divided into two parts.

PART 1 represents the business of the annual meeting of the Parish Council, as set out in Standing Orders; and

PART 2 represents ordinary business of the Parish Council and is dealt with at this meeting in the interests of expediency.

ANNUAL COUNCIL BUSINESS - PART 1

1 ELECTION OF CHAIRMAN

1.1 To elect a Chairman to serve until the Annual Meeting in 2019.

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 2019.

2.2 The Vice-Chairman will sign a Declaration of Acceptance of Office.

3 APOLOGIES FOR ABSENCE

Apologies for absence should be notified to the Clerk by noon on the day of the meeting, if possible. Apologies must be received and accepted before the meeting. If received after the meeting they cannot be recorded.

4 DECLARATION OF INTERESTS

Members to declare any disclosable pecuniary interest or non-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 – 23 APRIL 2018

To approve as a correct record, the Minutes of the Meeting held on 23 April 2018.

6 APPOINTMENT TO OUTSIDE BODIES

The Parish Council is invited to appoint representatives to the following outside bodies. Attendance at such meetings shall count as an approved duty and expenses may be claimed in accordance with the Parish Council's Members Expenses Scheme.

- Cheshire Association of Local Councils.
- Police Cluster meetings
- Hill Top and Hole House Farms Local Liaison Committee

Invitations to attend other outside bodies can be dealt with as and when they arise.

7 FINANCIAL MATTERS

7.1 Accounts update-

Monthly update of Accounts from RFO. Chairman to sign declarations for Audit.

7.2 TBA Clerks Expenses Stationery for Audit
£210.00 SLCC Entreprises – 2016 Advertising for Clerk. Incorrect address.

8 REVIEW OF RISK MANAGEMENT ARRANGEMENTS

The Parish Council is required to review its risk management arrangements once a year. Failure to complete a risk assessment is a breach of Regulation 4 of the Accounts and Audit Regulations 2011, and would result in a qualified audit opinion.

The following schedules are now enclosed for consideration and approval subject to any amendments which Members might wish to make.

- (i) Governance (Prepared by the Clerk)
- Risk Assessment Schedule (Prepared by Councillor M McGlone)
together with accompanying schedules below
- (ii) Memorial Structures
- (iii) Notice-boards
- (iv) Parish Field and Boundaries
- (v) Mature Trees
- (vi) Parish Clerk – Home-working
- (vii) Trailer-Mounted Speed Display Unit
- (viii) Stihl Equipment – Operation and Use

9 CALENDAR OF MEETINGS – 2018-2019

To approve the calendar of meetings for 2018-2019.

10 ANNUAL REPORT- 2015-2016

The Annual Report has not yet been prepared but will be submitted to the June meeting. This is not a Statutory Annual Item but I (Clerk) would like to produce this for 2017-2018.

11 FIXED ASSET REGISTER

Agree balances for Insurance purposes on revised Fixed Asset Register.

PART 2

12 PUBLIC QUESTION TIME (10 MINUTES)

In accordance with the Parish Council's Standing Orders, a period of 10 minutes is allocated for members of the public to ask questions.

13 AUTHORISATION OF PAYMENTS

The Parish Council is asked to authorise the following payments:

£500.00	Chairman's allowance (allowance to meet the expenses of the office – Ss 15(5) and 34(5) Local Government Act 1972)
£142.80	JDH Accountancy – Last years Internal Audit

14 FOI – RIGHT TO CHARGE

Discuss and agree if there should be a charge for action of email requests relating to Freedom of Information Act. – Should a standardised form be completed.

15 PLANNING MATTERS

15.1 18/2204N WOODLEA, MIDDLEWICH ROAD, MINSHULL VERNON, CW10 0LT

Approval for previously built (c. 1990) rear single-storey extension, that at present is being rebuilt. Erection of second-storey side extension above existing single-storey garage extension

15.2 18/2050N PEAK PHYSIQUE, 3 A, THE QUANTUM, MARSHFIELD BANK, CREWE, CW2 8UY

Change of Use from Kitchen Showroom (A1 Retail) to Gymnasium (D2 Gym).

16 SPEEDWATCH & POLICE CLUSTER REPORTS

Councillor Horne to report on any Speed watch Activity and any information received from the Police.

17 CENTENARY WORKING PARTY

Update from working party meeting by Councillor D Ridings from meeting 23rd April 18

18 REPORTS and SHARED INFORMATION

Councillors are invited to share information. (Members are reminded that 'Shared Information' is a means of exchanging information but does not replace the need for decision items to be placed on the agenda).

19 Date of Next Meeting

25th June 2018