

**MINUTES OF A MEETING OF HANKELOW PARISH COUNCIL  
HELD AT HANKELOW METHODIST CHAPEL, HANKELOW ON 5 MARCH 2018**

<b>PRESENT:</b>	Councillor G Foster	Chairman
	Councillor C Ainley	
	Councillor I Jones	
	Councillor A Lee	
<b>APOLOGIES</b>	Councillor G Cope	
<b>IN ATTENDANCE:</b>	Six members of the public	

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**132 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.

**133 MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 2 January 2018 be approved as a correct record.

**134 NEIGHBOURHOOD PLANNING**

(A) Sale of Hankelow Methodist Chapel

Councillor Ainley referenced the previous meeting when Members considered a letter from the Chapel Property Steward inviting the Parish Council to consider purchasing the Chapel for use as a community hub, but within that arrangement, to lease it back to the Chapel for Sunday worship and other religious activities.

Owing to a breakdown in communication, this proposal had been premature and the Neighbourhood Plan Steering Group (NPSG) had not had the opportunity to consider the proposal, nor to discuss it with Chapel representatives. This had led to rumours within the village and concern had been expressed by the regular congregation at the Chapel.

It was now reported that two Members of the NPSG had met with Reverend Gary Windon and the Chapel Property Steward on 1 February 2018 to discuss the Chapel's offer. At that meeting, it was made clear that the Chapel had a strong foreseeable future within the Methodist Circuit as its income from its services and other hires, exceeded expenditure and it was a valuable asset within the Methodist Circuit.

The Methodist Chapel proposed to work in partnership with the Parish Council and other users to expand the use of the Chapel so that it could provide both a hub for village activities and Chapel activities. This partnership may allow access to grants or other resources to increase the facilities offered.

The Chapel could, therefore, provide a hub for some of the desires expressed in a recent consultation, but key restrictions, e.g. alcohol and gambling, would be retained.

(B) The minutes of the Neighbourhood Plan Steering Group meetings held on 25 January 2018 and 27 February 2018 were received.

(C) Survey Questionnaire

A questionnaire was to be distributed to each household in the parish. The Steering Group would be finalising the contents at its next meeting.

**RESOLVED:** (a) That 'Joe the Printer' be asked to print 200 copies of the questionnaire<sup>1</sup>, 8 x pages, A4 double-sided, colour;

(b) That the Neighbourhood Plan Steering Group provide the Clerk with the questionnaire (electronically) to enable it to be sent to the printer; and

(c) That the questionnaires be delivered to each household on, or around, 1 April 2018.

**135 ACTIONS TAKEN SUBSEQUENT TO THE JANUARY 2018 MEETING**

The following was reported in respect of actions identified at the January 2018 meeting:

- The Clerk had written to Roger Millns to advise that the Parish Council would not be able to pursue purchase of Hankelow Chapel until the results of a consultation exercise had been completed, and residents' views were known.
- Quotation for printing the Neighbourhood Plan Regulation 14 consultation document. The printer (Joe the Printer) had not yet confirmed that his quotation of £350.00 would hold for six months; however, as the consultation document was not yet available, this could be reviewed nearer to the date.
- The Defib Shop would not agree to deliver the defibrillator cabinet prior to payment. The Clerk had, therefore, purchased the cabinet and would be reimbursed under item 136 below. The defibrillator was awaiting collection from Williams' shop in Audlem; the Clerk would collect it and deliver it to Councillor Ian Jones.

**136 FINANCIAL MATTERS**

**136.1 Authorisation of Payments**

**RESOLVED:** That the following payments be approved:

£474.00	Mrs C M Jones	Reimbursement for purchase of the defibrillator cabinet from the Defib Shop (£395.00 net and £79.00 VAT)
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£74.60	HMRC	Tax on Clerk's salary
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**136.2 Room Hire for Meetings of the Neighbourhood Plan Steering Group**

The Parish Council was asked to approve funding the cost of room hire for meetings of the Steering Group. The Clerk advised that as the Neighbourhood Plan was being led by the Parish Council, the cost of room hire should be met by the Parish Council.

**RESOLVED:** That the cost of room hire for Neighbourhood Plan Steering Group meetings be met by the Parish Council.

**136.3 Transparency Code**

The Clerk recently attended a training session organised by the Cheshire Association of Local Councils (ChALC). The training covered audit matters and touched on the Transparency Code and the new GDPR arrangements (General Data Protection Regulations) which would come into force in May 2018.

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<sup>1</sup> Subsequent to the meeting, this was revised to 300.

It had been made clear that the Parish Council needed to own its own laptop and that it was not sufficient for a Clerk to use her own laptop for Parish Council work. There were several reasons for this; for example, if the Clerk resigned, or absconded or died, then the Council would have no access to the electronic records. The Council must have its own laptop and parish councillors must be allowed read-only access to the laptop.

Prior to the start of this meeting, a member of the public commented on the flawed logic of the proposal. In any of the scenarios cited, the Parish Council would remain without access to electronic records as a laptop, whether personal or Parish Council-owned, would remain with the Clerk at all times.

A Member suggested that, in due course, consideration could be given to using Cloud technology for storage of Parish Council documents.

The deadline for application for funding had been 12 February 2018, and in view of this, the Clerk had submitted a request for funding in the sum of £492. Confirmation of whether the grant had been accepted would be within the next week.

The Parish Council was invited to consider what type of laptop should be purchased. The Clerk's personal laptop was a Hewlett Packard which cost around £500 from PC World and included Office 365 which was a complete package comprising Word, Excel, Power Point and Outlook. Malware would be an additional cost which would probably be about £70 per year.

**RESOLVED:** That the Parish Council consider the purchase of a laptop at its Annual Meeting.

#### **136.4 Audit Regulations**

With effect from the financial year 2017-2018, the legislation had changed for councils whose turnover was less than £25,000; those councils were able to opt out of an external audit.

The Parish Council was asked to consider declaring itself exempt from external audit, but equally, could decide to continue with an external audit. The rationale behind this was that the Government took the view that for councils of this size, the audit undertaken by the Internal Auditor was sufficiently robust and there was no need for any further auditing.

The Annual Return (which had now been renamed 'Annual Governance and Accountability Return') would be completed and published as usual, but the only document to be submitted to the External Auditor would be the Certificate of Exemption.

The guidance stated that the internal audit must take place before the Council approved the accounts and governance statement. The Annual Meeting was scheduled for 1 May and the Clerk would make arrangements for the Internal Auditor to audit the accounts prior to that meeting.

**RESOLVED:** That the Parish Council declare itself exempt from the requirement to submit to external audit with effect from the accounting period 2017-2018.

#### **137 COMMUNITY PRIDE AWARDS**

The Clerk had contacted Members on 4 January 2018 to ask if application should be made to enter any of the Cheshire Community Pride competitions organised by Cheshire Community Action. Only one response was received, and this was to the effect that in view of the extensive development in the parish, this should be deferred to 2019.

**RESOLVED:** That the Parish Council decline to enter the Cheshire Community Pride competitions in 2018.

#### **138 TOWN AND PARISH COUNCILS CONFERENCE – 20 FEBRUARY 2018**

There had been no Parish Council representation at this event; however, Councillor Rachel Bailey had provided a brief note on the key issues at the conference.

**139 PLANNING**

There were no planning applications for comment.

After issue of the agenda, the Clerk had notified Members of receipt of notification of application No. 18/0949D which was a discharge of conditions 4 and 15 on application 17/4978N (Brookfield Golf Club). The Parish Council had not been consulted on this application, but the Clerk had noted that it was included on the CEC weekly list of registered applications.

Members declined to comment.

**140 SHARED INFORMATION**

Parish Councillors were invited to share information which was not available at the time of publication of the agenda.

There were no shared items.

**141 DATE OF NEXT MEETING**

Annual Meetings – 1 May 2018 (Tuesday):  
The first Monday in May was 7 May and was a public holiday.

Draft

.....Chairman

The meeting commenced at 7.50 pm and concluded at 8.05 pm