

**MINUTES OF THE ANNUAL MEETING OF HANKELOW PARISH COUNCIL  
HELD AT HANKELOW METHODIST CHAPEL, HANKELOW ON 9 MAY 2023**

**PRESENT:** Councillor G Foster      Chair  
Councillor C Cope  
Councillor I Jones  
Councillor A Postlethwaite  
Councillor I Parker  
Councillor T Muxlow  
Councillor A Bellinger

**IN ATTENDANCE:** Two members of the public

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**PART I – ANNUAL COUNCIL BUSINESS**

**1 ELECTION OF CHAIR**

The Parish Council was asked to elect a Chair to serve until the next Annual Meeting.

**RESOLVED:** That Councillor G Foster be elected Chair to serve until the next Annual Meeting.

(Note: Councillor Foster signed a Declaration of Acceptance of Office.)

**1.1** To elect a Chair to serve until the Annual Meeting in 2024.

**1.2** The Chair will sign a Declaration of Acceptance of Office, following which the newly-elected Chair will chair the meeting.

**2 ELECTION OF VICE-CHAIR**

The Parish Council was asked to elect a Vice-Chair to serve until the next Annual Meeting.

**RESOLVED:** That Councillor C Cope be elected Vice-Chair to serve until the next Annual Meeting in 2024.

(Note: Councillor Cope signed a Declaration of Acceptance of Office.)

**3 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. Councillors G Foster and I Jones each declared an interest in agenda item 12 (White Lion Community Pub Ltd) on the basis that they were shareholders in the company.

**RESOLVED:** Councillor Foster was invited to renew her dispensation, to be submitted to the Clerk prior to the next meeting, and the Parish Council agreed to consider the request.

**4 MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 6 March 2023 and the Extra-Ordinary Meeting held on 28 March 2023 be approved.

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## 5 FINANCIAL MATTERS – ACCOUNTS 2022-23

### 5.1 Internal Audit

The Parish Council was asked to approve the accounts for the financial year 1 April 2022-23.

The accounts had been audited by the Internal Auditor and her report was submitted. Recommendations were as follows:

- A cheque for net salary of £118.32 should be paid to the Clerk as soon as practicable.

The Annual Governance and Accountability Return (Part 2) was submitted. As the Parish Council had declared itself exempt from external audit, the accounts would be published on the Council's website but would not be submitted for external audit.

### 5.2 Section 1 – Annual Governance Statement 2022-23

The order in which the sections were to be approved was specific. Section 1 (Annual Governance Statement) must be authorised first and the minutes must demonstrate this.

Members considered each of the nine questions posed in Section 1 and -

**RESOLVED:** That the Parish Council approve Section 1 of the Annual Governance Statement 2022-23 confirming that it was satisfied that there was a sound system of internal control.

### 5.3 Section 2 – Accounting Statement 2022-23

The Parish Council was asked to approve Section 2 – Accounting Statement 2022-23

**RESOLVED:** That the Accounting Statement for 2022-23 be approved.

### 5.4 Notice of Electors' Rights

The period during which electors may inspect accounting records will be 20 June 2023 – 31 July 2023. A notice to this effect would be added to the website.

## 6 RISK MANAGEMENT/RISK ASSESSMENT

The Parish Council considered a schedule for risk assessment and management of the risks.

**RESOLVED:** (a) That the Risk Management/Risk Assessment schedule be approved.  
(b) That Councillor Bellinger review and initial cheque book stubs at each meeting.

## 7 APPOINTMENT TO OUTSIDE BODIES/COMMITTEES

### 7.1 Outside Bodies

The Parish Council was invited to appoint a representative to the Audlem Burial Board.

**RESOLVED:** That Councillor G Foster be appointed to the Audlem Burial Board.

### 7.2 ChALC

The Parish Council was invited to re-appoint members to attend meetings of ChALC.

**RESOLVED:** It was agreed that Parish Councillors would attend these meetings as and when required.

**8 CALENDAR OF MEETINGS – 2023-24**

**RESOLVED:** That the calendar of meetings for 2023-24 be approved.

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**PART 2 – ORDINARY PARISH COUNCIL BUSINESS**

**9 PUBLIC QUESTION TIME**

In accordance with the Parish Council's Standing Order No. 1, members of the public are able to ask a question or to make a statement.

A letter that had been received enquiring about whether new Hankelow signage could be installed at each end of the village (similar to Wybunbury). It was agreed that this would be considered as an agenda item at the next meeting.

**10 INSURANCE RENEWAL**

The Parish Council's insurance cover for the period 1 June 2023 – 31 May 2024 was due for renewal. Members had invited to review the attached documentation and raise any queries which can be referred direct to the insurer.

**RESOLVED:** That the insurance be renewed at the premium provided and that the Parish Council enter into the three-year binding long-term agreement (LTA). The Clerk to progress.

**11 WHITE LION – DRAINAGE**

Councillor Cope advised that he had been in contact with the solicitor and was still awaiting the legal advice. It was agreed that there was a need for a further meeting with representatives of the White Lion and that Councillors Cope, Muxlow and Bellinger would attend.

**12 USE OF HALL LANE, HANKELOW**

Following observations from a number of residents, the Parish Council discussed the recent activity in relation to the volume of tipper trucks carrying concrete waste using Hall Lane, Hankelow.

**RESOLVED:** That the Clerk make contact with Margaret Hopley from Cheshire East Council who had issued the mobile crushing licence to understand any current licence limitations and environmental impact.

**13 FINANCIAL MATTERS**

**13.1 Authorisation of Payments**

£ 79.20	T P Jones & Co. (Payroll Service) ( <i>paid</i> )
£ 106.56	Cheshire Association of Local Councils (Affiliation fee for 2023-24) ( <i>paid</i> )
£118.32	Clerk's salary (net payment owed to clerk – as per auditor's report)
£149.99+VAT	Councillor Cope - Purchase of defibrillator batteries
£250.00	Grant payment for Peace Garden Project
£354.40	HMRC Tax on Clerk's salary ( <i>paid</i> )

£100.00	Councillor G Foster (Chair's allowance) S.15(2) of the Local Government Act 1972 (Allowance for the year 2022-23)
£420.47	Insurance renewal (effective 1 June 2023)
£200.00	K Mottershead - duck feed for ducks on pond
£39.99	I Jones – purchase of paint (through Colour Supplies).

**14 SHARED INFORMATION**

Parish Councillors were 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.

There were no items of shared information.

**15 DATE OF NEXT MEETING**

3 July 2023.

.....Chair

The meeting commenced at 7.45 pm and concluded at 9.00 pm