

**MINUTES OF THE ANNUAL MEETING OF HANKELOW PARISH COUNCIL  
HELD AT HANKELOW METHODIST CHAPEL, HANKELOW ON 1 MAY 2018**

**PRESENT:** Councillor G Foster Chairman

Councillor C Ainley  
Councillor G Cope  
Councillor I Jones  
Councillor A Lee

**IN ATTENDANCE:** Borough Councillor Rachel Bailey  
Seven members of the public

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**PART I – ANNUAL COUNCIL BUSINESS**

**1 ELECTION OF CHAIRMAN**

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

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

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

**2 ELECTION OF VICE-CHAIRMAN**

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

**RESOLVED:** That Councillor G Cope be elected Vice-Chairman to serve until the next Annual Meeting.

(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.

No declarations were made.

**4 MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 5 March 2018 be approved as a correct record.

**5 FINANCIAL MATTERS – ACCOUNTS 2017-2018**

**5.1 Internal Audit**

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

- The fixed assets list had been reviewed and the recommendation was that the insurance value of the assets should be increased when the insurance was renewed in June.
- The Parish Council should adopt Standing Orders for the regulation of its business, as these, at a minimum confirmed the statutory requirements.

This would be included as an item on the agenda for the July meeting.

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## **5.2 Annual Governance and Accountability Return (AGAR)**

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 and in the notice-board but would not be submitted for external audit.

## **5.3 Section 1 – Annual Governance Statement 2017-2018**

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, following which it was -

**RESOLVED:** That the Parish Council approve Section 1 of the Annual Governance Statement 2017-2018 confirming that it was satisfied that there was a sound system of internal control.

## **5.4 Section 2 – Accounting Statement 2017-2018**

The Parish Council was asked to approve Section 2 – Accounting Statement 2017-2018.

**RESOLVED:** That the Accounting Statement for 2017-2018 be approved.

## **5.5 Notice of Electors' Rights**

The period during which electors may inspect accounting records was 11 June – 13 July 2018. A notice to this effect would be added to the website and published in the notice-board.

## **6 RISK MANAGEMENT/RISK ASSESSMENT**

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

**RESOLVED:** That the Risk Assessment/Management schedule be approved.

## **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 Neighbourhood Plan Steering Group**

The Parish Council was invited to re-appoint members to the Neighbourhood Plan Steering Group and to review the Terms of Reference for the Group.

**RESOLVED:** (a) That Councillors C Ainley, A Lee and I Jones be appointed to the Neighbourhood Plan Steering Group; and

(b) That the Terms of Reference be revised to reflect that there shall be a maximum of six non-parish councillors on the Steering Group.

## **8 CALENDAR OF MEETINGS – 2018-2019**

**RESOLVED:** That the calendar of meetings for 2018-2019 be approved.

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## **PART 2 – ORDINARY PARISH COUNCIL BUSINESS**

### **9 AUTHORISATION OF PAYMENTS**

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

£100.00	Councillor G Foster (Chairman's allowance) S.15(2) of the Local Government Act 1972
£280.00	Came & Company – insurance renewal (effective 1 June 2018)
£95.00	Jaymar Electrical – fitting of AED cabinet to wall of Hankelow Methodist Church
£73.44	Cheshire Association of Local Councils – affiliation fee
£74.40	HM Revenue & Customs – Tax on Clerk's salary.
£69.94	Councillor C Ainley – reimbursement for purchase of battery for vehicle-speed display unit.

### **10 PURCHASE OF LAPTOP**

The Parish Council was invited to consider purchasing a laptop and associated software for use by the Clerk. The Clerk's preference was for an HP laptop using Microsoft Office. Members discussed the costs associated with this, especially licensing and annual renewal costs.

Councillor Ainley undertook to research the provision of an appropriate laptop, possibly using Open Office or Libre Office and using an e-mail address provided by G-mail.

This item would be discussed further at the July meeting.

### **11 PLANNING MATTERS**

#### **11.1 Planning Applications**

There were no planning applications for consultation.

#### **11.2 Neighbourhood Plan**

The minutes of the Neighbourhood Plan Steering Group meeting held on 24 April 2018 were submitted.

The Steering Group representative reported on progress on preparation of the Neighbourhood Plan including the recent consultation exercise undertaken.

#### Methodist Chapel

Reference was made to the update provided at the Parish Meeting held earlier in the evening when it was reported that part of the outcome of a recent questionnaire issued to residents indicated that only 39% wished to pursue the purchase of the Chapel to secure it as a village asset and enable modifications to be made. The minutes of the meeting indicated that the Chapel was not currently for sale.

### **12 GENERAL DATA PROTECTION REGULATION**

It was reported that on 25 May 2018, the General Data Protection Regulation would supersede the 1998 Data Protection Act.

The Clerk's report was submitted and gave an overview of the changes which would affect the Parish Council.

Although the deadline date of 25 May 2018 was immovable, the Information Commissioner's Office had advised that it would operate a 'light touch' until it was possible for all Councils to have put in place their arrangements for data protection.

The Clerk would report further to the July meeting at which time a draft Data Protection Policy would be submitted for adoption.

It was suggested that the GDPR requirements should also be addressed in the risk assessment/management schedule.

**13 WHITE LION ACTION GROUP**

The minutes of a meeting of the White Lion Action Group held on 20 April 2018 were submitted. At this meeting, the Group gave consideration to a proposal from a local landowner who was considering purchasing the White Lion as a community venture.

It was now reported that the proposal was 'on hold' for the present time.

**14 BENCH AT PARK VIEW**

The Parish Council considered if the bench at Park View should be repaired or replaced. Members were reminded that there was no budget-head for this item, but there was a general reserves fund of £1,000 which could be used.

Councillor I Jones undertook to research the cost of benches and would report to the next meeting. It was noted that if the cost of a bench was under £1,000 there was no requirement for the Parish Council to seek any more than one quotation.

**15 DRAINAGE REPAIRS IN THE VICINITY OF HANKELOW CHURCH AND THE VILLAGE GREEN**

It was reported that a group of residents had decided that rather than wait for Cheshire East Council to remedy the drainage problems encountered on both the village green and outside Hankelow Church, they carried out the repairs themselves and were now wishing to be reimbursed for the cost of this work.

The Clerk's view was that this work was unauthorised as permission had not been sought, and she also advised the Parish Council that its ownership of the village green was qualified and it was Cheshire East Council which had the power to agree to this work.

The Clerk was asked to research the files to establish the position in respect of ownership as the Council had previously engaged a solicitor to register the land in the Parish Council's name.

Members thanked the residents who had carried out the work.

**16 CONSULTATION – REPLACEMENT WASTE BINS**

As part of the Cheshire East Council budget-setting for 2018-19, it had been agreed that it should consult on proposals to charge for new and replacement bins in Cheshire East as was the case in many other authorities. Currently, CEC supplied 10,000 new or replacement bins per year at a cost of almost £360,000 which was something Cheshire East Council could not sustain.

As part of this process CEC was undertaking a ten-week public consultation to allow residents to have their say on proposals to bring in charges for new or replacement bins. The consultation began on 13 March and would conclude on 21 May 2018.

The Parish Council was invited to comment on the proposal.

**RESOLVED:** That the Parish Council decline to comment on the consultation in respect of Cheshire East Council's proposal to charge for new and replacement waste bins.

**17 SHARED INFORMATION**

Parish Councillors were invited to share information or report on attendance at any recent meetings of outside bodies. This was also an opportunity for Borough Councillor Rachel Bailey to report on Cheshire East Council matters of interest.

There were no shared items from Members.

Councillor Bailey reported on Cheshire East Council matters of interest.

**18 DATE OF NEXT MEETING**

2 July 2018

Draft

.....Chairman

The meeting commenced at 8.05 pm and concluded at 9.05 pm