

# HANKELOW PARISH COUNCIL

Paula Cottrell  
Clerk

Tel: 07837 592752  
e-mail: clerk@HankelowParishCouncil.org

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

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

## **MEETING OF THE PARISH COUNCIL**

**DATE: TUESDAY, 7 MAY 2019**

**TIME: 7.45 pm (or on the later rising of the Parish Meeting)**

**NOTE VENUE: HANKELOW METHODIST CHAPEL  
HANKELOW**

Signed *Paula Cottrell*

29 April 2019

To: Members of the Parish Council

cc: Cheshire East Ward Councillor

### **NOTES FOR MEMBERS OF THE PUBLIC**

Following adoption of Standing Orders (for the Regulation of Proceedings) at the meeting held on 2 July 2018, the Parish Council will no longer hold an informal forum prior to the start of the meeting.

The Standing Orders now provide for members of the public to raise issues under agenda item 4. A note of the subject heading of the issues raised will be included in the minutes, together with a note of any action to be taken by the Clerk.

Members of the public are encouraged to print off their own copies of the agenda from the village website ([www.c8321983.myzen.co.uk](http://www.c8321983.myzen.co.uk)). 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.

# A G E N D A

**Note: Parish Councillors will have signed their respective Declarations of Acceptance of Office prior to the start of the Annual PARISH meeting held earlier in the evening.**

Members are asked to note that the symbol ✂ against agenda items, indicates that an attachment is enclosed.

## **PART 1 – ANNUAL COUNCIL BUSINESS**

### **1 ELECTION OF CHAIRMAN**

- 1.1 To elect a Chairman to serve until the Annual Meeting in 2020.
- 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 2020.
- 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.

Members who are either directors or other category of persons who have shares in The White Lion Community Pub Ltd. are reminded that they have a disclosable pecuniary interest when The White Lion is referenced during a meeting.

### **5 MINUTES – 4 MARCH 2019**

To approve as a correct record, the Minutes of the Meeting held on 4 March 2019. ✂

### **6 FINANCIAL MATTERS**

#### **6.1 Annual Governance and Accountability Return 2018-19**

 ✂

The Parish Council is asked to approve the attached Annual Governance and Accountability Return 2018-2019, subject to any amendments that may be necessary following the Internal Audit.

It may be necessary for the Council to arrange an extra-ordinary meeting to be held in June to enable final sign-off of the accounts.

## **6.2 Audit Regulations**

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

The Parish Council is asked to consider declaring itself exempt from external audit as it did in 2017-2018. Members are reminded that the rationale behind this is that the Government takes the view that for councils of this size, the audit undertaken by the Internal Auditor is thorough and there is no need for any further auditing.

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

## **6.3 Exercise of Public Rights**

To note that the exercise of public rights to inspect the accounts is from Monday, 17 June 2019 to Friday, 26 July 2019. A notice will be displayed in the notice-board and uploaded onto the website on 16 June 2019.

## **7 FIXED ASSETS LIST**

The Parish Council is asked consider and approve the attached Fixed Asset list.

## **8 APPOINTMENT TO OUTSIDE BODIES/COMMITTEES**

### **8.1 Outside Bodies**

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

### **8.2 Neighbourhood Plan Steering Group**

The Parish Council is invited to re-appoint members to the Steering Group.

The adopted Terms of Reference for the Steering Group are enclosed, and the Parish Council is asked to consider if any amendments should be made.

### **8.3 ChALC Meetings**

The Parish Council is invited to appoint a representative to attend meetings of ChALC to attend as and when required.

## **9 CALENDAR OF MEETINGS – 2019-20**

The Parish Council is asked to approve the enclosed calendar of meetings for 2019-20.

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

### **10. 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.

Each member of the public is entitled to ask one question or make a statement. Questions or statements must be addressed to the Parish Council as a whole and not to individual parish councillors.

### **11. AUTHORISATION OF PAYMENTS**

£285.60      Came & Company  
The Parish Council's insurance renewal with effect from 1 June 2019

£72.00 T P Jones & Co. (Payroll Service)

£73.44 Cheshire Association of Local Councils (Affiliation fee for 2019-20)

## **12. PLANNING MATTERS**

### **12.1 Planning Applications**

The Parish Council is invited to comment on the following planning applications

19/2029N – Proposed Extensions and Alterations, The White Lion, Audlem Road, Hankelow  
Comments to be received by 22 May 2019

19/2099N – Outline Application for New Classic Car Showroom.  
Land adjacent The White Lion Public House, Audlem Road, Hankelow.  
Comments to be received by 29 May 2019.

## **13. NEIGHBOURHOOD PLAN UPDATE**

Mr John Durrant, Chairman of the Neighbourhood Plan Steering Group, to update the Parish Council on progress.

## **14. DIGITAL ARCHIVE RECORDS**

The Parish Council is asked to consider the development and maintenance of a digital archive in order to hold digital materials of relevance to Hankelow.

## **15. SHARED INFORMATION**

Parish Councillors are 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 the Borough Councillor to report on Cheshire East Council matters of interest.

## **16. EXCLUSION OF PRESS AND PUBLIC**

The Council is invited to RESOLVE that in accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following items owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

## **17. CLERK'S APPOINTMENT**

(Reason for exclusion: Relates to the contract between the Clerk and the Parish Council)

The Parish Council is asked to authorise a letter to the Bank in respect of arrangements for the Clerk's salary.

## **18. DATE OF NEXT MEETING**

1 July 2019, subject to approval of the calendar at item 9 above.