

# HANKELow PARISH COUNCIL

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Parish Councillors are summoned to a  
**MEETING OF THE PARISH COUNCIL**

**DATE:** MONDAY, 6 JULY 2020  
**TIME:** 7.30 pm

MEETING TO BE HELD REMOTELY

**PLATFORM:** ZOOM

**ACCESS DETAILS:** SEE BELOW

**ACCESS DETAILS:**

Please contact the Clerk who will provide the joining instructions.

[Clerk@hankelowparishcouncil.org.uk](mailto:Clerk@hankelowparishcouncil.org.uk)

*Signed* **Paula Cottrell**

1 July 2020

To: Members of the Parish Council  
G Foster (Chair), I Jones (Vice-Chair), D Smith, C Fitzsimons

cc: Cheshire East Ward Councillor Rachel Bailey

**NOTES FOR MEMBERS OF THE PUBLIC**

1. This meeting is being held remotely in accordance with regulations made under S78 of the Coronavirus Act 2020. There are therefore no paper copies of the agenda or the accompanying documents.
2. All documents (other than those which are restricted) can be access from the Parish Council's website: [www.hankelowparishcouncil.org](http://www.hankelowparishcouncil.org)
3. On this first occasion of holding a remote meeting, Public Question Time has been limited to written questions only which must be submitted to the Clerk by 5.00pm on Friday, 3 July 2020.

*Following the recent sad death of Councillor Tony Lee, Members are asked to stand for a minute's silence as a mark of respect.*

# AGENDA

## 1 APOLOGIES FOR ABSENCE

## 2 DECLARATIONS OF INTEREST

Members to declare any non-pecuniary or disclosable pecuniary interest (DPI) which they have in any item of business on the agenda, the nature of that interest, and in respect of DPis 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.

## 3 MINUTES

To approve as a correct record, the Minutes of the Meetings held on 2 March 2020.

## 4 PUBLIC QUESTION TIME

Members of the public have been asked to submit questions, in writing, by 5pm on Friday, 3 July 2020. This arrangement is intended for this first remote meeting only.

The question will be read out at the meeting and the Chair will respond. If she is unable to respond, she will defer to another Councillor or the Clerk. If it is not possible to provide a response at the meeting, a written response will be provided at a later date.

## 5. COVID-19: REGULATIONS FOR TOWN AND PARISH COUNCILS – UPDATE

Members are aware from information provided separately, that under S.78 of the Coronavirus Act 2020, new Regulations have been put into place, and these have made the following key changes to local government procedures.

- The regulations apply to all local authority meetings to be held before 7 May 2021. This date could change if the lockdown rules are relaxed.
- Meetings can be held remotely, via video-link and this can be attended by members of the public.
- The Annual Parish Meeting (comprising electors in the parish) was not permitted to be held remotely.
- Where appointments would normally be made at Annual Council, no such appointments are to be made and all office-holders, eg Chairman and Vice- Chairman, remain until May 2021, unless the Council decides to elect replacements earlier.
- Voting arrangements can be stipulated in a revision to Standing Orders. The current arrangement is by show of hands; however, as the meeting is being held remotely and it

is not possible for the Clerk to view all Members at the same time, it is suggested that after each item, Members are individually polled for their vote.

- Public Notice of meetings (in accordance with the Public Bodies (Admission to Meetings) Act 1960) has been amended so that the time and place of a meeting is deemed to have been given if published on the Council's website. Note: 'place' has been re-defined to apply to the appropriate platform being used for remote meetings.

## **6. INSURANCE COVER – 1 JUNE 2020 – 31 MAY 2021**

The Parish Council is asked to review its insurance cover for the period 1 June 2020 – 31 May 2021. The insurance documents provided by Axa are enclosed (arranged through Came and Co). As the insurance cover was due to start prior to the date of the Parish Council meeting, the Chair and members of the Parish Council have approved the cover and paid the invoice. The Council has again entered into a three year term arrangement. The Parish Council is asked to ratify the Clerk's action in approving the insurance policy and settling the invoice. Members are invited to review the documentation and raise any queries which can be referred direct to Came and Company.

## **7. NOTICE OF CASUAL VACANCY**

It is reported that the Parish Council has a casual Councillor vacancy following the recent sad death of Councillor Tony Lee. The Parish Council will consider the action to be taken in relation to the vacancy.

## **8. ACCOUNTS 2019-20**

### **8.1 Revision to Audit Regulations**

The Parish Council is asked to note the auditor's report and approve the accounts for 2019-20. As a result of the pandemic, the audit regulations have been revised as follows:

- (a) The public inspection period must commence on or before 1 September 2020. This was formerly to include the first 10 working days of July.
- (b) The AGAR must be approved and published by 31 August 2020 at the latest.
- (c) A wet signature is still a requirement. When the accounts are returned, the Chair will need to sign the AGAR.
- (d) The publication date for final, audited accounts has moved from 30 September 2020 to 30 November 2020 for all local authorities.

### **8.2 Accounts for Approval**

The following documents are enclosed:

- (a) Annual Governance and Accountability Return (AGAR) Part 2. Page 3 is the Certificate of Exemption and the Parish Council is asked to confirm that it wishes to be regarded as exempt from external audit on the basis that its annual gross income is less than £25,000.
- (b) Copy of ledger for 2019-2020 showing bank reconciliation
- (c) Assets List.

### **8.3 Annual Governance and Accountability Review (AGAR)**

The AGAR must be approved in a specific order. Section 1 first (the Annual Governance Statement) and secondly, Section 2 (Accounting Statement) and the minute Nos. must demonstrate that they were considered in the correct order.

#### **8.4 Section 1 – Annual Governance Statement – 2019-2020**

The Parish Council is asked to give specific consideration to points 1 – 9 as it is the Council's responsibility to ensure that there is a sound system of internal control including arrangements for the preparation of the accounting statements.

#### **8.5 Section 2 – Accounting Statements – 2019-2020**

To approve the accounts for 2019-2020.

#### **8.6 Internal Audit**

In approving Section 2 above, the Parish Council is asked to note that the Parish Council's accounts for the financial year 2019-20 have been audited by the Internal Auditor. A copy of the auditor's report is attached which recommends that the Parish Council submit a VAT return to reclaim the recoverable VAT.

### **9. PAYMENTS**

To report the following payments have been made since the last meeting on 2 March 2020:

Mar-July	Payment of Clerk's Salary (March-July)	£275.52
5 April 2020	T P Jones, payroll service	£ 72.00
6 April 2020	K Shenton, tree felling	£600.00
6 April 2020	HMRC, tax on Clerk's salary	£138.00
28 May 2020	Came and Co – Parish Council insurance	£290.64
28 May 2020	CHALC Subscription	£ 73.44

The Parish Council is asked to approve the following payments:

11 June 2020	I Jones – Battery for Speed Sign	£ 59.60
18 June 2020	Weaver Financial Services – Internal Audit	£ 60.00
22 June 2020	HMRC, Tax on Clerk's salary	£137.60

### **10. RISK ASSESSMENT/MANAGEMENT STRATEGY**

The Parish Council is asked to approve the enclosed risk assessment/management strategy, subject to any amendments to be made at the meeting.

### **11. LITTER BIN – LONGHILL LANE**

The Parish Council is asked to note the attached response from Cheshire East in relation to this litter bin and to consider purchase arrangements.

### **12. CALENDAR OF MEETINGS 2020-21**

The Parish Council is asked to approve the proposed future calendar of meetings for 2020-21.

### **13. HANKELow NEIGHBOURHOOD PLAN**

The Parish Council is asked to note the attached update report on Hankelow Neighbourhood Plan.

### **14. DATE OF NEXT MEETING**

7 September 2020.