

# HANKELow PARISH COUNCIL

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**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, 4 MAY 2021**

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

**NOTE VENUE:** The meeting will be held remotely via Zoom  
and can be accessed as follows at 7.45pm:

<https://us04web.zoom.us/j/74107012900?pwd=dHdEM0xHRG1HV2htVTdzS3BrcERKdz09>

Meeting ID: 741 0701 2900

Passcode: 3iJccN

<https://us04web.zoom.us/j/74862144840?pwd=OXc5L1hranEzTVkrd3diYzNYVzVEUT09>

Meeting ID: 748 6214 4840

Passcode: 8QG3U0

**Signed**

28 April 2021



To: Members of the Parish Council  
cc: Cheshire East Ward Councillor

### 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. Public Question Time has been limited to written questions only which must be submitted to the Clerk by 5.00pm on Friday, 30 April 2021

# A G E N D A

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

### **1 ELECTION OF CHAIRMAN**

- 1.1 To elect a Chair to serve until the Annual Meeting in 2022.
- 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-CHAIRMAN**

- 2.1 To elect a Vice-Chair to serve until the Annual Meeting in 2022.

### **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**

To approve as a correct record, the Minutes of the Meeting held on 1 March 2021 and the Extra-Ordinary Meetings held on 15 and 29 March 2021.

### **6 FINANCIAL MATTERS**

#### **6.1 Audit Regulations**

The Parish Council is asked to approve the accounts for 2020-21.

The Parish Council is asked to receive and note the attached Annual Internal Audit Report for the financial year 2020-21.

The Regulations this year are as follows:

- (a) The public inspection period must commence on or before 1 July 2021 and must include the first ten working days of July 2021.
- (b) The AGAR must be approved and published before 1 July 2021 at the latest.
- (c) A wet signature is still a requirement.

## **6.2 Accounts for Approval**

The following documents are enclosed:

- (a) Annual Governance and Accountability Return (AGAR) Part 2PM.

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 the ledger for 2020-21 showing the expenditure for the year together with a bank reconciliation.
- (c) Fixed Assets List.

## **6.3 Annual Governance and Accountability Return 2020-21 (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 numbers must demonstrate that they were considered in the correct order.

## **6.4 Section 1 – Annual Governance Statement 2020-21**

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.

## **6.5 Section 2 – Accounting Statements 2020-21**

To approve the accounts for 2020-21.

## **7. RISK ASSESSMENT**

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

## **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 – 2021-22**

The Parish Council is asked to approve the enclosed calendar of meetings for 2021-22.

## **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**

To report the following payments have been made since the last meeting on 4 January 2021.

£150.00	K Mottershead, duck feed
£ 95.00	Audlem Printers (x 2 Neighbourhood Plan Referendum Banners)
£ 73.80	Cheshire Association of Local Councils (Affiliation fee for 2021-22)
£138.00	HMRC Tax on Clerk's Salary (Q4)

The Parish Council is asked to approve the following payments -

£349.36	Came & Company The Parish Council's insurance renewal with effect from 1 June 2021
£ 72.00	T P Jones, payroll service (April-March

## 12. PLANNING MATTERS

### 12.1 Planning Applications

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

#### **21/1734N, Ball Farm, Hall Lane, Hankelow CW3 0JB**

**Listed Building Consent for external and internal alterations to the ground floor of the house and alterations to the unlisted redundant byre/stable to create an office and store with a new ridge skylight and internal alterations to create office and meeting rooms with a new mezzanine floor**

**Comments to be received by 5 May 2021**

#### **21/1819, Ball Farm, Hall Lane, Hankelow CW3 0BJ**

**Listed building consent to insert small side hung painted timber casement window in end gable of rear wing to substitute for window approved by listed building consent reference number:20/3630N.**

**Comments to be received by 19 May 2021**

#### **21/1809N, Land off Monks Lane, Hankelow, Cheshire**

**Outline planning application for erection of two detached dwellings with garages and formation of new vehicular access points**

**Comments to be received by 12 May 2021**

## 13. NEIGHBOURHOOD PLAN UPDATE

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

## 14. 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.

**15. 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.

**16. 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.

**17. DATE OF NEXT MEETING**

5 July 2021 at 7.30pm.