

**MINUTES OF THE ANNUAL MEETING OF HANKELow PARISH COUNCIL  
HELD AT HANKELow METHODIST CHAPEL, HANKELow ON 4 MAY 2021  
REMOTE MEETING**

<b>PRESENT:</b>	Councillor G Foster      Chair  Councillor I Jones Councillor C Cope Councillor C Fitzsimons
<b>IN ATTENDANCE:</b>	Mr J Durrant, Chair of the Neighbourhood Plan Steering Group and Borough Councillor Rachel Bailey
<b>APOLOGIES:</b>	Councillor D Smith

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**PART 1 – 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 as Chair to serve until the next Annual Meeting.

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

**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.

**3      APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor D Smith.

**4      DECLARATION OF INTEREST**

There were no declarations of interest.

**5      MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 1 March 2021 and the Extra-Ordinary Meetings held on 15 and 29 March 2021 be approved as a correct record.

**6      FINANCIAL MATTERS**

**6.1      Audit Regulations**

6.1.1 The Parish Council noted and approved the accounts for 2020-21

6.1.2 The Parish Council received and noted the Annual Internal Audit Report for the financial year 2020-21.

**6.2      Accounts for Approval**

6.2.1 The Parish Council received the Annual Governance and Accountability Return (AGAR) Part 2 (Certificate of Exemption). With effect from the financial year 2017-18,

the legislation had changed for Councils whose turnover is less than £25,000; those councils are able to opt out of an external audit. The Parish Council confirmed that it wished to declare itself exempt from external audit for the accounting period 2020-21.

- 6.2.2 In accordance with Paragraph 2.2 of the Financial Regulations, members noted that *“on a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman (for cheque signatory) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of the verification. This activity shall, on conclusion be reported, including any exceptions, to and noted by the Council.”* To ensure compliance with the Financial Regulations, members considered the appointment of a Parish Councillor to undertake this activity.

6.2.3 **Fixed Asset List**

The Parish Council considered the list of fixed assets 2020-21 which detailed fixed assets in its possession on 31 March 2021, with a total value of £26,117. It was noted that two new litter bins had been placed on the Heywood Homes site and it was agreed that Councillor Fitzsimons would make enquiries as to responsibility and insurance liability for these bins and report back to a future meeting.

**RESOLVED:**

- (i) That the Parish Council declare itself exempt from the requirement to submit to external audit with effect from the accounting period 2020-21.
- (ii) That Councillor C Cope be appointed as a cheque signatory, to verify bank reconciliations and review cheque book transactions produced by the Clerk and RFO;
- (iii) That the Clerk write to the Parish Council's bankers requesting that duplicate bank statements be forwarded to Councillor Cope, as a matter of routine.
- (iv) That the fixed asset list be approved.

6.3 **Annual Governance and Accountability Return 2020-21  
Annual Governance Statement - Section 1**

In approving Section 1 of the Annual Governance Statement 2020-21, the Parish Council gave specific consideration to points 1-9 in ensuring that there was a sound system of internal control including arrangements for the preparation of the accounting statements.

6.4 **Annual Governance and Accountability Return 2020-21  
Accounting Statements 2020-21 – Section 2**

The Parish Council approved the accounts for 2020-21.

6.5 **Exercise of Public Rights**

As the Parish Council had declared itself exempt from external audit, the accounts would be published on the Council's website and the notice-board but would not be submitted for external audit. The exercise of public rights is from on or before 1 July 2021 and must include the first ten working days of July 2021. A notice will be uploaded on the website on or before 1 July 2021 to ensure that the Parish Council's compliance with the public inspection.

7 **RISK ASSESSMENT**

The Parish Council considered the risk assessment/management strategy. It was agreed that the Clerk would ensure that an electronic copy of all of the Parish Council's correspondence was provided on a memory stick to the Chair.

**RESOLVED:** That the risk assessment/management strategy be approved.

8 **APPOINTMENT TO OUTSIDE BODIES**

8.1 **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.

8.2 **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 Councillor C Fitzsimons and I Jones continue to be members of the Neighbourhood Plan Steering Group; and that the terms of the Steering Group be approved.

8.3 **ChALC Meetings**

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

**RESOLVED:** It was agreed that the Clerk make arrangements for all Councillors to receive copies of ChALC email communications so that a Councillor could attend ChALC meetings when required.

9 **CALENDAR OF MEETINGS – 2021-22**

**RESOLVED:** That the calendar of meetings for 2021-22 be approved subject to two amendments – noted that the 3 Jan 2022 meeting was a Bank Holiday and this was moved to Tuesday, 4 Jan 2022. The meeting scheduled on 5 July 2021 be moved to Monday, 12 July 2021.

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**PART 2 – ORDINARY PARISH COUNCIL BUSINESS**

10 **PUBLIC QUESTION TIME**

The Parish Council noted the statement that had been received and circulated to Parish Councillors from a member of the public in relation to planning application 21/1809N (agenda item 12.1 on the agenda).

11 **AUTHORISATION OF PAYMENTS**

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

£150.00	K Mottershead, duck feed
£ 95.00	Audlem Printers
£ 73.80	Cheshire Associate of Local Councils
£138.00	HMRC Tax on Clerk's Salary
£349.36	Came and Company – Parish Council insurance
£ 72.00	T P Jones, payroll service

12 **PLANNING MATTERS**

12.1 **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**

**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:20/363**

**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**

**RESOLVED:** That the following comments be submitted to Cheshire East Council

**21/1734N & 21/1819N** - Hankelow Parish Council has no specific comments on this application other than to say that it would not wish to see any increase in the number of delivery vehicles that attend this site as a consequence of this application being approved.

**21/1809N** - Monks Lane is a narrow country lane much used by walkers, cyclists and horse-riders. It is also used by the residents of the lane, delivery drivers and a considerable amount of heavy farm machinery. Although to date there have been no serious accidents, there are frequent "scrapes". The Parish Council's concern is that of safety of road-users.

Whilst the site is part of the Neighbourhood Plan due to the work of a Government-appointed consultant, AECOM, in terms of highways and access to the site the Parish Council seek the highest standard in relation to visibility splays from the site to ensure the best possible safety on Monks Lane. The Parish Council therefore does not agree with the outline application proposal for two points of access, and considers that there should be a single point of access more central to the site.

**13. NEIGHBOURHOOD PLAN UPDATE**

Mr John Durrant, Chair of the Neighbourhood Plan Steering Group, had provided an update on the activities of the Group. A copy of the Neighbourhood Plan Steering Group Report is attached to the Minutes.

**14. SHARED INFORMATION**

Borough Councillor Rachel Bailey provided an update on matters of interest.

**15. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** 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**

Members authorised a letter to the bank associated with the Clerk.

.....Chair

The meeting commenced at 7.55 pm and concluded at 8.35pm