

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, 3 MAY 2022

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

**VENUE: HANKELow METHODIST CHAPEL
HANKELow**



16 April 2022

Signed Clerk to the Parish Council

To: Members of the Parish Council
G Foster (Chair), C Cope (Vice-Chair), I Jones, C Fitzsimons, A Postlethwaite

cc: Cheshire East Ward Councillor Rachel Bailey

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.hankelowparishcouncil.org).

AGENDA

PART 1 – ANNUAL COUNCIL BUSINESS

1 ELECTION OF CHAIR

- 1.1 To elect a Chair to serve until the Annual Meeting in 2023.
- 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-CHAIR

- 2.1 To elect a Vice-Chair to serve until the Annual Meeting in 2023.
- 2.2 The Vice-Chair 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

To approve as a correct record, the Minutes of the Meeting held on 7 March 2022.

6 FINANCIAL MATTERS

6.1 Audit Regulations

The Parish Council is asked to approve the accounts for 2021-22.

The Parish Council is asked to receive and note the attached Annual Internal Audit Report for the financial year 2021-22

The Audit Regulations for this year are as follows :

- (a) The AGAR must be approved and published before 1 July 2022 at the latest.
- (b) The Parish Council must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information must be published at least the day before the inspection period commences;
- (c) The inspection period must include the first 10 working days of July 2022, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Friday 3 June and Thursday 14 July 2022; and

- at the latest, between Friday 1 July and Thursday 11 August 2022.
- (d) A wet signature is still a requirement for the Annual Governance and Accountability Return

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 2021-22 showing the expenditure for the year.
- (c) Fixed Assets List.

6.3 Annual Governance and Accountability Return 2021-22 (AGAR)

The AGAR must be approved in a specific order.

- Section 1 first (the Annual Governance Statement) and, secondly
- Section 2 (Accounting Statement)

The Minute numbers must demonstrate that they were considered in the correct order.

6.4 Section 1 – Annual Governance Statement 2021-22

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 2021-22

To approve the accounts for 2021-22.

7. RISK MANAGEMENT STRATEGY

The Parish Council is asked to consider and approve the attached Risk Management Strategy.

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 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 – 2022-23

The Parish Council is asked to approve the enclosed calendar of meetings for 2022-23.

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. WHITE LION – DRAINAGE

The Parish Council will consider and approve the arrangements to be put in place for a Deed of Easement in relation to the drainage from the White Lion and the legal costs associated with this. The legal costs have been estimated to be two-three hours at £235 per hour plus VAT in relation to drafting and agreeing the Deed of Easement and registering the same at the Land Registry which would produce a cost of between £470 and £705 plus VAT. There would also be a Land Registry registration fee of £45 and Land Registry official copies at £3 plus vat per document.

12. CHESHIRE EAST – HIGHWAYS WINTER MAINTENANCE TOP UP SCHEME – SURVEY

The Parish Council will consider correspondence from Cheshire East Council associated with the purchase of additional top-up gritting by Parish Councils.

13. MUSIC FESTIVAL – 20 AUGUST 2022

The Parish Council will consider a request from The White Lion Ltd to hold a music festival on Saturday, 20 August 2022 on Hankelow Green. The White Lion has advised that this will be a free event from midday to 10pm. It will include a stage, some covered areas for tents or marquees and it is intended to invite a local band to play music throughout the day.

14. FINANCIAL MATTERS

15.1 Authorisation of Payments

£ 72.00	T P Jones & Co. (Payroll Service)
£103.68	Cheshire Association of Local Councils (Affiliation fee for 22-23)

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 Borough Councillor Rachel Bailey to report on Cheshire East Council matters of interest.

16. DATE OF NEXT MEETING

Monday, 4 July 2022, subject to the approval of the calendar at item 9. above.