

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, 9 MAY 2022

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

**VENUE: HANKELow METHODIST CHAPEL
HANKELow**



1 May 2023

Signed Clerk to the Parish Council

To: Members of the Parish Council
G Foster (Chair), C Cope (Vice-Chair), I Jones, 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 2024.
- 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 2024.
- 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 6 March 2023 and the Extra-Ordinary Meeting held on 28 March 2023.

6 FINANCIAL MATTERS

6.1 Audit Regulations

The Parish Council is asked to approve the accounts for 2022-23

The Parish Council is asked to receive and note the attached Annual Internal Audit Report for the financial year 2022-23

The Audit Regulations for this year are as follows :

- (a) The AGAR must be approved and published before **Monday 3 July 2023** 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 2023,
- (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 accounts for 2022-23 showing the expenditure for the year.
(c) Fixed Assets List.

6.3 Annual Governance and Accountability Return 2022-23 (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 2022-23

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 2022-23

To approve the accounts for 2022-23.

7 RISK MANAGEMENT PLAN

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

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 – 2023-24

The Parish Council is asked to approve the enclosed calendar of meetings for 2023-24

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 INSURANCE RENEWAL

The Parish Council's insurance cover for the period 1 June 2023 – 31 May 2024 is due for renewal. Members are invited to review the attached documentation and raise any queries which can be referred direct to the insurer.

The Parish Council is also asked to consider whether it wishes to set up a three year binding long term agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £420.47. This means Hankelow Parish Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire 3 years from the original inception date.

12 WHITE LION – DRAINAGE

The Parish Council will receive an update on The White Lion drainage arrangements.

13 USE OF HALL LANE, HANKELOW

Following observations from a number of residents, the Parish Council will consider recent activity in relation to the volume of tipper trucks carrying concrete waste using Hall Lane, Hankelow.

14 FINANCIAL MATTERS

14.1 Authorisation of Payments

£ 79.20	T P Jones & Co. (Payroll Service) (<i>paid</i>)
£ 106.56	Cheshire Association of Local Councils (Affiliation fee for 2023-24) (<i>paid</i>)
£ 118.32	Clerk's salary (net payment owed to clerk – as per auditor's report)
£149.99+VAT	Councillor Cope - Purchase of defibrillator batteries
£250.00	Grant payment for Peace Garden Project
£354.40	HMRC Tax on Clerk's salary (<i>paid</i>)
£100.00	Councillor G Foster (Chairman's allowance) S.15(2) of the Local Government Act 1972 (Allowance for the year 2022-23)
£420.47	Insurance renewal (effective 1 June 2023), subject to agreement of item 8.above

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

3 July 2023, subject to the approval of the calendar at item 9. above.