

# HANKELOW PARISH COUNCIL

Carol Jones  
Clerk

Tel: 01270 812065  
e-mail: [clerk@HankelowParishCouncil.org](mailto:clerk@HankelowParishCouncil.org)

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

**DATE:** MONDAY, 5 MARCH 2018

**TIME:** 7.30 pm (or on the later rising following an informal public session prior to the meeting)

**NOTE VENUE:** HANKELOW METHODIST CHAPEL  
HANKELOW



Signed

Date: 26 February 2018

To: Members of the Parish Council  
(G Foster (Chairman), G Cope (Vice-Chairman), C Ainley, I Jones and A Lee)

cc: Cheshire East Ward Councillor Rachel Bailey

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING**

Prior to the start of the meeting, members of the public are able to raise issues with Members. It should be noted that this does not form part of the Parish Council meeting and there will be no record of issues raised. As there is no Public Question Time slot on the agenda, this is the only opportunity for members of the public to speak.

Members of the public are encouraged to print off their own copies of the agenda from the village website ([http://www.hankelow.info/parish\\_council.html](http://www.hankelow.info/parish_council.html)). If paper copies of the agenda and/or any associated reports are required, please contact the Clerk who will arrange for copies to be made available at the meeting.

# 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.

## 3 MINUTES

To approve as a correct record, the Minutes of the meeting held on 2 January 2018. ✍

## 4 NEIGHBOURHOOD PLANNING

To receive the Minutes of a meeting of the Neighbourhood Plan Steering Group held on 25 January 2018. ✍

A further meeting was held on 27 February 2018 and Members of the Steering Group will be able to update the Parish Council on the proceedings of that meeting.

## 5 ACTION TAKEN SUBSEQUENT TO THE JANUARY 2018 MEETING

- The Clerk has written to Roger Millns to advise that the Parish Council will not be able to pursue a purchase of Hankelow Church until the results of a consultation exercise have been completed, and residents' views are known.
- Quotation for printing the Neighbourhood Plan Regulation 14 consultation document. The printer (Joe the Printer) has not yet confirmed that his quotation of £350.00 will hold for six months; however, as the consultation document is not yet available, this can be reviewed nearer to the date.
- The Defib Shop would not agree to delivering the defibrillator cabinet prior to payment. The Clerk has, therefore, purchased the cabinet and will be reimbursed under item 6 below.

## 6 FINANCIAL MATTERS

### 6.1 Authorisation of Payments

£474.00	Mrs C M Jones	Reimbursement for purchase of the defibrillator cabinet from the Defib Shop (£395.00 net and £79.00 VAT)
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The Clerk will bring the cabinet to the meeting. Members will wish to consider arrangements for fixing this to the wall of the Methodist Church.

£tba	HMRC	Tax on Clerk's salary
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### 6.2 Room Hire for Meetings of the Neighbourhood Plan Steering Group

The Parish Council is asked to approve funding the cost of room hire for meetings of the Steering Group. As the Neighbourhood Plan is a Parish Council initiative, the cost of room hire should be met by the Parish Council.

### **6.3 Transparency Code**

The Clerk recently attended a training session organised by ChALC. The training covered audit matters and touched on the Transparency Code and the new GDPR arrangements (General Data Protection Regulation) which come into force in May 2018.

It was made clear that the Parish Council needs to own its own laptop and that it is not sufficient for a Clerk to use her own laptop for Parish Council work. There are several reasons for this; for example, if the Clerk resigns, or absconds or dies, then the Council will have no access to the electronic records. The Council must have its own laptop and parish councillors must be allowed read-only access to the laptop.

In view of this, and as the deadline for applications was 12 February 2018, the Clerk has submitted a request for funding in the sum of £492. Confirmation of whether the grant has been accepted will be week commencing 9 March 2018.

The Parish Council is invited to consider what type of laptop should be purchased. The Clerk's personal laptop is a Hewlett Packard which cost around £500 from PC World and includes Office 365 which is a complete package comprising Word, Excel, Power Point and Outlook. Malware would be an additional cost which would probably be about £70 per year.

### **6.4 Audit Regulations**

With effect from the financial year 2017-2018, the legislation has changed for councils whose turnover is less than £25,000; those councils are able to opt out of an external audit.

The Parish Council is asked to consider declaring itself exempt from external audit, but equally, can decide to continue with an external audit. The rationale behind this is that the Government takes the view that for councils of this size, the audit undertaken by the Internal Auditor is thorough and there is no need for any further auditing.

The Annual Return (which has now been renamed 'Annual Governance and Accountability Return') will be completed and published as usual, but the only document to be submitted to the External Auditor will be the Certificate of Exemption.

The guidance states that the internal audit must take place before the Council approves the accounts and governance statement. The Annual Meeting is 1 May and the Clerk will make arrangements for the Internal Auditor to audit the accounts prior to that meeting.

## **7 COMMUNITY PRIDE AWARDS**

The Clerk contacted Members on 4 January 2018 to ask if application should be made to enter any of the competitions organised by Cheshire Community Action. Only one response was received, and this was to the effect that in view of the extensive development in the parish, this should be deferred to 2019.

The deadline date for entry is 9 March 2018.

## **8 TOWN AND PARISH COUNCILS CONFERENCE – 20 FEBRUARY 2018**

There was no Parish Council representation at this event; however, if Councillor Rachel Bailey is in attendance, she will be able to report on the proceedings.

## **9 PLANNING**

There are no planning applications for comment.

## **10 SHARED INFORMATION**

Parish Councillors are invited to share information which was not available at the time of publication of the agenda.

This is also an opportunity for **Councillor Rachel Bailey, the Ward Councillor**, to report on Cheshire East Council matters of interest; and for Parish Councillors who are appointed as representatives on outside bodies to report on any recent meetings.

**11 DATE OF NEXT MEETING**

Annual Meetings – 1 May 2018 (Tuesday): The first Monday in May is 7 May and is a public holiday.