

Draft Minutes for the Annual Meeting of the Council held on Monday 30th May 2022, Location: Google Meet and Carrington Business Park



Councillors Invited: Jean Booth (JB) | John Harper (JH) | Elizabeth Harvey (LH) (**Chair**) | Sara Land (SL) | O.Shorinwa (DS) | Samuel Stevens (SS)

Others Invited: Paul Nolan (PN) Clerk | Clare Robinson (CR)

1. Welcome (LH)

- 1.1. Meeting started at 19:11:xx, with 7 members of the public attending
- 1.2. Each year the Chair and Vice Chair must resign their posts
 - 1.2.1. Chair resigned (**LH**)
 - 1.2.2. Vice Chair resigned by proxy to the clerk as she was on holiday
 - 1.2.3. No alternative nominations for Chair and Vice Chair (**PN**)
 - 1.2.3.1. Chair LH and Vice chair JB stand will stand again
 - 1.2.4. Vote for Chair of Parish Council nominee (**PN**)
 - 1.2.4.1. For (**All members present**), Against (**None**)
 - 1.2.4.2. Cllr Harvey is duly elected as Chair.
 - 1.2.5. Vote for Vice Chair of Parish Council nominee (**PN**)
 - 1.2.5.1. For (**All members present**), Against (**None**)
 - 1.2.5.2. Cllr Booth is duly elected as Vice chair.
 - 1.2.6. Cllrs Harvey and Booth signed and dated the Declaration of Acceptance of Office. (via DocuSign) Clerk countersigned them.

2. Apologies, Quorum and Declarations of Interest (LH)

- 2.1. Apologies from JB
- 2.2. Declared there is a full quorum present
- 2.3. No declarations of interest since last meeting

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3. Chair report (LH)

3.1. [Questions and Problems](#)

3.1.1. Nothing additional since last meeting

3.2. [Neighbourhood plan](#) Queen's Platinum Jubilee event

3.2.1. Once the jubilee event has been completed the first meeting will be arranged.

3.3. Queen's Platinum Jubilee Event

3.3.1. Everything is planned and prepared, just need more hands to help out on the 1st and 2nd June to set everything up.

3.4. Carrington Orchard

3.4.1. The first phase of ground clearance has been completed, the next phase is a site visit with volunteers to get a better idea for the play areas.

3.4.2. SL added, that she has been talking with an organisation who will graft the ancient apple trees to preserve the species and provide the council with sapling to add new tree of the same variety to plant in the Orchard.

3.5. Air Quality Monitoring System

3.5.1. The device has arrived, permission has now been given by Trafford Council to install it on Lamppost number 33 (opposite the business park). Once installed it will take about a week to start getting sensible data from it. PN is looking into the API for the software and going to try and get it interfaced with our website.

----- **End of Chair Report** -----

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4. Co-opting new Councillor

- 4.1. There are two vacancies on the Parish Council, we had two applicants, but one had to withdraw due to personal commitments
- 4.2. (LH) introduced Clare Robinson as a candidate for Parish Councillor
- 4.3. Clare's application has been reviewed by all members and early discussion with the Chair and Clerk have been held
- 4.4. Clare presented information about herself in the community and her employment.
- 4.5. The Clerk confirmation that the candidate is qualified to become a local Councillor **(PN)**
- 4.6. (LH) invited a vote on the acceptability of the candidate for co-option
 - 4.6.1. Vote : For (All members present) | Against (None)
 - 4.6.2. The Clerk confirm results and offer cooption to the Candidate **(PN)**
 - 4.6.3. Welcomed new Councillors **(LH)**

Note: Newly elected Councillors are to complete and sign their Declaration of Acceptance of Office, Register of Members Disclosable Interests, and GDPR Consent Form. This will be done via DocuSign which has been confirmed with the Senior Compliance Officer at Trafford they are happy with this eSignature method.

5. Public Participation

- 5.1. Does the Parish have a Community public access defibrillator (CPAD) installed anywhere ?
 - 5.1.1. There is no permanent device, but does have portable AEB it can have access to for events and projects.

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6. Finance and risk management

- 6.1. Finance report: The income and expenditure was presented and reviewed. [2022-23 Cash book accounts \(PN\)](#)
- 6.2. Much of the spend in the business account has been for the jubilee event, that was approved on the Extraordinary meeting held on 8th March 2022, indicated with a prefix (J) in the description

Business account				
Date	Type	Description	Value	Balance
27/05/2022	DPC	ENVIRO TECH	-£ 7,320.00	£ 75,714.61
27/05/2022	DPC	COLIN PAUL (J)	-£ 1,500.00	£ 83,034.61
25/05/2022	POS	Amazon (J)	-£ 108.99	£ 84,534.61
20/05/2022	POS	Elite Industrial (J)	-£ 59.03	£ 84,643.60
19/05/2022	POS	Amazon (J)	-£ 45.00	£ 84,702.63
19/05/2022	DPC	CIRCUS SENSIBLE (J)	-£ 432.00	£ 84,747.63
18/05/2022	POS	UK FABRICS ONLINE (J)	-£ 182.74	£ 85,179.63
18/05/2022	POS	INTA AUDIO (J)	-£ 362.00	£ 85,362.37
12/05/2022	POS	ORBITAL FASTENERS (J)	-£ 136.08	£ 85,724.37
10/05/2022	DPC	BETTER RIDES LTD (J)	-£ 1,620.00	£ 85,860.45
05/05/2022	POS	Amey (J)	-£ 79.80	£ 87,480.45
05/05/2022	POS	BROCKLEHURST MINI	-£ 312.00	£ 87,560.25
04/05/2022	DPC	ST MARYS CHURCH (J)	-£ 60.00	£ 87,872.25
04/05/2022	DPC	CONSTANT SECURITY (J)	-£ 407.28	£ 87,932.25
27/04/2022	DPC	TOWN PARISH AUDIT	-£ 95.00	£ 88,339.53
25/04/2022	POS	SLCC ENTERPRISES	-£ 55.00	£ 88,434.53
21/04/2022	POS	TRAFFORD COUNCIL (J)	-£ 21.00	£ 88,489.53

Reserves Account

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Date	Type	Description	Value	Balance
29/04/2022	INT	29APR GRS 40293505	0.24	3430.83

- 6.2.1. Motion to agree the accuracy of the parish cashbook accounts (PN)
- 6.2.2. Moved (LH), Seconded (SL)
- 6.2.3. **RESOLVED** to agree the accuracy of the parish cashbook accounts.

6.3. [Internal Audit Report \(PN\)](#)

- 6.3.1. The internal audit was completed by Town Parish Audit, No issues were found.

6.4. Review the effectiveness of its system of internal control (LH)

- 6.4.1. Each year before reviewing the AGAR the council must review these control to ensure they a effect, the current controls are:
 - Bank reconciled by clerk every 6 weeks;
 - Bank transfer require two signatories before payment;
 - Income and expenditure recorded and signed on Full council minutes;
 - Risk Register up to date;
 - Website Cashbook up to date;
 - Internal audit by third party each year;
 - AGAR approved and agreed;
 - Virements to be authorised by signatories.
- 6.4.2. Motion: Are the council if they are satisfied we have appropriate internal controls?
- 6.4.3. Moved by (LH), Seconded by (JB).
- 6.4.4. **RESOLVED** to confirm effectiveness of internal controls.

6.5. AGAR AGAR IA review and approval (PN)

- 6.5.1. AGAR was presented to the council for Approval
- 6.5.2. Motion: To agree the accuracy of the AGAR
- 6.5.3. Moved by (LH), seconded by (SS)
- 6.5.4. **RESOLVED** the accuracy of the AGAR

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6.6. Review and adoption of [financial regulations](#) (LH)

- 6.6.1. Each year the parish council must resolve its financial regulations.
- 6.6.2. Moved by (LH), seconded by (SL)
- 6.6.3. **RESOLVED** to adopt the Model Financial Regulations.

6.7. Banking payment methods (LH)

- 6.7.1. Each year the parish council banking methods need to be approved to comply with the model financial regulations. The methods to be used this year are: Cheque, Debt card and Bank Transfer
- 6.7.2. (LH) are there any concerns from the members about these methods to be used?
- 6.7.3. Moved by (LH), seconded by (DS))
- 6.7.4. **RESOLVED** to approve Cheque, debt card and Bank Transfer as the parish banking payment methods.

6.8. Confirmation of arrangements for [insurance cover](#) in respect of all insurable risks (LH)

- 6.8.1. The parish are insured with Zurich, who provide the following scheduled insurance cover, due for renewal in October 2021
 - Public Liability £10,000,000
 - Products Liability £10,000,000
 - Pollution Liability £10,000,000
 - Official's indemnity: all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.
 - Costs £112 per annum
 - The Air Quality Monitoring devices was recently added to the schedule, at no additional cost
- 6.8.2. Motion: are the members confident we have the appropriate insurance arrangements?
- 6.8.3. Moved by (LH), seconded by (JH)
- 6.8.4. **RESOLVED** that the Parish Council members confirm that the appropriate arrangements for insurance cover are in place,

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- 6.9. Risk Register update (PN)**
- 6.9.1. The overall compliance has moved up from 80% to 84% as more items are mitigated
- 6.10. Motion: To agree with the accuracy of the Minutes of [Previous meeting](#) for approval by council (LH)**
- 6.10.1. Moved by LH, seconded by JB
- 6.10.2. **RESOLVED** that the minutes of the previous meeting are accurate
- 6.11. [Actions log](#) to be reviewed and updated | Outstanding items (PN)**
- 6.11.1.**
- 6.12. [Parish Council Scorecard review](#) (PN)**
- 6.12.1. This is the first review of the parish council live scorecard, now available on the parish website. The scorecard measures the parish council performance against the following: Finance | Governance | Attendance | Engagement | Growth | Risk Management. These will be reviewed quarterly, the current overall score 89%
- 6.13. Agreement for subscription to other bodies (LH)**
- 6.13.1. Each year the council must agree to continue subscription to other bodies, such as Cheshire Association of Locals Council (ChALC) and Society of Local Council Clerks(SLCC). LH to ask Council approval for this.
- 6.13.2. Moved by (LH), seconded by (SL)
- 6.13.3. **RESOLVED** to continue with the ChALC and SLCC membership
- 6.14. General Power of Competence (GPC)(LH)**
- 6.14.1. The parish council can't not claim GPC this year. GPC will give us great flexibility on how we spend our incomes at present within the confines of a variety of Laws, such as the Local Government act 1972 etc. Once the Clerk is employed and achieves particular qualifications, we can then do this.
- 6.15. Policy review**
- 6.15.1. The council was asked to review the [Standing orders](#) and to confirm them for the continuing twelve months
- 6.15.1.1. Moved by (LH), seconded by (DS)
- 6.15.1.2. **RESOLVED** to approve the Standing orders
- 6.16. Policy approval**
- 6.16.1. The council was asked to review and approved the following policies**
- 6.16.2. [Data Breach](#)
- 6.16.2.1. Moved by (LH), seconded by (SS)
- 6.16.3. [Councillor participation](#)
- 6.16.3.1. Moved by (LH), seconded by (SS)

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- 6.16.3.2. **RESOLVED** to approve the Councillor Participation policy
- 6.16.4. [Electronic Banking](#)
 - 6.16.4.1. Moved by (LH), seconded by (JH)
 - 6.16.4.2. **RESOLVED** to approve the Electronic Banking Policy

7. Planning (PN)

- 7.1. 107834/EIASCRC/22 | Request for a screening opinion in respect of proposed development for approximately 100,000 sqm of buildings for B2 / B8 uses, and B8 open storage, to include associated infrastructure and landscaping to be accessed via Isherwood Road | Carrington Junction Isherwood Road Carrington Manchester M31 4RA
- 7.2. 108006/FUL/22 | Creation of a cryogenic energy storage (CES) facility with a generation capacity of 49.9MW and storage capacity of 300MWh including compressor building, power recovery building, access road, car park, perimeter fence and retaining boundary wall. | Power Station 132 Manchester Road Carrington M31 4AY
- 7.3. 107999/FUL/22 | Retrospective planning application for 2no. sections of 2.4m high perimeter fence with pedestrian and vehicle gates. | 2 Opus Close Carrington Manchester Trafford M31 4RQ

Public Participation closes

LH thanked the Public for the attendance and input to the meeting

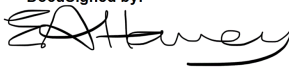
8. Any other business (ALL)

- 8.1. The clerk requested the approval from the council to continue using *Town Parish Audit* as the parish council internal auditor.
 - 8.1.1. Moved by (LH), seconded by (JH)
 - 8.1.2. **RESOLVED** to use *Town Parish Audit* as the internal auditor

9. Next meeting (LH)

11th July 2023 at 18:30 | Carrington Business Park and Google Meet

10. Meeting Closed at: 19:56

DocuSigned by:

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