

Minutes Annual Meeting of the Council held on Thursday 25th May 2023. Location St. Mary's Church, Partington



The following Councillors are summoned to attend the Parish Council meeting

above, as described : Jean Booth (JB) | John Harper (JH) | Elizabeth Harvey (LH) (**Chair**) | Sara Land | Ken Meaney (KM) | Clare Robinson (CR) | Sarah Hughes (SH) | O.Shorinwa (OS) | Samuel Stevens (SS)

Clerk: Paul Nolan (PN)

Others Invited: James Wright, Ward Councillor (JW) | Adele New, Ward Councillor (AN) | Aidan Williams, Ward Councillor (AW)

1. Chair/ Vice chair election(PN)

- 1.1. Each year the Chair and Vice Chair must resign their posts
 - 1.1.1. Chair to resign (**LH**)
 - 1.1.2. Vice Chair to resign (**JB**)
 - 1.1.3. No alternative nominations for Chair and Vice Chair (**PN**)
 - 1.1.3.1. Chair LH and Vice chair JB stand will stand again
 - 1.1.4. Vote for Chair of Parish Council nominee (**PN**)
 - 1.1.4.1. For (**7**), Against (**0**)
 - 1.1.4.2. Cllr. Harvey is duly elected as Chair.
 - 1.1.5. Vote for Vice Chair of Parish Council nominee (**PN**)
 - 1.1.5.1. For (**7**), Against (**0**)
 - 1.1.5.2. Cllr. Booth is duly elected as Vice chair.
 - 1.1.6. Cllrs Harvey and Booth to sign and date the Declaration of Acceptance of Office. (via Docusign) Clerk countersigned them.

2. Welcome

- 2.1. Meeting started a 19:24 , with 6 members of the public attending

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

- 3.1. Apologies from SS
- 3.2. A full quorum is present
- 3.3. No declarations of interest since last meeting

Minutes Annual Meeting of the Council held on Thursday 25th May 2023. Location St. Mary's Church, Partington



4. Chair report (LH)

4.1. Questions and Problems

- 4.1.1. Some concerns from residents that parking restrictions on Isherwood Road were unnecessary. As the road environment has changed to a residential area, there is a legal requirement to change speed limits and enforce parking restrictions on road junctions.
- 4.1.2. Road Safety audit freedom of Information request to Trafford Council soon exceeds the 20 working days to comply with section 10 of the Freedom of Information Act. PN will chase this after the 20 day period.

4.2. Carrington Orchard

- 4.2.1. We now have a new volunteer to help get this project off the ground. The Parish Council are committed to get started during the summer with an increased budget.

4.3. Air Quality Monitoring System (AQMS)

- 4.3.1. The AQMS has almost been in place for 12 Months on the roadside on Manchester Road. Whilst it has not breached any legal annual averages, it's still concerning that the PM2.5 levels of 20 parts per million have exceeded a daily average for 14.6% of the days of the year. The government target in 2040 for PM2.5 is 10 parts per millions, using the current reading almost 50% of the days this year has been exceeded. It's highly probable that this target will never be achieved.

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

5. Public Participation

- 5.1. No questions from the members of the public

Minutes Annual Meeting of the Council held on Thursday 25th May 2023. Location St. Mary's Church, Partington



6. Finance and risk management

- 6.1. Finance report: The income and expenditure presented for review. 2023-24 Cash book accounts (PN)

[Cost Centre Summary](#)

[Current Account Transactions](#)

[Bank Summary](#)

6.1.1. Motion to agree the accuracy of the parish cashbook accounts (PN)

6.1.2. Moved (LH), Seconded (SH)

6.1.3. **RESOLVED** to agree the accuracy of the parish cashbook accounts.

6.2. Internal Audit Report (PN)

6.2.1. The internal audit is still in progress by Town Parish Audit, No initial issues have been found.

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

6.3.1. Each year before reviewing the AGAR the council must review these control to ensure they are effective, 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; (An explanation of AGAR was provided)
- Virements to be authorised by signatories.

6.3.2. Motion: Are the council if they are satisfied we have appropriate internal controls?

6.3.3. Moved by (LH), Seconded by (KM).

6.3.4. **RESOLVED** to confirm effectiveness of internal controls.

6.4. Internal auditors

6.4.1. The clerk requested the approval from the council to continue using *Town Parish Audit* as the parish council internal auditor.

6.4.1.1. Motion to continue using Town Parish Audit as the parish councils preferred internal auditors (LH)

6.4.1.2. Moved by (LH), seconded by (OS)

6.4.1.3. **RESOLVED** to use *Town Parish Audit* as the internal auditor

6.5. Annual Governance and Accountability Return (AGAR) (PN)

Minutes Annual Meeting of the Council held on Thursday 25th May 2023. Location St. Mary's Church, Partington



6.5.1. There is a small delay with the internal auditors, as there was a small calculative error on the cash book spreadsheet that has been resolved. This error will not be found in future with the purchase of the Scribe Parish council accounting system. All other items reviewed on internal audit have been compliant. An extraordinary meeting will be called to resolve the AGAR and send it to the external auditors.

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. Some of the procedural parts of the regulation were questioned, the decision was to have a thorough review of the regulations.
- 6.6.3. **Motion DEFERRED**

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: 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 (JB)
- 6.7.4. **RESOLVED** to approve 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 2023
 - Public Liability £10,000,000
 - Products Liability £10,000,000
 - Pollution Liability £10,000,000
 - Offical'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 £162 per annum
 - The Clerk did not go to tender for the insurance, due to the low cost of the annual premium.
- 6.8.2. Motion: are the members confident we have the appropriate insurance arrangements? (LH)
- 6.8.3. Moved by (LH), seconded by (KM)
- 6.8.4. **RESOLVED** that the Parish Council members confirm that the appropriate arrangements for insurance cover are in place

Minutes Annual Meeting of the Council held on Thursday 25th May 2023. Location St. Mary's Church, Partington



6.9. Budget amendment (LH)

- 6.9.1. The Clerk is requesting the earmarked budget for the orchard project be increased from the current £38,000 to £60,000
- 6.9.2. **Motion:** To increase the orchard project budget to £60,000 (LH)
 - 6.9.2.1. Moved by (LH), seconded by (JB)
 - 6.9.2.2. **RESOLVED** to amended the earmarked budget fo the orchard project to £60,000

6.10. [Risk Register](#) update (PN)

- 6.10.1. The overall compliance is 85%, no change since last meeting

6.11. [Previous meeting minutes](#) (LH)

- 6.11.1. Motion: To agree with the accuracy of the Minutes of [Previous meeting](#) 20th April 2023 for approval by council (LH)
- 6.11.2. Moved by (LH), seconded by (OS)
- 6.11.3. **RESOLVED** that the minutes of the previous meeting held on 20th April 2023 are accurately recorded

6.12. [Actions log](#) to be reviewed and updated | [Outstanding items](#) (LH)

- 6.12.1. Planting trees,shrubs and plant in common green spaces | Action PN to contact Highways authority re licencing required.
- 6.12.2. Bench on Moss Green | Action PN has been in touch with Amey to understand the process to do this.
- 6.12.3. Litter pick | Action LH to arrange.

6.13. [Parish Council Scorecard review](#) (PN)

- 6.13.1. The scorecard was reviewed, whichmeasures the parish council performance against the following: Finance | Governance | Attendance | Engagement | Growth | Risk Management. The 2022-2023 overall score is 85%. Attendance was the lowest at 50%. The reason for this is we are measuring the attendance of the ward councillors, which was zero during this period. The parish council asked that this metric is measured separately. **Action** PN to update the scorecard to remove the Ward Councillor attendance from the main scorecard.

6.14. [Agreement for subscription to other bodies](#) (LH)

- 6.14.1. 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).
 - 6.14.1.1. Motion to continue with ChALC and SLCC membership (LH)
 - 6.14.1.2. Moved by (LH), seconded by (JB)
 - 6.14.1.3. **RESOLVED** to continue with the ChALC and SLCC membership

Minutes Annual Meeting of the Council held on Thursday 25th May 2023. Location St. Mary's Church, Partington



6.15. General Power of Competence (GPC)(LH)

- 6.15.1. The parish council can't claim GPC this year. GPC would 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.

6.16. Standing Order Review

- 6.16.1. The council has been asked to review the [Standing orders](#) and to confirm them for the continuing twelve months
- 6.16.1.1. Motion to adopt the NALC Standing orders for a further twelve months (LH)
- 6.16.1.2. Moved by (LH), seconded by (SH)
- 6.16.1.3. **RESOLVED** to approve the Standing orders

6.17. Policy review (PN)

- 6.17.1. [Data-retention-policy](#)
- 6.17.2. [Debit-card-policy](#)
- 6.17.3. [General-reserves-policy](#)
- 6.17.4. [Health-safety-policy](#)
- 6.17.5. [Information-security-policy](#)
- 6.17.6. [Risk-management-policy](#)
- 6.17.7. [Safeguarding](#)
- 6.17.7.1. Motion to re-approve the aforementioned policies without change(LH)
- 6.17.7.2. Moved by (LH), seconded by (JH)
- 6.17.7.3. **RESOLVED** to re-approve aforementioned policies without change

6.18. Policy approval

The council is asked to review and approve the following policies

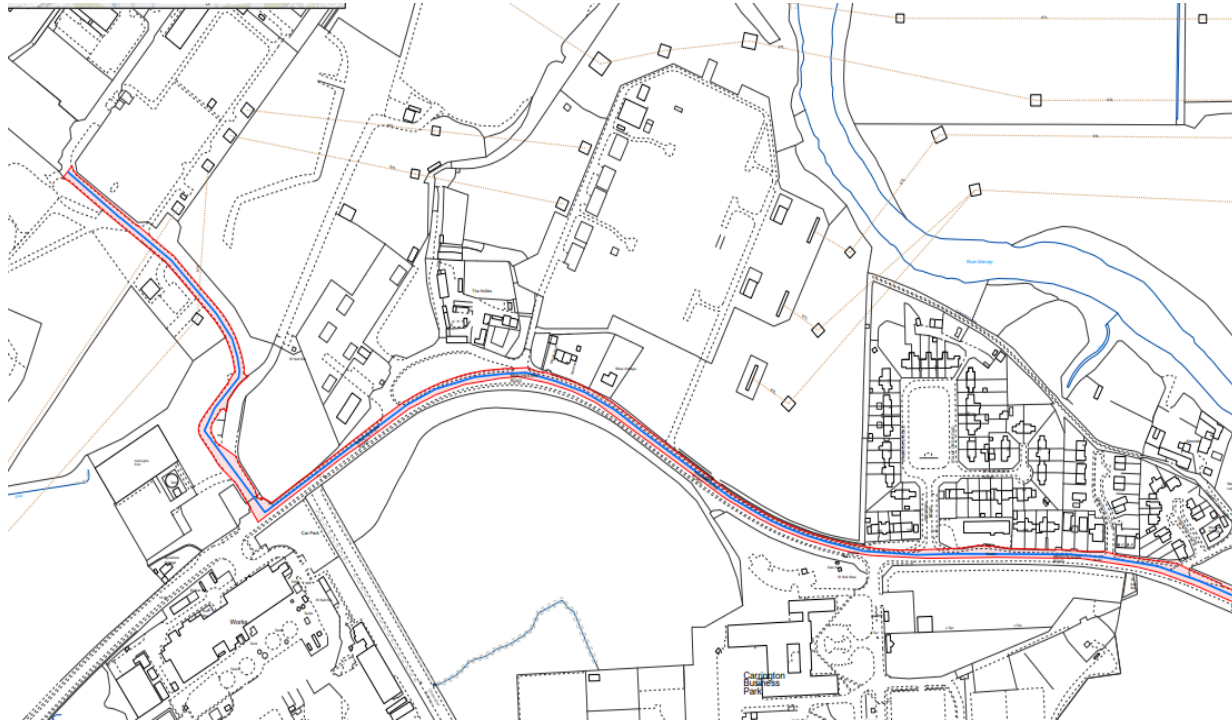
- 6.18.1. Biodiversity
- 6.18.1.1. Motion to approve Biodiversity policy
- 6.18.1.2. Moved by (LH), seconded by (OS)
- 6.18.1.3. **RESOLVED** to approve the Biodiversity policy, with an understanding the council is committed to complete a biodiversity audit of the parish.
- 6.18.2. Crime and disorder
- 6.18.2.1. Motion to approve crime and disorder policy
- 6.18.2.2. Moved by (LH), seconded by (CR)
- 6.18.2.3. **RESOLVED** to approve the Crime and disorder policy

Minutes Annual Meeting of the Council held on Thursday 25th May 2023. Location St. Mary's Church, Partington



7. Planning (PN)

- 7.1. [110808/EIASCR/23 | Request for a screening opinion in respect of a new hydrogen pipeline to connect in to the Trafford Green Hydrogen Project | Power Station 132 Manchester Road Carrington M31 4AY](#)



Propose Hydrogen pipeline from the Hydrogen plant to Davyhulme Treatment works

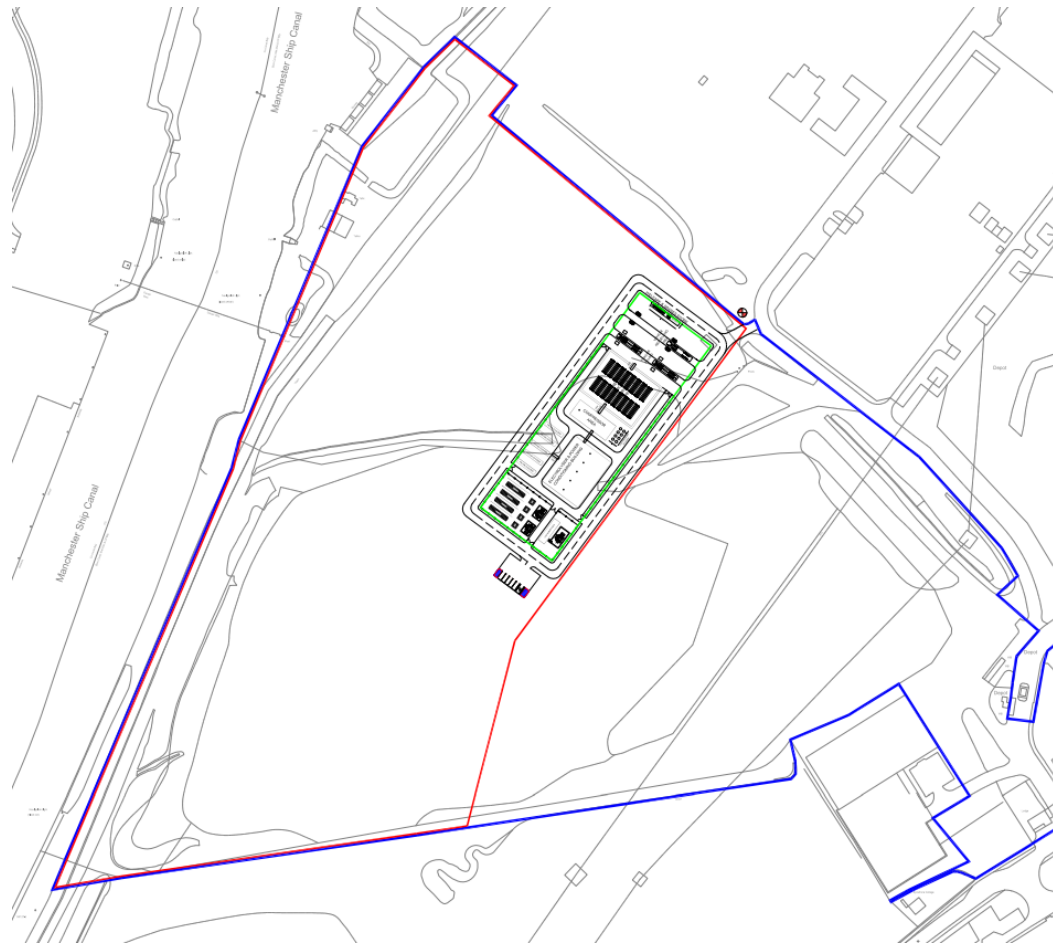
No objection from the Parish Council

Minutes Annual Meeting of the Council held on Thursday 25th May 2023. Location St. Mary's Church, Partington



7.2. 110652/HAZ/23 | Application for Hazardous Substances Consent for the storage and involvement in industrial processes of 630 tonnes (maximum) of Oxygen, 7,000 tonnes of Molten Salts (maximum) and 50 tonnes of diesel (maximum) on site, falling into Part 1, 2 or 3 of Schedule 1 to the Planning (Hazardous Substances) Regulations 2015. | Power Station 132 Manchester Road Carrington M31 4AY

7.2.1. This application is part of the previous planning application 101254/FUL/20 | Creation of a cryogenic energy storage (CES) facility to apply for COMAH status



No objection from the Parish Council

Minutes Annual Meeting of the Council held on Thursday 25th May 2023. Location St. Mary's Church, Partington



7.3. 111003/FUL/23 | Construction of bunds for laying of pipes and cables. | Land At Former Petrochemicals Works Manchester Road Carrington

7.3.1. The rationalisation of existing utilities to support the following planning applications:

- 109114/FUL/22 Construction of GRP enclosure to house pump equipment
- 109113/FUL/22 Construction of collection and setting ponds with associated pump house and security fence
- 109112/FUL/22 Construction of transformer and associated security fence and gate
- 109115/FUL/22 Construction of transformer and associated security fence and gate

No objection from the Parish Council

Public Participation closes (20:08)

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

8. Any other business (ALL)

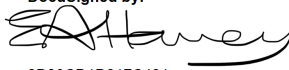
8.1. Planned August meeting

8.1.1. The council agreed to cancel the August meeting because of holidays. The parish council will still be compliant to paragraph 8 of schedule 12 to the Local Government Act 1972 with a minimum of 3 ordinary meetings per year.

9. Next meeting (LH)

Thursday 13th July 2023 at 18:30 | St. Mary's Church, Partington

10. Meeting Closed at: 20:12

DocuSigned by:

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14/07/2023