

Minutes- Annual Meeting of the Council, Thursday 30th May 2024. Location St. Mary's Church, Partington



The following Councillors were summoned to attend the Parish Council meeting

above, as described : Jean Booth (JB) | John Harper (JH) | Elizabeth Harvey (LH) (**Chair**) | Sara Hughes (SH) | Ken Meaney (KM) | Clare Robinson (CR) | D.Shorinwa (DS) | Mark Stirling (MS)
Clerk: Paul Nolan (PN)

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 will stand again
 - 1.1.3.2. JB resigned as vice chair, unable to continue as Vice chair
 - 1.1.4. Council nominated MS as Vice chair nominee
 - 1.1.5. Vote for Chair of Parish Council nominee (**PN**)
 - 1.1.5.1. For (**6**), Against (**0**)
 - 1.1.5.2. LH confirmed as Chair
 - 1.1.6. Vote for Vice Chair of Parish Council nominee (**PN**)
 - 1.1.6.1. For (**6**), Against (**0**)
 - 1.1.6.2. MS confirmed as Vice chair
 - 1.1.7. Declaration of Acceptance of Office. (via Docusign) to be sent and the Clerk to countersigned them.

2. Welcome

- 2.1. Meeting started a 18:37 , with 3 members of the public attending

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

- 3.1. Apologies KM
- 3.2. Is a full quorum is present Y
- 3.3. Any declarations of interest since last meeting N

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4. Chair report (LH)

4.1. Questions and Problems

4.1.1. No new issues raised since last meeting

4.2. **Air Quality Monitoring System (AQMS)**

4.2.1. The AQMS has almost been in place for 24 Months on the roadside on Manchester Road. The contract is to be renewed and to measure additional contaminants. The upgrade to an 24 x months @ £5,386 needs to be approved by the whole council.

4.2.2. Motion to purchase 24 x months service contract @ £5,386 from Earthsense

4.2.3. Moved (LH), Seconded (JB) agreed by All

4.2.4. **RESOLVED** to purchase 24 x months service contract @ £5,386 from Earthsense

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

5. Public Participation

5.1. Any questions from members of the public?

5.1.1. Pot holes on a6144

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6. Finance and risk management

6.1. Finance report: The income and expenditure to be reviewed. (PN)

- 6.1.1. [Natwest Business Account Transactions](#)
- 6.1.2. [Scribe Accounting system Business account record](#)
- 6.1.3. [Natwest Reserve Account Transactions](#)
- 6.1.4. [Scribe Accounting system Reserve account record](#)
- 6.1.5. [Review against Budget](#)
- 6.1.6. Motion to agree the accuracy of the parish cashbook accounts (LH).
- 6.1.7. Moved (LH), Seconded (MS).
- 6.1.8. **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, 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 a effect, the current controls are:
 - Bank reconciled by clerk every 6 weeks;
 - Bank transfer require signatories before payment;
 - Income and expenditure recorded and signed on Full council minutes;
 - Risk Register up to date;
 - Internal audit by third party each year;
 - AGAR approved and agreed;
 - 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 (MS).
- 6.3.4. **RESOLVED** to confirm effectiveness of internal controls.

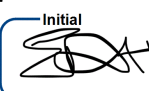
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6.4. Annual Governance Statement 2023/24 (LH)

It’s the Parish Council’s responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

Control	‘Yes’ means that this authority:	Council Response
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	prepared its accounting statements in accordance with the Accounts and Audit Regulations.	▼
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge	▼
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	has only done what it has the legal power to do and has complied with Proper Practices in doing so.	▼
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.	▼
5. We carried out an assessment of the risks facing this Parish Meeting and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	considered and documented the financial and other risks it faces and dealt with them properly	▼
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of this Parish Meeting.	▼
7. We took appropriate action on all	responded to matters brought to	▼



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<p>matters raised in reports from internal and external audit.</p>	<p>its attention by internal and external audit.</p>	
<p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this Parish Meeting and, where appropriate, have included them in the accounting statements</p>	<p>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</p>	<p>▼</p>

- 6.4.1. Motion to agree that the councils has the internal financial control as described in the Annual Governance statement (LH)
- 6.4.2. Moved by (LH), seconded by (JH)
- 6.4.3. **RESOLVED** the council agreed the controls with all parts of Section 1 – Annual Governance Statement 2023/24

6.5. Internal auditors

- 6.5.1. The clerk requested the approval from the council to continue using *ia-odonoghue* as the parish council internal auditor.
 - 6.5.1.1. Motion to continue using *ia-odonoghue* as the parish councils preferred internal auditors (LH)
 - 6.5.1.2. Moved by (LH), seconded by (SH)
 - 6.5.1.3. **RESOLVED** to use *ia-odonoghue* as the internal auditor

6.6. Review and adoption of financial regulations (LH)

- 6.6.1. Each year the parish council must resolve its financial regulations, this was completed on 01/02/2024.
- 6.6.2. There have been some major changes on the NALC model regulations recently, the Clerk is in the process of updating these to fit our current practice, once ready for review this will be distributed.
- 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: Debit card and BACS, 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 (OD)
- 6.7.4. **RESOLVED** to approve debit card and Bank Transfer as the parish banking payment methods.

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6.8. Variable Direct Debit Review

- 6.8.1. With future changes to the financial regulations the council will be required to review the arrangements for all variable direct debits every two years.
- 6.8.1.1. ICO £35

6.9. Confirmation of arrangements for insurance cover in respect of all insurable risks (LH)

- 6.9.1. The parish are insured with Zurich, who provide the following scheduled insurance cover, due for renewal in October 2024
- 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 £162 per annum
 - The Clerk did not go to tender for the insurance, due to the low cost of the annual premium.
- 6.9.2. Motion: are the members confident we have the appropriate insurance arrangements? (LH)
- 6.9.3. Moved by (LH), seconded by (JH)
- 6.9.4. **RESOLVED** that the Parish Council members confirm that the appropriate arrangements for insurance cover are in place

6.10. Parish Basic Allowance

- 6.10.1. This is an amount agreed by the council to cover normal expenses for the Chair.
- 6.10.2. Motion: To set the Parish Basic Allowance for the Chair at £250 (LH)
- 6.10.3. Moved by (LH), seconded by (xx)
- 6.10.4. **RESOLVED** that the Parish Basic Allowance is set at £250

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

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

6.12. Previous meeting minutes (LH)

- 6.12.1. The minutes of the previous meeting have been delayed, due to a bereavement within the Clerks family.

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

Bench on Moss Green Action PN to review	PN
Litter pick Action LH to arrange	LH
Speed indicator signs Action PN to re-engage Trafford Council	PN
Planting trees,shrubs and plant in common green spaces Action PN to contact Highways authority re licencing required	PN
arrange a delivery plan workshop.	PN
to arrange a CRR Survey for the Electorate.	PN
ACTION PN to write to Highways to clear the lane near the Hollies	PN
PN to investigate the purchase of large christmas trees for the village	PN
PN to get pricing for installing a thorn hedge along the palisade fence at the field.	PN
ACTION LH to engage with HARCON to determine the level of funding and support that they are willing to provide to determine the best use of this resource.	LH

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 (MS)
 - 6.14.1.3. **RESOLVED** to continue with the ChALC and SLCC membership

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 (OS)
 - 6.16.1.3. **RESOLVED** to approve the Standing orders

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6.17. Policy review (PN)

6.17.1. [Community Engagement](#)

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 (SH)

6.17.7.3. **RESOLVED** to re-approve aforementioned policies without change

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7. Planning (PN)

- 7.1. Application for approval of details reserved by conditions of grant of planning permission 99245/OUT/19. Part discharge of Condition number: 26 (remediation strategy) in relation to Phase R6/7 only.
 - 7.1.1. Review and write to EU public health concerns
- 7.2. Reserved Matters application pursuant to outline planning permission ref: 99245/OUT/19 for the appearance, scale, layout and landscaping for residential development of 144 houses including a mix of houses and apartments at Parcel R6/R7 including internal access roads, open space, parking, landscaping and associated infrastructure.
- 7.3. Request for a screening opinion in respect of erection of a 35 MW battery storage facility with boundary fencing, landscaping and associated infrastructure
- 7.4. Erection of a 35 MW battery storage facility with boundary fencing, landscaping and associated infrastructure
- 7.5. Request for a scoping opinion in respect of formation of a new link road between A6144 Manchester Road and A6144 Carrington Lane/Carrington Spur including junction improvements at Manchester Road/A1 Route Junction, Flixton Road/Manchester Road/Carrington Lane/Isherwood Road Junction, Isherwood Road Junction/A1 Route, Carrington Lane Junction and Carrington Lane/Banky Lane/Carrington Spur Junction, realignment of Carrington Lane at Carrington Spur Junction, improvements to Isherwood Road and other associated works including earthworks, demolition of structures, drainage ponds, drainage outfalls, landscaping and ecological mitigation.
- 7.6. Application for works to the First Team Building including: first floor extension including infilling of balcony area, insertion of rooflights and erection of 2 entrance canopies on the south elevation, works to the Graduate Building to accommodate relocated laundry facilities, changes to the layout of the first team car park and provision of landscaped area.

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Public Participation closes (19:39)

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

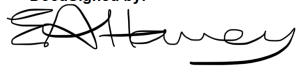
8. Any other business (ALL)

- 8.1. Land behind stamford being investigated by LH
- 8.2. Field development, register as green space
- 8.3.

9. Next meeting (LH)

Thursday 7th July 2024 at 18:30 | St. Mary's Church, Partington

10. Meeting Closed at: 20:07mm

DocuSigned by:

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12/07/2024