

Minutes of the Meeting of the Parish Council, Thursday 11th July 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)

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

1. Welcome

- 1.1. Welcome and housekeeping
- 1.2. Meeting started a 18:33 ,
- 1.3. 2 members of the public attending

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

- 2.1. Apologies, none
- 2.2. There is a full quorum present
- 2.3. No declarations of interest since last meeting

3. Previous meeting minutes (LH)

- 3.1.1. The minutes for approval: [25th May 2024 Annual Parish council meeting](#) and [13th June 2024 Extraordinary meeting](#), also [18th April 2024](#), which have been published later due to a bereavement in the Clerks family.
- 3.1.2. Motion to confirm the accuracy of the meeting minutes(LH)
- 3.1.3. Moved by (LH), seconded by (SH)
- 3.1.4. **RESOLVED** to confirm the accuracy of the meeting minutes for 25h May 2024 Annual Parish council meeting and 13th June 2024 Extraordinary meeting

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 service contract has been renewed, with additional contaminants being measured, once the replaced cartridge has been received it will be commissioned and the website updated to show these new measures.

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

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5. Public Participation

- 5.1. We will have to restrict the conversations from members of the public to 5 minutes each, this is to allow time for the parish council to more effectively complete its parish council duties at these meetings
- 5.2. Any questions from members of the public?
 - 5.2.1. Planning permission of explosive material, concerns about transported through the village
- 5.3. **Public Participation closes (18:38)**
- 5.4. **LH** to thank the Public for the attendance and input to the meeting, who are welcome to stay, but cannot have any further input or discussion at this meeting

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 (JH).
- 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 has been completed with the following Comments:
The internal audit of Carrington Parish Council has been carried out by undertaking the following tests as specified in the JPAG (Joint Panel on Accountability and Governance) latest guidelines 2023.
 - Checking that books of account have been properly kept throughout the year
 - Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
 - Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
 - Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
 - Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
 - Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied

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- 6.2.2. The following recommendations were made:
 - 6.2.2.1. A member, other than the Chairman, should be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member should sign the reconciliations and the original bank statements (or similar document) as evidence of verification.
 - 6.2.2.1.1. **ACTION COMPLETED** PN to send copies of statement and Scribe accounts to member to sign electronically
 - 6.2.2.2. It is recommended that the council adopt the new model Financial Regulations produced by NALC in May 2024.
 - 6.2.2.2.1. **ACTION IN PROGRESS** Council to review/approve late in this meeting
 - 6.2.2.3. Consider business interruption and cyber security insurance..
 - 6.2.2.4. Check with Zurich whether the fidelity insurance covers unpaid (voluntary) RFO who is not also a councillor.
 - 6.2.2.4.1. **ACTION IN PROGRESS** Enquiry has been made with Zurich
 - 6.2.2.5. It is noted that CPC holds exceptionally large reserves and the council is encouraged to use the reserves in a timely manner for the benefit of the community.
 - 6.2.2.6. Maintain a petty cash book for inclusion in internal audit checks.
 - 6.2.2.6.1. Advised during audit there was no petty cash spend during the last twelve months
 - 6.2.2.7. It's good practice for the asset register to show insurance values for ease of reference. In accordance with model Financial Regulations, any asset over an agreed value needs a resolution to remove it from the asset register.
 - 6.2.2.8. The AQMD should be listed on the asset register together with any CPC land with a valuation of £1 (if gifted) and the title numbers.
 - 6.2.2.8.1. **ACTION COMPLETED** Asset register now live on the Parish Council website
 - 6.2.2.9. Payments over £100 should be published on the website.
 - 6.2.2.9.1. All payments are published in the Finance section
 - 6.2.2.10. Cllrs declarations should be published on the website although it is acceptable for a link to be provided to the local authority.
 - 6.2.2.10.1. **ACTION COMPLETED** It was published on the governance page, has now been copied the link to the About us page,
 - 6.2.2.11. Ensure that the date of announcement of the period for the exercise of public rights is one day prior to the commencement date for the 2023-24 period.
 - 6.2.2.11.1. **ACTION COMPLETED**

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6.2.2.12. Minutes must be signed at the meeting by the Chair of the meeting, pages can be kept in a looseleaf binder (comb binder preferred) and consecutively numbered. Front page must be signed by the Chair of the meeting and all subsequent pages must be initialled. Legal reference: Local Government Act 1972, schedule 12, paragraphs 41 and 44:

6.2.2.12.1. **ACTION IN PROGRESS** Need to go back to paper minutes

6.2.2.13. I would advise keeping the Chair’s allowance in an earmarked reserve and releasing expenditure from the allowance as requested/required. This would prevent the(unlikely) event of the Chair resigning part way through the financial year having already received the full allowance.

6.2.2.14. There is a change within the Practitioners’ Guide 2023 which is mandatory for the 2023/24 period:

- Paragraph 1.26 relates to the requirements in relation to Assertion 3 and states ‘Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website.’
- In order to answer 'Yes' to Assertion 3 in the 2023/24 Annual Governance Statement, the smaller authority must have an email address that complies with this requirement. If it does not already, please do so ASAP.

6.2.2.15. **ACTION IN PROGRESS** The Parish Council Domains Helper Service has been contact for help with the domain name and email service.

6.3. Review and adoption of financial regulations (LH)

- 6.3.1. Each year the parish council must resolve its financial regulations, this was completed on 01/02/2024.
- 6.3.2. There have been some major changes on the NALC model regulations recently, which are now ready for review/approval on the Parish Website
- 6.3.3. Motion to adopt the NALC model Financial regulations (LH).
- 6.3.4. Moved (LH), Seconded (SH).
- 6.3.5. **RESOLVED** to adopt the NALC model Financial regulations,as amended

6.4. Risk Register update (PN)

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

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6.5. [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

7. Governance document review (PN)

- 7.1.1. [Constitution](#)
- 7.1.2. [Code of Conduct](#)
- 7.1.3. [Business Continuity Plan](#)
 - 7.1.3.1. Motion to re-approve the aforementioned policies without change(LH)
 - 7.1.3.2. Moved by (LH), seconded by (JH)
 - 7.1.3.3. **RESOLVED** to re-approve aforementioned documents without change

8. Planning (PN)

113522/HAZ/24 | Application for Hazardous Substances Consent for the storage and involvement in industrial processes of 7,500 tonnes (maximum) of Molten Salt, 276 tonnes (maximum) of Potassium Nitrate - Crystalline form, 208 tonnes (maximum) of Sodium Nitrite - Crystalline form and 37 tonnes (maximum) of Sodium Nitrate - Crystalline form on site, falling into Part 1, 2 or 3 of Schedule 1 to the Planning (Hazardous Substances) Regulations 2015. | Land Adjacent To Carrington Power Station Manchester Road Carrington Manchester M31 4AY

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9. Any other business (ALL)

- 9.1. Asbestos survey quotes in progress
- 9.2. Field quotes to remove cabins etc in progress
- 9.3. Quotes for rock along boundary
- 9.4. Fence line quotes needed
- 9.5. Quotes to remove hedge at orchard
- 9.6. Daffodils purchase to plant in October
- 9.7. Andrew vicar of St Mary's leaving in August
- 9.8. Graveyard clearance
- 9.9. Graveyard maintenance
- 9.10. Chapel access and keyholding

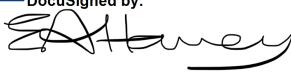
10. Next meeting (LH)

Thursday 12 August 2024 at 18:30 | St. Mary's Church, Partington

11. Meeting Closed at: 19:33

12. Attendance as per last meeting 30th May 2024

Councillor	Meetings YTD	Attendance YTD	%
Liz Harvey	2	2	100%
Jean Booth	2	2	100%
Sara Hughes	2	2	100%
Clare Robinson	2	2	100%
John Harper	2	2	100%
Ken Meaney	2	0	0%
Ola Shorinwa	2	1	50%
Mark Striling	2	2	100%

DocuSigned by:

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 16/08/2024