

Notice of Meeting

Councillors are hereby summoned to attend the bi-monthly meeting of

Carrington Parish Council to be held on:

Date: Thursday, 13th November 2025

Time: 6:30 PM

Venue: St Georges Church, Carrington

1. Chair to open the meeting and accept any Apologies & Declarations of Interest

- Members to declare any personal or pecuniary interests in agenda items.

2. Invited Guests

2.1 The following representative/s have been invited to attend the meeting:

- Ms M Lewis – United Utilities -River Bollin Scheme
- Wain Homes – Attending to present to the Parish Council

3. Minutes of the Previous Annual Meeting

3.1 To approve and sign the minutes of the monthly meeting held on 11th September 2025 (Page 13LC to Page 15LC)

3.1.1 Matters Arising from the aforementioned sets of minutes.

3.1.2 Motion to approve the accuracy of the aforementioned meeting

4. Open Forum

4.1 A public participation session is held monthly before the Council Meeting, allowing members of the public to speak for 2–3 minutes on **agenda items**. Once closed by the Chairperson, no further public input is allowed, and political discussion is not permitted.

4.2 Parishioners asked to present ideas for possible spending or projects for discussion.

5. Cllr participation

5.1 To discuss the current level of Councillor involvement in Parish Council activities, events, and initiatives, and to consider the reasons why some Members may not be participating. Council to explore ways to encourage greater engagement and shared responsibility.

5.2 **2026 Expenditure Planning** – Councillors to present ideas for possible spending or projects for discussion.

6. Committees and Working Groups – Updates and Action Progress Approval

6.1 Updates and approvals required for the following groups:

POR: To consider and agree a protocol whereby, in circumstances where a matter requires a response from Councillors within a specified time limit and no responses are received by the stated deadline, the authority to make a decision in order to meet the required time constraints shall rest with the Chairperson.

6.1.1 Wood Trust / Environmental Initiatives (Cllr S. Hughes)

- Update on the supply and proposed planting location for 105 saplings.

6.1.2 St George's Church

- Cleaning and ongoing maintenance of trees and gutters – update and action as required.

6.1.3 Park, Field, Green, and Open Spaces

- Update on grass and hedge maintenance.
- Purchase of spring bulbs – update and approval required.
- Purchase of dog waste bins for the field – discussion and approval required.

6.1.4 Parish Notice Boards

- Update on the purchase and installation of three new notice boards, including proposed locations.

6.1.4 Parish Signage

- Proposal to purchase and install of new 'Welcome to Carrington Signs'.

6.2 Christmas Event Planning

- **Christmas Trees:** The pruning of the Holly tree was not as successful as anticipated. An email was circulated to all Councillors seeking agreement to purchase two additional trees. Due to limited response and time constraints, the trees have now been ordered. Cllr LH will be update on their location.
- **Proposed Switch-On Date:** Sunday 30th November 2025 at 6.30pm.
- **Church Service:** Consult with Rev. Jane Mottram regarding the possibility of a Christmas Carol Service at St George's Church.

6.3 Community Offer: Proposal for Parish Council to fund:

- **Propose for the Parish Council;** to fund 1 x Entry for each under 8 child that resides in Carrington to meet Santa and 1 x Entry for children aged 9 to 16 to attend 'Inflate Nation'.

6.4 Purchase of Equipment: Items to be approved for purchase:

- Christmas event: Trees, festive lights, refreshments ie, hot beverages and mince pies
- Field: Dog Bins
- Notice boards
- Welcome to Carrington Signs
- Spring bulbs
- Park furniture

6.5. Monthly Recurring Reports set aside for future approval (as Needed)

6.5.1 **Purpose:** A motion for approval of set aside items as detailed below, should they require a formal endorsement or decision.

a. Speed Indicator Signs

Re-establish communication with Trafford Council regarding installation and maintenance.

Status: Deferred

b. Green Space Planting

Engagement with Highways Authority regarding licensing. Update on Woodland Trust process and planting timeline provided.

Status: Ongoing

c. Corporate Engagement – Field Vision

Formal letter to local companies outlining the Parish vision for the field.

Status: Ongoing

d. Strategic Planning Workshop

Delivery plan workshop to support strategic goal implementation.

Status: Ongoing

e. Gate and Signage

Ordering of new gate and vehicle signage.

Status: In Abeyance

f. Stamford Road Plots

Awaiting response from Trafford Council.

Status: In Abeyance

7. Trafford Planning Applications

7.1 To note recent applications received from Trafford Borough Council:

- **Application No. 117384/RES/25 – Power Station, 132 Manchester Road, Carrington, Manchester, M31 4AY**

Reserved Matters application pursuant to outline planning permission ref: 105316/HYB/21 for the access, appearance, scale, layout, and landscaping for up to 40MW of the 200MW consented by the outline part of the development.

8 . Resolution to Exclude the Public

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the public from the meeting for the following item(s) of business, due to the confidential nature of the matters to be discussed.

9. Finance

9.1 The Council will receive an update on the financial position for the period and review, approve, and authorise any payments since the last meeting.

9.2 Quotations for approval

- Quotation received from Scribe LH to update

9.3 Payments for approval

- Christmas Tree purchase £81 & £150
- Locum Clerk Meetings payment – 12th June, 10th July, 11th September & 13th November 2025

10. Assertion 10 – IT Policy and Use of Official Email Addresses

10.1 Background:

Under Assertion 10 of the Annual Governance Statement, the Parish Council must ensure it has appropriate arrangements in place to safeguard information and data. To support this, councillors are encouraged to use secure and official communication channels for council business.

10.2 Proposal:

To adopt a simplified IT policy that outlines basic good practice for data security, including the use of official **@gov.uk** email addresses by councillors. This ensures:

- Compliance with data protection requirements.
- Clear separation between personal and council correspondence.
- Improved security and accountability.
- Easier records management and audit trails.

10.3 Recommendation:

That the Council:

- Notes the requirement to have suitable IT and data protection arrangements in place.
- Agrees to introduce a simplified IT policy for councillors and staff.
- Supports the move to using official **@gov.uk** email addresses for all council-related business.

10.4 Risk Register Review

- To review and note any updates or changes to the Parish Council's Risk Register since the last meeting.
- To consider any new or emerging risks requiring inclusion or mitigation actions.

10.5 IT Policy : To review and adopt the Parish Council's IT Policy.

11. Other Business

11.1 Councillors will be invited to propose items for inclusion on the agenda of the next meeting.

12. Date of Next Meeting

- Confirmed: Thursday, 15th January 2026 at 6.30 PM

S Booth Locum Clerk, 13th November 2025