

**Carrington Parish Council**  
**Minutes Parish Council Meeting**

**Date:** Monday 23<sup>rd</sup> June 2025

**Time:** 6:30 PM

**Venue:** St Mary's Church, Partington

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**The following Councillors in attendance of the Parish Council meeting as detailed above:**

Cllr. Elizabeth Harvey (LH) (Chair), O. Shorinwa (OS), John Harper (JH), Sara Hughes (SH), Clare Robinson (CR), Mark Stirling (MS), Thomas Field (TF)

Also in attendance: Sharon Booth, Locum Clerk.

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

- The Chair opened the meeting at 18:40.  
Members were invited to declare any personal or pecuniary interests relating to agenda items.  
**Resolution:** No declarations of interest were made.

**2. Approval of Minutes from the Previous Annual Meeting**

- The minutes of the Annual Parish Council Meeting held on 15th May 2025 were presented for approval.
- **Matters Arising:** None raised.
- A motion to approve the minutes as a true and accurate record was proposed by **Cllr. SL** and seconded by **Cllr. OS**. The motion was unanimously carried.

**3. Open Forum**

A public participation session was held and members of the public were invited to comment on agenda items, with each speaker allocated a maximum of 2–3 minutes.

The session was chaired in accordance with standard procedure, with no political discussion permitted. Once declared closed by the Chair, no further public input was accepted.

- **Resolved:** As no members of the public were in attendance, the session was formally closed at 18:45.

**4. Committees and Working Groups**

- **Resolved:** That MS provided the Terms of Reference for the Christmas Working Group.
- **Agenda item:** It was agreed that the budget for the Christmas Working Group will be included as an agenda item at the next meeting.

**5. Expressions of Interest – Parish Councillor Vacancy**

The Council acknowledged receipt of two expressions of interest for the current Parish Councillor vacancy.

- Both candidates were in attendance and gave a brief overview of their background and community involvement.
- Councillors outlined the roles, responsibilities, and the co-option process.
- **Resolved:** Candidates will be formally notified in writing, and the successful applicant will be co-opted at the next meeting.

## 6. Recent Trafford Planning Submission

- **116513/CPE/25: Voltage Park, Manchester Road, Carrington, Manchester M31 4QJ**  
Application for a Certificate of Existing Lawful Use for Site clearance and demolition of existing buildings and structures, breaking existing slabs and hard surfaces; Initial excavations for the foundations of Units 2 and 3; Laying of foundations for Units 2 and 3: Excavation of services to accommodate utility connections to units 2 and 3: site strip and laying out of proposed access road with the site.  
Received 29<sup>th</sup> May 2025
- **Resolved:** There were no comments to make on this application.

## 7. Monthly Recurring Reports & Action Progress Update and Approval (as Needed)

- **Purpose:** An update on the progress of ongoing actions and initiatives.
- A motion for approval will be presented if any item requires formal endorsement or decision.

### A. Newsletter Discussion and Approval

The Council reviewed a proposal to develop and distribute a quarterly newsletter for Carrington residents.

- **Resolution:** Further discussion is required to evaluate the proposal in greater detail.

### B. Council Meetings Schedule

The Council approved a new meeting schedule, with meetings to be held bimonthly on the second Thursday of every other month, totalling six meetings per year.

- **Resolved:** Council meetings will be scheduled on a bimonthly basis.
- **Action:** The Locum Clerk will circulate the updated meeting schedule.

### C. Locum Clerk Appointment

The Locum Clerk has been engaged for the next six Council meetings over the coming 12 months. Responsibilities will be limited to agenda preparation and minute-taking, with Councillors retaining their current duties. The implementation of PAYE was discussed and approved. A one-year contract is to be considered.

- **Resolved:** Appointment proposal moved by LH, seconded by TF, and unanimously approved.
- **Action:** LH and CR to provide PAYE implementation details.

### D. Ongoing Business

#### Speed Indicator Signs

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

- **Action:** Deferred until further notice.

### E. Green Space Planting (Trees, Shrubs, and Other Flora)

Engagement with the Highways Authority to clarify licensing for shared green areas.

- **Update:** SL provided an update on the Woodland Trust process and planting timeline.

### F. Corporate Engagement – Parish Vision for the Field

A formal letter will be drafted and sent to local companies to communicate the Parish Council's vision for the field and encourage support.

**Note:** This will proceed following the update of the Council's vision and strategic development plan.

- **Resolved:** Marked as ongoing.

### G. Strategic Planning Workshop

A delivery plan workshop will be organized to support implementation of strategic goals.

- **Resolved:** Marked as ongoing.

#### **H. Boundary Stones**

Reviewed and accepted quotation for relocating access stones as part of motorcycle access prevention measures.

- **Resolved:** Completed.

#### **I. Gate and Signage**

Proceed with ordering of the gate and vehicle signage installation.

- **Resolved:** Signage left in abeyance.

#### **J. Crampton Lane**

A letter is to be drafted and sent to the Electricity Board expressing concerns about the recently installed fence.

- **Resolution:** Matter to be removed from the list.

#### **K. Stamford Road Plots**

Awaiting a response from Trafford regarding the matter.

- **Resolution:** This item is to be left in abeyance.

#### **L. Purchase of Equipment:**

Printer

Projector

Grass seed

Fireproof lockable case

- **Resolution:** Approved—items to be purchased.

### **8. Exclusion Resolution**

- **Resolved:** that the chair did not exercise this item due to there being no confidential business.

### **9. Finance Report and Invoice Approvals**

The Chair, Cllr LH, presented the finance report and requested approval for the following invoices:

- Invoice A: Clerk Wise solutions – £125 + VAT
- Invoice B: Jo Donaghue (IA) – £250
- Invoice C: Locum Clerk – £170
- Invoice D: ENL Porter – Amount not specified

**Resolved:** That the above four invoices be approved for payment.

[Risk Register](#) update

**Resolved** that the Council will look if any changes are required after the Annual audit.

### **10. Any Other Business**

- **LH** informed the Council that the signed minutes would require a wet signature and would be securely stored in a lockable cabinet.
- **LH** also noted that the Clerk will need access to the Council's email address.
- **OS** provided an update regarding the field.
- **MS** asked whether the air quality company had been contacted regarding a potential refund.
- **TF** enquired if there had been any updates concerning the bypass.

### **11. Date of Next Meeting**

The next bi monthly Parish Council meeting will be held on Thursday 10<sup>th</sup> July at 6.30pm