

Elton Parish Council

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COUNCIL SUMMONS

Dear Member

You are HEREBY SUMMONED to attend the Annual Meeting of the Council to be held in **ELTON COMMUNITY CENTRE** on **MONDAY, 9 MAY 2016** at **7.00pm** for the purpose of transacting the business set out on the agenda below



Parish Clerk
3 May 2016

Members of the public and the press are welcome to attend for the “Part 1” section of the agenda. Any reports in “Part 2” contain confidential information and only Councillors and the Parish Clerk can be present.

If you have any general enquiries about the meeting, please contact: Pauline English, Clerk to the Parish Council (Tel: 0151 339 1405, e-mail: engy02@ntlworld.com).

AGENDA

1 ELECTION OF CHAIRMAN

To elect a Chairman of the Parish Council for the year 2016-17 and to receive the Chairman's declaration of acceptance of office

2 APPOINTMENT OF VICE-CHAIRMAN

To appoint a Vice-Chairman of the Parish Council for the year 2016-17

3 APOLOGIES FOR ABSENCE

To receive apologies for absence

4 DECLARATIONS OF INTEREST

Councillors are reminded that, in accordance with the Code of Conduct, they should declare any personal interests they have in any matter to be considered at the meeting. The declaration should be made before the matter is considered or as soon as the Councillor becomes aware that a declaration is required. If the interest is a prejudicial one, this must be declared and the Councillor should withdraw from the meeting. It is the Councillor's responsibility to decide whether or not a matter should be declared, although the Clerk will offer advice on the interpretation of the Code if required.

5 OPEN FORUM

Members of the public are invited to raise issues not dealt with elsewhere on the agenda. The maximum time allowed is 30 minutes, subject to the Chairman's discretion.

6 MINUTES

To confirm the Minutes of the meeting of the Parish Council held on 11 April 2016 as a correct record.

7 VACANCY FOR A PARISH COUNCILLOR

Notices have been posted advertising the vacancy for a Parish Councillor. A minimum of 10 electors now have the opportunity to request an election to fill the vacancy. If no request is received by CWaC within 14 working days of posting the notices, the Parish Council will be able to co-opt to fill the vacancy.

8 REPRESENTATION ON OUTSIDE BODIES/RESPONSIBILITY FOR AREAS OF WORK

To appoint Councillors to represent the Parish Council on the following organisations and to agree areas of responsibility for the year 2016-17:

- (1) Finance Working Group
- (2) Planning Working Group
- (3) Ince Park Community Forum
- (4) Frodsham Wind Farm Local Liaison Committee
- (5) Elton Community Centre
- (6) Encirc (formerly Quinn Glass)
- (7) Essar
- (8) C F Fertilisers (formerly Growhow)
- (9) Thornton Science Park
- (10) Cheshire Association of Local Councils – Chester & Vale Royal Area Meeting (2 representatives)
- (11) Police Liaison
- (12) Newsletter
- (13) Liaison with Doctors' Surgery
- (14) Parish Field / Jubilee Field
- (15) Allotments
- (16) Any other organisation

and to receive update reports where appropriate.

9 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Parish Council should review its Standing Orders and Financial Regulations annually and make any necessary changes as a result of new legislation or for other reasons. The Parish Council last reviewed Standing Orders and Financial Regulations in May 2015. Councillors are asked to bring their copies to the meeting.

10. AUDIT AND FINANCIAL STATEMENT

To note that the internal audit of the Parish Council's affairs for the year to 31 March 2016 will take place between 16 and 20 May 2016. The dates appointed for the exercise of electors' rights to view the accounts and make copies of the annual return and all books, deeds, contracts, bills, vouchers and receipts and other documents relating to the Accounting Statements is 20 June until 4 August 2016.

11. POLICIES AND PROCEDURES

The following policies and procedures were approved by the Parish Council in May 2015 and it is recommended that no changes be made this year:

- (1) Complaints Procedure
- (2) Data Protection and Information Security Policy
- (3) Dignity at Work: Bullying and Harassment policy
- (4) Discipline, Dismissal and Grievance Policy
- (5) Equality and Diversity Policy
- (6) Freedom of Information – Publication Scheme
- (7) Health and Safety Policy
- (8) Policy and procedure for handling requests for information
- (9) Risk Management Strategy
- (10) Scheme of Delegation

Councillors are asked to advise whether any other policies and procedures are required.

12 PLANNING

(1) **Applications Received** for consideration and comment:

16/01006/FUL	Change use of the bakery and sandwich shop (A1) to A5 in the evening for a hot food take way at 5 Elton Shopping Precinct, Ince Lane, Elton, Chester, Cheshire CH2 4QB
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(2) **Decisions** since the last meeting of the Parish Council: None taken

(3) **Awaiting Decision**

16/00626/OUT	8 or 9 dwellings including demolition of existing house and garage (Outline) on land at The Willows, Ince Lane, Elton, Chester, Cheshire CH2 4QB
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13 HIGHWAYS, RIGHTS OF WAY AND STREET CLEANING

- (1) **CWaC Rights of Way Improvement Plan 2016-26:** Ethos Environmental Planning were conducting an assessment of the rights of way in Cheshire West and Chester on behalf of CWaC in order to create a new Rights of Way Improvement Plan. All Parish Councils were being asked to identify any informal paths, any opportunities for new routes and locations where there were issues with a Right of Way. A map had been circulated on which these locations were to be marked. Completion of a short on-line questionnaire was also requested.
- (2) To consider any other issues raised in relation to highways, public rights of way or street cleaning.

14 CORRESPONDENCE

Publications: Clerks and Councils Direct May 2016

15 FINANCE

- (1) **Payments:** To note/approve the payment of salaries/wages and expenses and invoices for goods received and services rendered.
- (2) **Receipts:** To note any receipts
- (3) **Balances:** To note the balance in the bank
- (4) **Approval of use of BACS payments:** The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 provided the opportunity for Parish Councils to make payments by BACS transfer provided such payments were authorised by the Parish Council. A resolution to continue to make payments by BACS is required annually and the Council is recommended to approve such a resolution for 2016-17.

16 ISSUES RAISED BY COUNCILLORS FOR INFORMATION OR FUTURE ACTION

17 NEXT MEETING

13 June 2016 at 7.00pm at Elton Community Centre