

Elton Parish Council

Minutes of the meeting of the Parish Council held on Monday 9 May 2016 at Elton Community Centre

Present: Councillors Tony Mills (in the Chair), Ruth Ackroyd, Ryan Cash, Margaret Lockhart and Maureen Wilson

In Attendance: Pauline English (Parish Clerk)

16.57 ELECTION OF CHAIRMAN

Councillor Tony Mills was proposed by Councillor Maureen Wilson and seconded by Councillor Ruth Ackroyd. There being no further nominations, Councillor Mills was elected Chairman of the Council for 2016-17. The Chairman signed the declaration of acceptance of office.

16.58 APPOINTMENT OF VICE-CHAIRMAN

Councillor Maureen Wilson was proposed by Councillor Tony Mills and seconded by Councillor Margaret Lockhart. There being no further nominations, Councillor Wilson was elected Vice-Chairman of the Council for 2016-17.

16.59 APOLOGIES

Apologies for absence were received and accepted from Councillors Martin Dickinson, Neil Hughes, Nicola Stubbs and Claire Thornton.

16.60 DECLARATIONS OF INTEREST

None

16.61 OPEN FORUM

No issues raised.

16.62 MINUTES

The minutes of the meeting held on 11 April 2016 were confirmed as a correct record subject to all of the police information being removed on grounds of confidentiality.

16.63 VACANCY FOR A PARISH COUNCILLOR

Notices were to be put up advertising the vacancy with a closing date of 3 June 2016.

16.64 REPRESENTATION ON OUTSIDE BODIES/RESPONSIBILITY FOR AREAS OF WORK

The following were approved:

- (1) Finance Working Group – Councillors Mills, Lockhart and Wilson and the Clerk
- (2) Planning Working Group – Councillors Mills, Dickinson, Lockhart and the Clerk
- (3) Protos (Ince Park) Community Forum – Councillors Mills and Dickinson
- (4) Frodsham Wind Farm Local Liaison Committee – Councillors Mills and Cash
- (5) Elton Community Centre – Councillors Ackroyd and Lockhart
- (6) Encirc (formerly Quinn Glass) – Councillors Mills and Wilson
- (7) Essar – Councillors Mills and Lockhart
- (8) C F Fertilisers (formerly Growhow) – Councillor Mills
- (9) Thornton Science Park – Councillors Mills and Wilson
- (10) ChALC Chester & Vale Royal Area Meeting – Councillor Mills
- (11) Police Liaison – Councillor Lockhart
- (12) Newsletter – Councillor Cash
- (13) Liaison with Doctors' Surgery – Councillor Ackroyd
- (14) Parish Field / Jubilee Field – Councillor Dickinson
- (15) Play Area – Councillor Dickinson
- (16) Allotments – Councillors Cash and Hughes
- (17) Website – Councillor Hughes

16.65 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 had last reviewed Standing Orders and Financial Regulations in May 2015 and it was resolved that no further review was required at this time.

16.66 AUDIT AND FINANCIAL STATEMENT

The internal audit of the Parish Council's affairs for the year to 31 March 2016 would take place on 18 May 2016 and the Annual Return would need to be signed off at the next meeting. It was noted that 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 were 20 June until 4 August 2016.

16.67 POLICIES AND PROCEDURES

The following policies and procedures were approved by the Parish Council in May 2015 and it was resolved that no changes be made this year. These would now be put on the website:

- (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

16.68 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 – it was agreed that this application should be supported
16/01972/HHE	Single storey rear extension at Roughshoot, Station Road, Elton, Chester, Cheshire CH2 4NJ – no objections

- (2) **Decisions** since the last meeting of the Parish Council: None

- (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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16.69 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. Councillor Ackroyd was asked to look at this.
- (2) **Street Orderlies:** It was noted that one of the Street Orderlies had, once again, failed to deliver a timesheet. The Clerk was asked to write reiterating the requirement for a timesheet to be submitted before payment of wages was authorised.

16.70 CORRESPONDENCE

Publications: Clerks and Councils Direct May 2016

16.71 UPDATE REPORTS FROM MEMBERS

- (1) **Police Update:** No issues raised

- (2) **Community Centre:** The AGM was due to be held on 18 May when it was hoped that new Trustees could be brought on board. Councillors were encouraged to attend as Elton residents..
- (3) **Play Area / Parish Field / Jubilee Field:** Nothing further to report.
- (4) **Shops:** Benmill Properties had given their approval to the Parish Council purchasing a number of planters to be situated along the edge of the car park at the shops to prevent vehicles from driving over the verge to access the car park. It was agreed that the Chairman and Councillors Lockhart and Wilson should meet on site on Wednesday 11 May to discuss options.
- (5) **Encirc / Essar / CF Fertilisers:** No meetings held
- (6) **Protos:** The next meeting of the Community Forum would focus on the Energy from Waste Facility and would be held on 25 May 2016 at 6:30pm at Thornton Science Park.
- (7) **Frodsham Wind Farm:** The next meeting was scheduled for Wednesday 18 May 2016 at Castle Park in Frodsham.
- (8) **Thornton Science Park:** No meeting held
- (9) **Allotments:** Nothing to report
- (10) **Website / Social Media / Newsletter:** It was agreed that Councillors should have view only access to the Parish Council's website, which would continue to be managed by Igoe. The next Newsletter would be available one week after the Parish Council meeting in June and from then on would go out quarterly.
- (11) **Parish Council and Police Surgeries:** No issues raised.

16.72 FINANCE

- (1) **Payments:** The following payments were approved

S/O	Staffing costs	1,030.79
BACS	Parish Clerk – expenses	25.37
S/O	Igoe – Monthly website hosting fee	6.99
BACS	Igoe – Website uploads	15.00

- (2) **Receipts:** None
- (3) **Balance:** The balance in the bank at 9 May 2016 was £62,661.58
- (4) **Approval to 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 was required annually and the Council resolved to approve such a resolution for 2016-17.

16.73 ISSUES RAISED BY COUNCILLORS FOR INFORMATION/NEXT MEETING

No issues raised

16.74 DATE OF NEXT MEETING

Monday 13 June 2016 at 7.00pm at Elton Community Centre