

Minutes of Elton Parish Council meeting and Annual meeting
Held on Monday 14th May at 7pm at Elton Community Centre

In attendance: Councillors Tony Mills (in the chair), Maureen Wilson (in the chair), Margaret Lockheart, Ruth Ackroyd, Colin Crispin, Pauline O'Reilly, Ian Miller, Ron Reading and Martin Dickinson.

- 1. Electing Chair and Vice Chair.**
 - a. Chairperson Mills explained the process for electing the Chair and Vice Chair. Councillors Mills and Wilson put themselves forward for the position of Chair. A vote was held and Councillor Wilson received more votes and was elected Chair. Councillor Mills resigned from the Parish Council with immediate effect and left the room.
 - b. Councillors Crispin and Lockheart put themselves forward for the position of Vice Chair. A vote was held and Councillor Crispin received more votes and was elected Vice Chair.

- 2. No apologies.**

- 3. Open forum for members of the public:**
 - a. A member of the public stated that the condition of School Lane road surface was deteriorating. They have tried contacting CWAC, but they get no response.
 - b. The member of the public requested an update on what was happening with the scout hut. Specifically the lighting on scout hut lane and the lease for the scout hut. Councillor Wilson explained that the lease had expired and the matter was currently with the solicitor. The member of the public stated that the scouts were unable to get insurance without a valid lease. He also stated that the Parish Council has a legal responsibility to present leases at the annual meeting every May and also declare any stocks and bonds held by the Parish Council. On the issue of the lighting, Councillor Wilson explained that the matter had not been resolved as Councillor Mills was waiting for the lease issue to be resolved first.
 - c. A member of the public queried why there were no Christmas lights last year. Councillor Wilson stated that CWAC had quoted a price of £10,000 for the lights, plus an annual storage fee of £1,000. It was decided that this was far too expensive. Councillor Dickinson said that it may be possible to source cheaper lights. It was agreed by all that something needed to be done for Christmas, to make the village look better.
 - d. A member of the public queried why there was so much money in the Parish Councils bank account. Councillor Wilson explained that the precept for the year had only just been paid, and much of the money had been ring fenced by Councillor Mills to pay for the playground.
 - e. A member of the public stated that their neighbour had asked them to pass on a complaint about a planning application by Protos, to increase output from 35mw to 49mw. One of the Councillors checked and the application (18/01095/NMA) had already been approved on 17th April 2018. There was some discussion as to why this had been missed by the Parish Council. Councillor Wilson stated that these issues would be picked up by the Parish Council planning sub-committee.

- 4. PCSO Keers update**
 - a. PCSO Keers stated that there had been over 30 incidents in the last 6 weeks, along the A5117 and around the two traveller sites. Large groups of children involved. Police have increased the patrols and have been on to the traveller sites to give parents warning letters, and CWAC had also been on site too. She stated that investigations were still on-going.
 - b. A brick had been thrown through the police van window, and other windscreens have been smashed in the village over the last 3 weeks. Just last night, there were reports of children throwing stones at vehicles.
 - c. She gave an update on speedwatch and said that they are going to go out on the roads that people are complaining about.
 - d. A member of the public asked if anything was going to be done about the blatant drug dealing in the village. PC Keers reiterated that anyone can report it anonymously.

- 5. Minutes** - The Minutes of the Meeting held on 9th April 2018 were confirmed as a correct record.

- 6. Declarations of interest:**
 - a. Councillors O'Reilly and Crispin both declared an interest in the Community Centre.

- 7. Creation of a sub group for internet:**
 - a. Councillor Reading to stay as Chair, subcommittee members are Councillors Crispin, Dickinson and Wilson.

- 8. Receipts and invoices for payment:**
 - a. Councillor Reading gave receipts for £4.50 for key cutting for the notice board and £44.99 for a hard drive.
 - b. Councillor Wilson gave receipts and an invoice for £74.63 for plants and £150.00 for gardening labour.

9. A.O.B.

- a. Councillor Ackroyd suggested that it would be a good idea to add matters arising from the minutes to next month's agenda.
- b. Councillor Ackroyd proposed (O'Reilly seconded) that Councillors should create written annual reports for April's annual meeting, which will be presented at the AGM in May.

10. Planning applications:

- a. Councillor Wilson stated that the Parish Council isn't too concerned about housing applications in general. The main concerns are the companies in Ince.

11. Highways and public rights of way

- a. PCSO Keers had previously mentioned highways issues.
- b. Councillor Ackroyd reiterated poor state of some roads.
- c. Councillor O'Reilly stated lots of wagons are going through the village.
- d. Councillor Lockheart said that there had been issues of wagon drivers urinating in Ash Road. She said that the ones that had been reported to the companies they work for, are being banned by the companies. She stated that you just need the registration number, company name and the time of day to report them.
- e. Councillor Wilson stated that she had received a right of way query that she will follow up.

12. Finance

- a. Councillor Wilson stated that accounts are audited in June/July and that they must be made available for public viewing. She proposed that they should be shown in the community centre.

b. Payments:

Date	Method	Description	Amount £
31-Mar	SO	Service Charge	18.00
11-April	BACS	Staff Costs	973.38
13-April	BACS	Came & Company (PC insurance)	857.82
16-April	SO	Igoe - web hosting fee	6.99
18-April	Cheque	Half of Community Centre Insurance	749.09
23-April	BACS	Igoe – upload fee's	30.00
23-April	BACS	Playground Inspection & Repairs	126.00

c. Receipts:

Date	Method	Description	Amount £
11-April	BACS	CHALC refund	970.90

- d. **Balance** as at 14th May 2018 £66,599.99

13. Representation on outside bodies:

- a. The following Councillors have been appointed to represent the Parish Council on the following organisations:

ORGANISATION	COUNCIL'S REPRESENTATIVE/S	
Protos Community Forum	Martin Dickinson	
Frodsham Wind Farm Local Liaison Committee	Maureen Wilson	Colin Crispin
Elton Community Centre	Margaret Lockhart	
Encirc	Maureen Wilson	Margaret Lockhart
Essar	Maureen Wilson	Margaret Lockhart
CF Fertilisers	Margaret Lockhart	Ron Reading
Thornton Science Park	Maureen Wilson	Pauline O'Reilly
Elton Allotments	Pauline O'Reilly	
Elton Primary School	Ruth Ackroyd	
Elton Scouts Groups	Ruth Ackroyd	Ron Reading
Local Churches	Ruth Ackroyd	
Helsby and Elton Medical Centre	Maureen Wilson	Martin Dickinson
Local Shops	Maureen Wilson	
Police Liaison Officer	Margaret Lockhart	
Parish Council Weekly Surgery	Margaret Lockhart	

14. Responsibilities for areas of work:

- a. The following Councillors have been appointed the following areas of work:

Area of responsibility	Chair Person of Sub Committee	Members of Sub Committee
Finance	Maureen Wilson	Ian Miller & Margaret Lockheart
Planning	Maureen Wilson	Martin Dickinson & Ian Miller
Website/Social Media/Newsletter	Ron Reading	Colin Crispin & Martin Dickinson
Play Area/Parish Field/Jubilee Field	Martin Dickinson	
Dog Walking Area	Margaret Lockhart	

15. Updates from Councillors:

- a. Councillor Lockheart:
- i. She attended an interesting meeting at CF Fertilisers. They are trying to improve their safety record. They have had 0 major accidents in 2018. They made a large profit last year. The increased level of noise at the end of last year was due to water getting in the pump. They have been having some issues with travellers on their land.
- b. Councillor Wilson:
- i. She requested that any Councillor who attends any meetings, that they write a report and send it to the Clerk in advance of the next Parish Council meeting so that it can be included in the agenda.
 - ii. She requested that the Clerk contacts CHALC and requests 12 copies of the code of conduct.
- c. Councillor Reading:
- i. Went through a presentation about the Parish Council website and Facebook pages (see appendix). Councillor Ackroyd asked whether the Parish Council should pay to boost Facebook posts. Councillor Wilson asked Councillor Reading to chase up web training. Councillor Wilson formally thanked Council Reading for his presentation.
 - ii. Website is now up to date, which he stated is a legal requirement if the Parish Council has a website.
 - iii. He stated that he needed an up to date playground inspection report to include on the website.
 - iv. He requested a list of all of the Councillors email addresses as this is required for the website.
 - v. He stated that he required anything that is to be included in the next newsletter, that it needs to be sent to him by Friday 25th May.
- d. Field and Dog area:
- i. Councillor Lockheart requested that the dog area is added to next month's agenda. She said that the area had been a great success, but it is too small, and that they could do with another bench and extending the area.
 - ii. There was a discussion on the field. Councillor Ackroyd proposed that all Councillors go and visit the field together, or in 2 groups. Councillor Dickinson stated he would like to show them what has been done. There was a discussion about availability of Councillors, and 4 agreed that they would go together tomorrow afternoon.
 - iii. Councillor Dickinson said that Andy had already cleared a path on the field last Thursday ready for new grass.
 - iv. Councillor Wilson told Councillor Dickinson that she wished to see a plan for the field. There was some discussion around this and Councillor Wilson reprimanded Councillor Dickinson for his conduct. Councillor Dickinson then requested a CAD designer for the field so that a plan could be created. Councillors O'Reilly and Wilson both stated that just a basic overall plan was required.
- e. Future of Parish Council:
- i. Councillor Wilson suggested having official badges with names and positions on for all Councillors. She is going to ask Neil to make them. She thinks it will look more professional.
 - ii. Councillor Wilson stated that she has some ideas for the future of the Parish Council. She would like a 'Meet your Councillor' session
- f. Emissions and pollution:
- i. Councillor Ackroyd stated that she was worried about the increase in pollution in the village. And that there seemed to be much more burning and from more chimneys, than there used to be. She said they the pollution keeps going over the limit. Councillor Wilson stated that Councillor Mills was going to speak to CWAC over the weekend as there was a lot of grey muck coming from CF Fertilisers.
 - ii. Councillor Wilson stated that more people need to complain about it. She stated that she does go to an annual air quality meeting in Ellesmere Port.
 - iii. Councillor Dickinson stated that it is sulphur and nitrogen dioxide that are the main problems. He stated that there was a pollution report out from CWAC, which mainly focused on road pollution. He says that Elton wasn't mentioned in the report. Councillor Wilson asked Councillor Dickinson to send her a copy of the CWAC report.
 - iv. Councillor Wilson stated that there is an air pollution monitor on top of the school.
 - v. Councillor Dickinson said that motorway pollution should be included in pollution concerns.

- vi. Councillor Ackroyd stated that Councillor Steve Smith should get involved.
- g. Health Survey
 - i. Councillor Lockheart mentioned that she had a health survey on the newsletter, but only had a 25% response.
 - ii. Councillor Lockheart stated that she wished not to address Councillor Dickinson, and would only respond to Councillor Wilson. Councillor Wilson stated that this was a private issue.
 - iii. Councillor Ackroyd suggested getting advice from the doctor's surgery on how to word the health survey. Councillor Wilson stated that Brian Yorke is the practice manager and that she would speak to him about this and ask him to come to the next Parish Council meeting.
- h. Playground
 - i. Councillor O'Reilly asked Councillor Dickinson about what is happening with the inclusive swing. Councillor Wilson said that she thought he was going to get a Protos grant to help pay for it. She also asked him for images of it.
 - ii. Councillor Wilson formally warned Councillor Dickinson about his conduct and behaviour.
 - iii. Councillor Dickinson stated that he checks the playground weekly.
- i. Councillor vacancies:
 - i. Councillor Wilson asked Councillor Reading to advertise on the noticeboard about the Councillor vacancies.
- j. Pogo's wood
 - i. Councillor Lockheart wants to know what is happening with the woods. Councillor Wilson said she would look into adopting the woods, and asked for the matter to be put on next month's agenda.
- k. Grass cutting
 - i. Councillor Lockheart said grass cutting in village was a disgrace. As CWAC hadn't cut all of their areas as they didn't have the right machine.
 - ii. Councillor Ackroyd asked about the grass cutting quote.
- l. Web issues
 - i. Councillor Reading explained that the use of the Parish Council Facebook page had been suspended at Councillor Mills request. He explained that this was due to complaints received from Councillors about Facebook posts being edited.
 - ii. Councillor Reading explained that new rules had been bought in by Councillor Mills (as explained in Councillor Reading's presentation).
 - iii. The Councillors voted for Councillor Reading to be the sole editor/controller of Facebook.
 - iv. Councillor Wilson motioned that Councillor Reading is in charge of all Facebook use.
 - v. Councillor Ackroyd stated that Councillor Reading needed some official guidance or training on social media protocols.
 - vi. Councillor Wilson suggested that the current restrictions in place, remain until the next Parish Council meeting.
 - vii. Councillor Dickinson questioned what is happening with any urgent messages that have been sent to the Facebook page. Councillor Reading said nothing as Facebook use is suspended. Councillors agreed that Councillor Reading should now look at the messages.
 - viii. Councillor Wilson asked if there was an urgency in lifting the Facebook suspension.
 - ix. Councillor Dickinson questioned why commenting was turned off on his Facebook post about planting seeds. Councillor Reading stated that he did not know. It was agreed that the Councillor Reading would remove the restriction.
 - x. Councillor Ackroyd reiterated the need for having protocols in place for Facebook. For example that Councillors must not edit other Councillors posts. She also asked that if any issues are raised on the website or Facebook, that they are brought to the monthly meetings.
- m. Councillor Wilson
 - i. Councillor Wilson asked Councillor Dickinson if he has completed any health and safety or risk assessment for when he is working with the public. He stated that he hadn't and that he hadn't been asked to complete them.
 - ii. Councillor Wilson asked Councillor Dickinson to inform the other Councillors when he is working with members of the public and that he completes a risk assessment.
 - iii. Councillor Wilson thanked those who had voted for her. She also wished to thank Councillor Mills for all of his work as the Chairperson.

16. Date of next meeting: Monday 11th June 2018