ELTON PARISH COUNCIL

COUNCIL SUMMONS

Dear Councillor

You are HEREBY SUMMONED to attend the Annual Meeting of the Parish Council to be held in **ELTON COMMUNITY CENTRE** on **MONDAY, 9 MAY 2022** at **7.00pm** for the purpose of transacting the business set out on the agenda below.

Parish Clerk
2 May 2022

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 the Acting Clerk to the Parish Council at Email: pauline.english2@btinternet.com; Mob: 07890 140412

AGENDA

Part 1 – Matters to be discussed in the presence of the press and public

1. APOLOGIES FOR ABSENCE

To receive apologies from Councillors who are unable to attend and the reason for their absence.

2. ELECTION OF CHAIRMAN

RECOMMENDED: That a Chairman of the Parish Council be elected for the year 2022-23. Chairman to sign Declaration of Acceptance of Office.

3. CO-OPTION TO FILL VACANCIES

The two vacancies have been advertised for the requisite number of weeks and no request has been received by Cheshire West & Chester Council to hold an election to fill them. The Parish Council can now fill the vacancies by co-option. The vacancies have been advertised on the Parish Council's website and Notice Boards with a closing date for applications of Friday 6 May. If there are more than two applications to fill the vacancies, they will be put to the vote by secret ballot and the two receiving the highest vote will be co-opted. If there are insufficient applicants to fill both of the vacancies, they will be re-advertised for a further 3 weeks.

4. APPOINTMENT OF VICE-CHAIRMAN

RECOMMENDED: That a Vice-Chairman of the Parish Council be appointed for the year 2022-23

5. DECLARATIONS OF INTEREST

To receive any declarations of interest from Councillors in items on the agenda

6. PUBLIC SPEAKING TIME

To hear from members of the public about any issues they wish to raise. Members of the public wishing to address the Council should note that they must advise the Clerk before 10am on the day prior to the meeting of their wish to participate in the public forum and their topic. If residents fail to inform the Clerk prior to the meeting, permission to speak will be at the discretion of the Council. All participants are restricted to a maximum of three minutes.

If the public wish to ask the Council questions, please note that the Council may not be able to answer if the matter has not been considered or resolved on an agenda item at a prior meeting. Should this be the case, the Council will advise contacting the Parish Clerk to request that the item be discussed at a future Parish Council meeting. If the question is considered to be outside the remit of Elton Parish Council, residents will be referred to Cheshire West & Chester Council (CWaC).

7. MINUTES Enc

RECOMMENDED: That the minutes of the meeting held on 11 April 2022 be confirmed as a true record.

8. POLICE REPORT

To receive a report on issues relating to Elton since the last meeting of the Parish Council from PCSO Neil Flanagan and/or Cllr Lockhart, Parish Council Police Liaison.

9. CWaC WARD COUNCILLORS' REPORT

To receive reports from CWaC Ward Councillors on issues relating to Elton Parish.

10. CHAIRMAN'S REPORT

To receive the Chairman's report on issues since the last meeting.

11. COUNCILLORS' REPORTS

To receive reports from Councillors relating to matters for which they have responsibility.

12. PLANNING

RECOMMENDED: That

(1) applications received by CWaC since the last meeting of the Parish Council be noted: None

(2) decisions made by CWaC since the last meeting of the Parish Council be noted as follows:

Application No.		Location	Decision
22/00510/FUL	The erection of a temporary loading canopy and associated works	Encirc Glass Ltd, Ash Road, Elton, Chester CH2 4LF	Approved
21/04429/LDC	Single storey front porch extension and rooflights, single storey rear extension, rear dormer	11 Birchwood Close, Elton, Chester, Cheshire CH2 4RU	Approved

(3) applications awaiting a decision by CWaC be noted as follows:

Application No		Location
22/00791/FUL	Demolish part of existing rear extension and erection of a side and rear extension	Glendale, Ince Lane, Elton, Chester CH2 4LX

(4) appeals made to CWaC since the last meeting of the Parish Council be noted: None

(5) appeals made to the Planning Inspectorate and any decisions made by them be noted: None

(7) matters put before the CWaC Planning Committee be noted: None

13. FINANCE

RECOMMENDED: That

(1) expenditure in March 2022 be noted as follows:

08.03.22	BACS	F Morrey & Son	248.60
08.03.22	BACS	Sutcliffe Play Ltd	211.87
08.03.22	BACS	Hammer & Tongs	3.98
08.03.22	BACS	Haines Watts	72.00
15.03.22	BACS	HMRC – Income Tax	289.36
15.03.22	BACS	Robert Highcock – wages	221.01
15.03.22	BACS	Viv Callaghan – wages	249.48
15.03.22	BACS	Eric Cockins – wages	249.48
15.03.22	BACS	Parish Clerk – salary	796.62
23,03.22	DD	Peninsula Business Services	131.56
		Total	2,473.86

Reconciliation:	Opening Balance	24,773.79
	Add: Income	0
	Less: expenditure	2,473.96
	Closing Balance	22,299.83

No information available for May 2022

(2) **Approval to the 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 are authorised by the Parish Council. The Parish Council has been using this method of payment very successfully since the order was made and it is the preferred option for many organisations.

RECOMMENDED: That payment by BACS be continued in 2022-23

(3) **Bank Signatories**

Since the Parish Council last approved signatories to the Unity Trust bank account there have been a number of changes to the membership of the Council.

RECOMMENDED: That up to four Councillors be nominated to become signatories to the account, along with the Parish Clerk

(4) **Savings Account**

The Parish Council holds funds throughout the year in a current account with Unity Trust Bank plc which does not earn anything.

RECOMMENDED: That Members consider opening a Savings Account with Unity Trust Bank plc and money be kept in this account and transferred to the current account to meet payments.

(5) **Insurance Claim**

Some scaffolding boards have been stolen from the Jubilee field, the access to which was padlocked. The padlock was cut to gain access. The cost of the boards exclusive of VAT is £527.50. The Parish Council needs to replace the stolen items as they are required to build a fence. The theft has been reported to the Police and the following numbers have been allocated - Police Ref. No. IML-1247768. Crime/Occurrence No. 22000263689. The Parish Council could claim on its insurance policy but after the £250 excess has been deducted the amount that could be claimed is £277.50.

RECOMMENDED: That the Parish Council meets the cost of replacing the scaffolding boards.

14. REPRESENTATIVES ON OUTSIDE BODIES

RECOMMENDED: That Councillors be appointed to serve on the following bodies:

Body	No.	Current representation
CF Fertilisers	2	Cllrs Lockhart and Reading
Elton Allotments	2	Cllrs O'Reilly and Reading
Elton Community Centre	3	Cllrs Garrity, Williams and Wilson
Elton Primary School	3	Cllrs Canham, Goodliffe and Williams
Elton Scouts	2	Cllrs Garrity and Reading
Encirc Glass	4	Cllrs Canham, Lockhart, O'Reilly and Wilson
Essar	2	Cllrs Canham and Wilson
Helsby and Elton Medical Centre	2	Cllrs Williams and Wilson
Local Churches	2	Cllrs Garrity and Goodliffe
Local Shops	3	Cllrs Garrity, Lockhart and O'Reilly
Parish Council Monthly Surgeries	All	
Police Liaison	1	Cllr Lockhart
Protos Community Forum	3	Cllrs Dickinson, O'Reilly and Wilson
Thornton Science Park	3	Cllrs Canham, O'Reilly and Wilson

15. RESPONSIBILITY FOR AREAS OF WORK

RECOMMENDED: That responsibility be allocated to Councillors for the following areas of work:

Work Area	No	Currently Responsible
Children's Play Area	5	Cllrs Dickinson, Garrity, O'Reilly, Reading and Serna
Community Events	4	Cllrs Canham, Goodliffe, Lockhart and O'Reilly
Dog Park	1	Cllr Lockhart
Eco Group	4	Cllrs Canham, Dickinson, Goodliffe and O'Reilly
Finance	5	Cllrs Canham, Dickinson, Lockhart, O'Reilly and Wilson
Fundraising	3	Cllrs Dickinson, Garrity and Serna
Jubilee Field	3	Cllrs Dickinson, Lockhart and O'Reilly
Legal and Policies	3	Cllrs Dickinson, Garrity and Serna
Planning	4	Cllrs Canham, Dickinson, Lockhart and O'Reilly
Public Transport	3	Cllrs Canham, Dickinson and Garrity
Website/Social Media/Newsletter	3	Cllrs Garrity, Coodliffe and Reading

16. RECEIPT OF AGENDA ETC BY EMAIL

RECOMMENDED: That approval be given to the receipt of documents for meetings by electronic means.

17. ELTON COMMUNITY CENTRE CONSTITUTION/NEW LEASE

RECOMMENDED: That an update on progress be received

18. ADOPTION OF CWaC CHILDREN'S PLAY AREA AT SORBUS CLOSE

RECOMMENDED: That a report on progress be received

19. POGOS WOOD/MARSH LANE GREENWAY

RECOMMENDED: That a report on progress be received.

20. MATTERS FOR INFORMATION/NEXT MEETING

To note any matters of interest that have not been included on the agenda and/or matters for consideration at the next meeting.

21. DATE AND TIME OF NEXT MEETING

Monday 13 June 2022 at 7.00pm at Elton Community Centre.

22. EXCLUSION OF THE PRESS AND PUBLIC

RECOMMENDED: That, under section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by Paragraph 1 of Part I of Schedule 12A (as amended) to that Act (Information relating to a particular employee). The Public Interest Test had been applied and favours exclusion.

Part 2 – Matters to be discussed in the absence of the press and public

23. STAFFING MATTERS

Report to be made at the meeting.