

PRESENT: Cllrs Serna (Chair), Canham, Hardman, Highcock, Leith, Lockhart, O'Reilly (arrived 7.06pm) and Spencer.

In attendance: Lara Jacob (Parish Clerk), PCSO Flanagan (left 7.06pm); one member of the public (left 7.10pm).

163. Apologies

Apologies were received and accepted from Cllrs. Heatley and Williams.

164. Declarations of Interest

No declarations of interest were made.

165. Items for discussion in closed session

No items were identified for discussion with the exclusion of the press and public.

166. Public Participation

166.1 PCSO Report

PCSO Flannigan presented the monthly report which included one burglary of car keys and subsequent stolen car; shoplifting at the motorway services; two motorbikes stolen; criminal damage to plant containers; an anti-social behaviour incident involving fruit being thrown at a property; the seizure of scrambler bikes being used without insurance on public land. The "Smiley" speed indicator device had been deployed at Parkland Drive and School Lane.

The primary school safety officers will also be deployed with the speed camera next week and a visit to advise on safety during winter had taken place. PCSO Flannigan had attended the fireworks event and will be present during the Christmas Fayre on 26 November. Two surgeries will be held at the Community Café on 18 and 28 November and a table will be set up in Spar to distribute safety equipment and provide advice.

[PCSO Flannigan left and Cllr. O'Reilly arrived at 7.06 pm.]

166.2 Members of the Public

A member of the public expressed disappointment about the new arrangements for the upcoming Christmas Fayre.

[The member of the public left at 7.10 pm.]

166.3 CWaC Ward Councillors Report

No CWaC councillors were present.

166.4 Elton Allotments

No members of Elton Allotments were present.

167. Minutes

Resolved that the minutes of the meeting held on 9 October 2023 are a true record and on resolution were signed by the Chair.

168. Matters to note or resolve from other meetings

168.1 Community Outside Spaces Working Group

The group had not met.

6.2 Jubilee Field Committee

168.2.1 **Resolved** that the minutes of the meeting held on 23 October 2023 are a true record and on resolution were signed by the Chair.

168.2.2 The shelter had been erected at the field and was near completion. An invoice for the work had been received. Enquiries will be made about the Members Budget application which had been made to support the cost of the shelter. Cllr. Leith will pass the fruit tree order to the clerk so that the order can be placed. Discussion took place on a longer-term costed development plan for the Jubilee Field. It was agreed that several contractors will be approached to provide a plan and associated costings.

168.3 Condition survey of playground on Parish Field

It was noted that a meeting with the playground installer took place on Friday 13 October 2023 and that full quotations for all repairs and replacements are yet to be received.

169. Reports

169.1 Chair

Thanks were given to the Scouts for the Bonfire event which had attracted up to 1,000 people despite the very wet weather. A good turnout and great time had been had at the annual Volunteers Event.

169.2 Councillors

7.2.1 Cllr Lockhart reported that many of the comments being received at surgeries related to CWaC issues and that she had signposted people to the clerk.

169.2.2 Other Councillors Reports

Cllr. Lockhart will seek quotations for the repair/replacement of the gate springs on the Dog Park and £250 was agreed as a maximum spend.

Cllr. O'Reilly will attend a meeting with Northern Rail to discuss the proposed outdoor gym.

Cllr. Highcock raised an issue of flooding outside the shops. CWaC Highways will be alerted.

170. Planning

170.1 Applications received for comment:

(Details of the applications were circulated on receipt)

23/03361/FUL 40 Coppice Green Elton Chester CH2 4RH

Proposal: Demolition of existing conservatory, erection of single storey rear extension

No comment will be offered by the parish council.

170.2 Applications decided by Cheshire West and Chester Council

23/02488/LBC 14 Laurel Farm Court Elton Chester CH2 4RY

Proposal Replacement of a window and a double door.

Approved by CWaC on 3 Oct 2023

Noted

170.3 Application received after the agenda was issued:

23/03369/FUL Land To The South East of Stanlow Manufacturing Complex Thornton-le-Moor, Ellesmere Port Cheshire

Proposal The installation of a new underground natural gas pipeline with ancillary above-ground infrastructure at either end of the pipeline, to supply Stanlow Manufacturing Complex

No comment will be offered by the parish council.

170.4 Licensing Application received after the agenda was issued:

568067 Elton Convenience Store Units 1 and 2 Elton Shopping Precinct
Ince Lane Elton CH2 4QB
Late night refreshment Monday to Sunday 23:00 to 00:00
Supply of alcohol off the premises Monday to Sunday 06:00 to 00:00
Opening hours Monday to Sunday 06:00 to 00:00
Application for the grant of a premises licence.

The parish council, having previously consulted residents on a similar license for another premises, raise concerns regarding the potential for noise and litter and the need to restrict lighting from any advertisement signs. The parish council would also request that the license operates up to 11pm and not midnight, to align with other licenses currently in operation. In addition, the parish council would like to request that improvement to current CCTV is part of the license conditions.

171. Finance

171.1 A £100 donation from a resident had been paid into the bank account and no other income was received in October 2023.

171.2 **Resolved**, the following payments made since the last meeting:

Date of payment	Payee	Goods or Service provided	Gross Payment
06.10.2023	Information Commissioners Office	Annual Data Fee	35.00
09.10.2023	PAYPAL	Purchase of Office 365 Subscription	59.99
13.10.2023	STAFF SALARIES and HMRC	Salaries for October 2023	1341.71
13.10.2023	Elton Junior Football Club	LOAN	3811.11
13.10.2023	HMRC	Payment for August 2023 (missed)	246.60
13.10.2023	Haines Watts	Quarterly Payroll Service Charge	72.00
13.10.2023	Clays Gardening Services	September Monthly Maintenance	796.37
13.10.2022	Community Centre	Rental for Public Meeting	22.00
13.10.2023	JDH Services	Internal Audit work	414.00
16.10.2023	ChALC	Annual Membership	1026.38
19.10.2023	PAYPAL	Poppy Wreaths	55.99
23.10.2023	STAFF Salaries	Correcting underpayment from May 2023	143.68
26.10.2023	Peninsula	Professional HR advice	145.91
		Total Expenditure	8170.74

171.3 **Resolved** that the payment of £554.40 to Then Media for the provision of email and web hosting, which includes the service to the Community Centre, will be met in full by the parish council.

171.4 It was noted that a grant payment was made to the Scouts of £500 on 3 November 2023.

171.5 **Resolved**, the following payments to be made following the meeting:

Payee	Goods or Service provided	Gross Payment
Clays Gardening Services	October Monthly Maintenance plus Park mowing	876.37
Community Centre	Hire costs for flu clinic	210.00
Then Media	Website hosting annual charge	554.40
		1640.77

171.5 Councillor Spencer, who is not a signatory to the bank account verified the figures below by signature on the statements presented:

Bank Reconciliation:	Opening Balance	49, 423.58
	Add: Income	100.00
	Less: Expenditure	8170.74
	Closing Balance	41, 352.84

171.6 **Resolved** to adopt the Financial Regulations with the following amendments:

Section 4.1 to read – “a duly delegated committee of the council for items up to £500”

171.7 **Resolved** to adopt the Expenses Policy and Claim Form as presented.

172. Community Winter Gritting Scheme

The request from a resident for the Parish Council to facilitate the setting up of a winter gritting scheme was considered. It was agreed that further information should be sought from CWaC on the locations of grit bins across the village; that Cllr. Serna will contact Encirc to enquire if their road gritting programme could be extended to Orchard Park; and residents will be asked through the social media channels if they would like to set up a community gritting scheme. Enquiries will also be made to the insurance company to establish if any liability would be covered.

173. Future Projects

To discuss ideas for future projects, and the implications for the budget to be set for Financial Year 24 25.

It was agreed that this item would be discussed at an informal meeting on Monday 20 November and a plan presented at full council on Monday 11 December 2023.

174. Parish Council Land and Assets

174.1 It was noted that the hedging at the entrance to the Parish Field and the lane near the Scout Hut had been trimmed. An invoice for £120 will be received for cutting at the Scout Hut Lane and Clays Gardening Services will invoice for the pathway from the Community Centre on to the field.

174.2 The quotations received for the repair/replacement of the perimeter fencing at the Parish Field were discussed. In principle these were agreed, with a request that Cllr. Canham presents a detailed quote which includes installation of the fence panels and the inclusion of a gate to the next full council meeting

174.3 The quotations for the removal of the plinths from the planters had not been received.

174.4 The quotation received for the installation of cast iron bollards around the green was discussed.

Resolved to accept the quotation of around £7,000 for supply and delivery and subsequent

installation.

It was also agreed that Cllr. Heatley and Protos will be approached for possible funding of the project.

174.5 The quotations received for additional cctv at the Community Centre had not been received.

174.6 The proposal and quotations received for pressure washing the platforms on the zip-wire equipment to prevent the build up of material which causes the surface to become slippery were discussed. Two options were available: the hire of a pressure washer at £141 or a contractor offer at £100 on a cash only basis. Neither option was entirely suitable and Cllr. Serna offered to carry out the work gratis.

174.7 The proposal that signage should be purchased to indicate that the Community Centre Car Park is private property and that parking is provided and prioritised for users of the Centre and the Surgery was discussed. A working group of Cllrs. Serna, Canham, O'Reilly and Lockhart would discuss suitable wording and report to the next full council.

174.8 It was noted that a handover meeting took place between CWaC and the Parish Council at Sorbus Close on 26 October 2023 and the 10-year lease on the area became effective from 31 October 2023. The value of the equipment for insurance purposes had been requested from CWaC and a reply is awaited.

175. Events

175.1 The arrangements for the Christmas Lights Switch On were discussed.

The Community Events Committee were well underway with preparations for the event on Sunday 26 November 2023. Reimbursement of the cost of selection boxes for the event was agreed at £237.60.

175.2 It was noted that the cost to supply, install and later remove the additional four lighting motifs will be £5615 and to note that two of the parish council's existing lighting motifs required repair with an additional cost of £560. The fourth lamppost had been found to be defective and as no other alternative had been found in time, only three of the four new motifs would be displayed this year.

175.3 The discussion on the information received on the D-Day Commemoration celebrations planned for 6 June 2024 was deferred to a future meeting

176. Consultations

176.1 Draft Heritage Strategy

Cllr, Hardman will draft a response, circulate to all councillors for comment and then upload.

176.2 Cheshire Fire Community Risk Management Plan

Cllr. Lockhart will draft a response, circulate to all councillors for comment and then upload.

176.3 CWaC Budget Consultation "Funding our Future"

The parish council will make no comment on this consultation, but councillors may respond as residents.

177. Cost of Living Increase to salaries

It was noted that the trade unions have come to an agreement on the 2023 level of pay award. The offer was for a flat rate increase of £1,925 for scale points up to SCP 43 and from SCP 44 and above an increase of 3.88%, with effect from 1 April 2023. This information will be communicated to the payroll provider and applied to the next salary payment, with the amount due from April paid as a one-off back payment.

178. Future Agenda Items

The following items were requested for the next agenda:

Project plans and budget setting; feedback from the Northern Rail meeting (P O'Reilly); dog waste bins (C. Leith); community gritting scheme update; wording for signage regarding parking at community centre; quotation for perimeter fencing on parish field; undertaking tree surveys.

179. Date and Time of next meeting

Monday 11 December 2023 at 7.00pm at Elton Community Centre.

The meeting closed at 9.30 pm