



ELTON PARISH COUNCIL

COUNCIL SUMMONS

Dear Member

You are HEREBY SUMMONED to attend a Meeting of the Parish Council to be held in **ELTON COMMUNITY CENTRE** on **MONDAY 7 OCTOBER 2019** at 7.00pm for the purpose of transacting the business set out on the agenda below.

Parish Clerk
1 October 2019

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 Tracey Bellis, Clerk to the Parish Council at parishclerk@eltonparishcouncil.co.uk

AGENDA Part 1

People present

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
- 3. PUBLIC SPEAKING TIME**
- 4. MINUTES**
 - (1) To confirm the minutes of the meeting held on 9 September 2019 as a correct record.
 - (2) To confirm the minutes of the meeting held on 26 September 2019 as a correct record.
- 5. PLANNING**
 - (1) To note applications received by CWAC since the last meeting of the Parish Council

19/03313/FUL	Encirc Glass Ltd Ash Road Elton Chester CH2 4LF - Installation of an Electrostatic Precipitator and a Selective Catalytic Reduction equipment. –
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	Comments before 7 October 2019
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- (2) To note decisions made by CWAC since the last meeting of the Parish Council

19/01542/FUL	5 Laurel Farm Court Elton Chester Cheshire CH2 4RY – installation of rear conservatory - Approved
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- (3) To note appeals made to CWAC since the last meeting of the Parish Council

None	
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- (4) To note appeals made to the Planning Inspectorate

None	
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- (5) To note decisions made by the Planning Inspectorate

None	
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6. CHAIR REPORT

To receive the Chair's Report since the last meeting.

7. POLICE REPORT

To receive the Police Report for Elton since the last meeting of the Parish Council from either the PCSO or Cllr Lockhart who is the Police Liaison.

8. COUNCILLORS' REPORTS

To receive updates since the last Parish Council meeting from each of the working groups:-

- (1) ECO WORKING GROUP
- (2) FINANCE WORKING GROUP
- (3) CHILDREN'S PLAY AREA
- (4) DOG PARK
- (5) JUBILEE FIELD / PARISH FIELD
- (6) LEGAL & POLICIES
- (7) PUBLIC TRANSPORT
- (8) COMMUNITY EVENTS
- (9) FUNDRAISING
- (10) PLANNING

(11) ELTON & HELSBY GP SURGERY

(12) ALLOTMENTS

(9) FINANCE

(1) To note/approve payments made in July and August 2019

Date	For	Amount
11.09.19	Clerk Expenses	£47.00
13.09.19	Salaries	£1216.47
13.09.19	HMRC	£160.40
23.09.19	Peninsula Business	£131.56
30.09.19	Bank Service Charge	£18.00
	Total	£1573.43

(5) To note income for July and August 2019

Date	For	Amount
05.09.19	HMRC VTR	£4162.52
16.09.19	Essar Oil UK – Donation for Inclusive Play Equipment	£1500.00
	Total	£5662.52

(6) To note the balance in the Bank as at 30 September 2019 £40,973.65

11. GRASS MAINTENANCE CONTRACT

(1) To note that the grass maintenance contract for 2020 is now in place with Countrywide.

(2) The grass cutting schedule for 2019 shows the last cut for the season is due to be take place on 14 October. As the weather has been mild for the time of year and to ensure the Parish Field and Memorial Garden are at their best for the Bonfire Event and Remembrance Day Parade, it is proposed to make a resolution to have an extra cut of all grassed areas carried out by the contractor at the end of October at an extra cost to the Parish Council of £397.50 plus VAT.

12. EMERGENCY CALL OUT FOR TREE SURGEON

To ratify the payment of £150 to Eco Fell Tree Surgery Ltd for the emergency call out to make safe broken branches overhanging the footpath that leads to the Children’s Play Area and Parish Field. The decision to instruct the tree surgeon immediately and without calling an Extraordinary Parish Council meeting was taken due to health and safety as the broken branches posed a hazard to residents.

13. ELTON COMMUNITY CENTRE PROPOSED NEW CONSTITUTION

(1) Following a meeting of the Legal and Policies Working Group, it is proposed to ratify a decision to put forward amendments to the draft Constitution which has been presented by the Trustees of Elton Community Centre. The amendments have already been forwarded to the Parish Council’s solicitors who have recommended a “round the table discussion” with all parties and their solicitors.

- (2) To resolve to nominate Cllrs Serna and Lockhart to represent the Parish Council at “round the table discussions” with the Trustees of Elton Community Centre and the respective solicitors.

14. LEASES FOR ELTON COMMUNITY CENTRE AND SCOUT HUT

- (1) To give an update on the renewal of the Lease for Elton Community Centre.
- (2) To give an update on the renewal of the Lease for the Scout Hut.

15. UPDATE ON THE ADOPTION OF THE TWO CHESHIRE WEST & CHESTER CHILDREN’S PLAY AREAS IN THE VILLAGE

To receive an update from Cheshire West & Chester Localities Officer, Sharon Marshall, regarding the adoption of the Children’s Play Areas at Redwood Drive and Sorbus Close.

16. CORRESPONDENCE

- (1) The Clerk has received a request for funding support from the Helsby and Elton Patient Participation Group who are holding a “Healthy Elton” event to run along-side the GP run Flu Clinic on Saturday 26th October 2019. The event will be held in Elton Community Centre. This is the first time this event is to be held in Elton. To resolve whether or not the Parish Council will make a grant to support this event.
- (2) The Clerk has received a request for support from Elton Community Events Committee (“Events Committee”). The Events Committee are in the process of co-ordinating Elton Village Fete for Saturday 6 June 2020. The Events Committee will be approaching local industries for donations and applying for grants in order to fund this event. There will be activities and stalls on the day and a Grand Cash Raffle. Any money raised from this event will be put back into other events which will be organised for the Village. The Events Community are requesting support from the Parish Council as follows:-
 - (a) An interest free loan in the sum of £2000.00 to facilitate the opening of a bank account for the Events Committee and to aid cashflow whilst the Event Committee fundraises. To make a resolution to grant an interest free loan.
 - (b) A grant of £119.80 to purchase first aid equipment to allow the Events Committee to run events with their own first aid teams. This would save the Village and it’s community groups money by being able to use their own first aiders. The cost to contract first aiders for the Village Fete in 2020 would be approximately £371.28 for just one day so there is a substantial saving to be made. The Village having its own first aid equipment would also fit in with having a defib in the Village. To make a resolution to either:-
 - (i) make a grant of £119.80 to Elton Community Events Committee to purchase the first aid equipment or;

- (ii) the Parish Council will purchase the first aid equipment, thereby owning the it, the equipment can then be loaned to the Events Committee and other community groups. The benefits of the Parish Council purchasing the equipment is that any VAT could be claimed back and the Parish Council will have ownership of the equipment.
 - (c) Use of the Parish Field on 6 June 2020 to host Elton Village Fete 2020. To make a resolution to allow the Events Community to use the Parish Field.
 - (d) A link to be put on the Parish Council website to Elton Community Events Facebook page. To make a resolution to put a link on the Parish Council website.
 - (e) Sole use of the road and hardstanding between Elton Community Centre and Elton Primary School on 6 June 2020. To make a resolution for the Events Committee to have sole use of the Parish Council land between Elton Community Centre and Elton Primary School.
- (3) The Clerk has received a request from the 1st Ince & Elton Scout Group for to purchase on their behalf the fireworks for the free Bonfire Event the Scouts host for the Village every year. The Scouts have also approached local industries for contributions towards the fireworks. The Scouts agree to reimburse the Parish Council with the sum £400 once the funds are received by them. The costs of the fireworks is expected to be £1000 including VAT. To resolve to purchase the fireworks on behalf of the Scouts.

This year the event will take place on Friday 1st November 2019 at 7pm on the Parish Field.

The Scouts have advised that they would also welcome any extra help from eithers Parish Councillors or members of the community, especially in the wearing of hi-viz jackets and remaining vigilant over the crowds.

- (5) This matter was deferred from the last meeting on 9 September 2019 in order to seek legal advice. The Clerk has received a request from the Trustees of Elton Community Centre (“the Centre”) for a 50% contribution towards the Centre’s annual insurance. To make a resolution whether or not the Parish Council will make a contribution to the Centre’s insurance for 2019/20. The Chair will give an update on the legal position of the Parish Council.

17. REMEMBRANCE DAY

- (1) To make a resolution to purchase a wreath from the Royal British Legion for £50 which will be placed in the Memorial Garden on Remembrance Day.
- (2) To note that Cheshire West & Chester Council have notified the Clerk that if road closures are required for the Remembrance Day Parade then it will be the responsibility of the Parish Council to pay a private

security company to support this as Cheshire Police do not have the manpower. However, Cheshire West & Chester Council have advised they will support an application for road closures if required.

18. ELTON ALLOTMENT ASSOCIATION

- (1) Following on from the meeting on 9 September 2019, to consider the proposals put forward by Elton Allotment Association in relation to the Parish Council sponsoring a community plot, which could be used by Elton Primary school.
- (2) To also consider their proposals for planting and maintaining the 10 Parish Council planters at various locations around the Village.
- (3) Following on from the meeting on 9 September 2019 in relation to the placing of potting sheds (which is in the minutes at point 19.126(10). Having gone through the Purchase Agreement for the allotment land made between Shell UK and Elton Parish Council it is uncertain whether a Covenant referred to within an earlier Lease of that land between the same parties still stands under the Purchase Agreement. Therefore, to make a resolution to instruct the Parish Council solicitor to investigate this matter further.

19. VILLAGE CHRISTMAS LIGHTS SWITCH ON EVENT 2019

- (1) To make a resolution to pay the electrician £85 plus VAT to attend the switching on of the Christmas lights and use of the plunger.
- (2) To ratify a decision to purchase a three-dimensional illuminated star for the top of the Village Christmas tree at a cost of £460 plus VAT (including installation). The star had to be ordered on Wednesday 3 October 2019 to ensure it would arrive in time. C F Fertilisers have indicated they will be granting £500 to the Parish Council for the Christmas Lights and this will therefore cover the costs.

20. SIGNAGE FOR THE CHILDREN'S PLAY AREA AND DOG PARK

To receive an update from Cllr Lockhart in relation to the newly installed signs for the Children's Play Area and Dog Park.

21. GREENWAY MARSH LANE (ALSO KNOWN AS POGO'S WOOD)

Update on the Parish Council's adoption of this strip of land from Cheshire West & Chester Localities Officer, Sharon Marshall.

22. MANCHESTER AIRPORT FUTURE AIRSPACE

The Government requires Manchester Airport to lead a process of changing the airspace around the airport, which relates to flight paths used by aircraft arriving or departing from Manchester Airport and flying at heights of up to 7,000ft. There is a clear process for the airport, as change sponsors, to follow. Which is set out by the CAA called CAP1616 and this will take more than two years. Manchester Airport is in the first phase of this process. The first phase within CAP1616(STEP 1B) is called "Define" and requires Manchester Airport to agree the broad principles to adopt when designing

new flight paths. This is not a formal consultation but a requirement to develop a good understanding of the “principles” that matter most to the people and organisations affected by the airport’s operations. It is important that anyone who is interested or who has a view can have their say. Therefore, to be decided if there should be a Working Group to represent the Parish Council in relation to this.

23. SCOUT HUT LANE MAINTENANCE

- (1) A quotation has been received from Northwich Town Council to cut the hedge top and one side of the hedges along Scout Hut Lane in the sum of £265 plus VAT (the other side of the hedge belongs to Elton Primary School and they have the responsibility to cut it). To make a resolution to instruct Northwich Town Council to carry out the hedge cutting.
- (2) To discuss the current state of disrepair of the ground surface along Scout Hut Lane and what could be done to improve this.
- (3) To discuss the lighting along Scout Hut Lane.

24. CHILDRENS PLAY AREA INSPECTION TRAINING

To make a resolution to for local resident Andy Gorst to attend the RoSPA Play Area Inspection Training in December 2019, which was discussed at the last meeting.

25. MATTERS ARISING FOR THE NEXT MEETING

To note matters arising for the next meeting.

AGENDA Part 2 – Matters to be considered in the absence of the Press and Public

26. EMAIL CONDUCT AND HOW BEST TO AIR GRIEVANCES

Following the recent conduct of one Councillor towards the Clerk, to clarify the procedures for airing grievances.

27. APOLOGIES FOR MEETINGS

To remind everyone that apologies should be given to the Clerk prior to the meetings.

28. DATE AND TIME OF NEXT MEETING

Monday 11 November 2019 at 7.00pm