



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 11 NOVEMBER 2019** at 7.00pm for the purpose of transacting the business set out on the agenda below.

Parish Clerk
4 November 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 7 October 2019 as a correct record.
- (2) To confirm the minutes of the meeting held on 14 October 2019 as a correct record.

5. PLANNING

- (1) To note applications received by CWAC since the last meeting of the Parish Council

19/03489/FUL - Amended	Area 10B Ince Resource Recovery Park Grinsome Road Ellesmere Port - Development of a hydrogen production facility and electricity
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	generating plant, comprising of a waste reception and handling building, gasification facility, hydrogen production facility with associated/ ancillary infrastructure which includes access roads, weighbridge, fencing / gates, lighting, surface water drainage, and electricity distribution plan – Comments by 27 November 2019
19/03963/S73	7 Prevan Place Old Hall Lane Elton Chester CH2 4NY - Variation of Condition 2 and Removal of Conditions 3, 4 and 5 of 06/01719/S73 (Appeal Ref APP/A0665/C/15/3129147) to allow for the increase of caravans on site from 2 to 7 of which no more than 3 shall be static mobile homes – Comments by 27 November 2019
19/03948/FUL	79 Holm Drive Elton Chester Cheshire CH2 4RR - Two storey side extension – Comments by 28 November 2019

- (2) To note decisions made by CWAC since the last meeting of the Parish Council

19/02317/FUL	12 Dalewood Crescent Elton Chester Cheshire CH2 4PR – 2 storey rear extension – Approved
18/04613/FUL	Laurel Farm, Ince Lane, Elton, Chester CH2 4LU - Single storey extension to side - amendment to application 17/05299/FUL - Withdrawn

- (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) To note matters before the Planning Committee

18/04671/WAS	Protos – Grinsome Road, Ellesmere Port CH2 4RB - Development of a Bio-Substitute Natural Gas Renewable Fuels
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	Facility Location – Committee Date 5 November 2019
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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

The Finance Working Group met on 28 October 2019. Recommendations from this meeting will be discussed later in the meeting.

(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) ELTON & HELSBY GP SURGERY

(11) ALLOTMENTS

(9) FINANCE

(1) To note/approve payments made in October 2019

Date	For	Amount
03.10.19	Ecofell Tree Surgery	£150.00
07.10.19	Information Commissioners Officer – Annual Fee	£35.00
07.10.19	CWAC Council Fund (Election Recharge)	£1168.75
07.10.19	Northwich Town Council (Sept Operational Play Inspection and grass cutting on 12 & 26 Sept 19)	£1042.20
07.10.19	PKF Littlejohn (External Audit AGAR)	£360.00
08.10.19	Elton & Helsby GP (Grant to the Patient Participation Group for the "Healthy Elton" event)	£200.00

15.10.19	Salaries	£1273.73
22.10.19	Peninsula Business (HR)	£131.56
23.10.19	ChALC (Training)	£75.00
23.10.19	A J Eardley – Dog Park Works	£575.00
23.10.19	Pursglove & Brown – Payroll	£72.00
23.10.19	Elton Community Centre – Room Hire	£396.00
28.10.19	Northwich Town Council (Aug Operational Play Inspection and grass cutting 1, 14 & 28 Aug 19)	£1251.00
	Total	£6730.24

(5) To note income for October 2019

Date	For	Amount
10.10.19	Willis JH & Son (Donation for Christmas Event)	£200.00
10.10.19	A Engineering Ltd (Donation for Christmas Event)	£100.00
10.10.19	Elton Community Centre (Contribution to Peninsula HR April-June 2019)	£120.00
10.10.19	Elton Community Centre (Contribution to Peninsula HR July-Sept 2019)	£120.00
	Total	£540.00

(6) To note the balance in the Bank as at 31 October 2019 £34,608.61

10. CHAIR'S ALLOWANCE

The Chair's allowance currently stands at £500. The reason for having a Chair's Allowance was discussed at length in the Finance Working Group meeting. Cheshire Association of Local Councils' (ChALC) recommendation is that this should be between £100-£250 per annum. To resolve to reduce the Chair's Allowance to £150 per annum which will be payable in May to the Chair.

11. JUBILEE FIELD PROJECT

Moving forward with this project:

(1) To make a resolution on whether or not to have a Jubilee Field Project Committee instead of the current working group.

(2) To discuss proposals for finishing the project.

12. CHILDREN'S PLAY AREA

A play area inspection has been carried out by Northwich Town Council and a quotation received from them for £1507.43 in relation to remedial works to ensure that the play area is safe. To consider the quotation and resolve whether or not to instruct Northwich Town Council to carry out the works.

13. WEBSITE

To resolve to pay the invoice from Thenmedia for hosting the Parish Council Website from 1 November 2019 to 31 October 2020 in the sum of £352.80

14. ELTON COMMUNITY CENTRE PROPOSED NEW CONSTITUTION

An around the table meeting with the Trustees of Elton Community Centre, Cllrs Serna and Lockhart on behalf of the Parish Council and both parties' solicitors has been arranged for 15 November 2019. The Community Centre Trustees have requested a contribution to their solicitors' fees in the sum of £500 plus VAT be made by the Parish Council. The recommendation from the Finance Working Group meeting is that each party should bare their own solicitor's costs. To resolve whether or not the Parish Council will make a contribution of £500 plus VAT to Elton Community Centre in relation to their solicitor's fees incurred in the round the table discussions.

15. LEASES FOR ELTON COMMUNITY CENTRE AND SCOUT HUT

(1) The Lease for Elton Community Centre is on hold until the new constitution has been agreed.

(2) To give an update on the renewal of the Lease for the Scout Hut.

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

To receive an update regarding the adoption of the Children's Play Areas at Redwood Drive and Sorbus Close.

17. CORRESPONDENCE

(1) The Clerk has received a request from Elton Allotment Association for a grant of £330 towards the purchase of their eco-loo. They have already received a grant of £1000 from Protos. To make a resolution whether or not to make a grant of £330 to Elton Allotment Association.

(2) This matter was deferred from the last two meetings on 9 September 2019 and 7 October 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 of £750 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.

(3) The Clerk has been contacted by the Clerk to Dunham Hill and Hapsford Parish Council who has enquired if Elton Parish Council have been consulted on the following applications:

19/03489/FUL – Development of a hydrogen production facility and electricity generation plant – Resource Recovery Park, Grinsome Road, Ellesmere Port.

18/04671/WAS – Development of a Bio-Substitute Natural Gas Renewable Fuels Facility – Grinsome Road, Ellesmere Port.

They would like to know if Elton Parish Council would be willing to share their opinions of these applications as joint support (for or against the applications) as it may carry more weight if we join forces.

To resolve whether Councillors are happy to share their opinions and if so to allocate the responsibility to a Councillor to liaise with Dunham Hill and Hapsford Parish Council.

18. THORNTON SCIENCE PARK

The Chair has been contacted by the CEO of Thornton Science Park who is asking for the Parish Council's support in relation to planning permission to enable them to educate students on site. If students are educated on site, it could prove beneficial to the residents of Elton as there would be a greater demand for public transport and this would give more weight to the Parish Council's requests for better transport links in the village. To make a resolution to write to Cheshire West & Chester Planning Department in support of Thornton Science Park's Planning Application and to nominate a Councillor to write the letter with the assistance of the Clerk if needed.

19. ELTON ALLOTMENT ASSOCIATION

- (1) Following on from the meeting on 7 October 2019, to receive and 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) Following on from the meeting on 7 October 2019 in relation to the placing of potting sheds on the Allotments, to receive an update from the Chair regarding the legal position.

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

Update on the Parish Council's adoption of Pogo's Wood.

21. MANCHESTER AIRPORT FUTURE AIRSPACE

To receive an update from Cllr Garrity

22. ELTON PARISH COUNCIL'S POLICY DECISION REGARDING PLANNING APPLICATION RESPONSES.

Following a meeting of the Eco Working Group on 17 October 2019 (see minutes attached) to discuss and make a resolution on whether or not to implement a policy decision regarding planning application responses involving carbon neutral or carbon offset proposals in order to meet the Government 2050 deadline.

23. NOTICE OF CASUAL VACANCY

Following the resignation of Cllr Nigel Goodliffe the vacant position for a Parish Councillor has been notified to the Returning Officer at Cheshire West & Chester Democratic Services and following a period of 14 working days' notice, if a bi-election has not been called, then Parish Councillors can move to co-opt. The vacancy has been advertised on both the Parish Council's notice boards and on the website with a closing date of Midnight on 10 November 2019. Interested parties have been asked to complete an application form but the earliest that a co-option can take place will be Friday 15 November 2019. It is therefore proposed to either:

- (1) Call an Extraordinary Parish Council meeting on Monday 18 November 2019 to co-opt or;

- (2) Wait until the next full Parish Council meeting on Monday 9 December 2019 to co-opt.

24. 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

25. CLERKS HOURS AND PAYSCALE

To discuss and resolve whether or not to follow the recommendations of the Finance Committee in their Minutes of the meeting held on 28 October 2019.

- (1) The Clerk is contracted to work 8 hours per week but for the last 9 months has been working on average 12 hours per week due to a more active Parish Council. The recommendation of the Finance Working Group is to increase the Clerk's hours to 12 per week. To resolve whether or not to increase the Clerk's weekly contractual hours to 12 hours per week.
- (2) To resolve whether or not to follow the ChALC recommendation for the Clerk's pay scale. The recommendation of the Finance Working Group is to follow ChALC's recommendation.

26. MAINTENANCE TECHNICIAN

To discuss the recommendation from the Finance Committee to consider employing a maintenance technician for minor works around the Village. This position could be offered to one of the existing employees by way of a couple of extra hours work per week. To make a resolution on whether or not to approach one of the current members of staff to enquire if they would be interested in additional weekly hours to carry out minor maintenance within the Village.

27. REPORT FROM THE STANDARDS COMPLAINTS PANEL HEARING

To discuss the Decision Notice from the Standards Complaints Panel Hearing which took place on 28 October 2019 at Chester Town Hall and to put into place the Panel's recommendations as set out in the Decision Notice to Elton Parish Council.

28. DATE AND TIME OF NEXT MEETING

Monday 9 December 2019 at 7.00pm at Elton Community Centre.