



## 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 10 JUNE 2019** at 7.00pm for the purpose of transacting the business set out on the agenda below.

Parish Clerk

3 June 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](mailto:parishclerk@eltonparishcouncil.co.uk)

### AGENDA Part 1

People present

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
3. **PUBLIC SPEAKING TIME**
4. **POLICE REPORT**
5. **MINUTES**

To confirm the minutes of the meetings held on 13 May 2019 as a correct record.

### 6. **FINANCE**

- (1) To note/approve payments made in May 2019

Date	For	Amount
15.05.19	Staff Salaries	£1,273.12
15.05.19	HMRC	£174.60
22.05.19	Peninsula Business - HR/Legal	£131.56

28.05.19	CHALC Affiliation Fee 2019/20	£998.64
28.05.19	Northwich Town Council – Invoice No 3460 (£954 Grass cutting) plus (£88.20 Play Area Inspection)	£1042.20
28.05.19	Pursglove & Brown - Invoice No 41011 – Payroll	£72.00
28.05.19	Parish Clerk – Expenses	£73.00
	<b>Total</b>	<b>£3765.12</b>

(2) Income May 2019 - £1,694.00 Grant received from Marshes Community Benefit Fund for the Jubilee Field Project.

(3) Balance in Bank as at 31 May 2019 £63,878.13

## 7. PLANNING

(1) **Applications** received by CWAC since the last meeting of the Parish Council

None	
------	--

(2) **Decisions** made by CWAC since the last meeting of the Parish Council

19/01242/FUL	Clidine, 29 Ince Lane, Elton CH2 4QB – Demolition of existing conservatory and erection of a single storey rear extension; addition of pitched roof over existing flat roofed front porch/bedroom - <b>Approved</b>
19/01280/FUL	67 Brackendale, Elton CH2 4PQ – Single storey extensions to rear/side and front – <b>Approved</b>
19/00623/FUL	Encirc Glass Ltd Ash Road Elton Chester CH2 4LF – Demolition of the existing loading canopy and the erection of a two-storey extension to the existing production hall at Encirc and associated infrastructure - <b>Approved</b>

(3) **Appeals** made to CWAC since the last meeting of the Parish Council

None	
------	--

(4) **Appeals** made to the Planning Inspectorate

None	
------	--

(5) **Decisions** made by the Planning Inspectorate

APP/A0665/W/19/3220115	Orchard Park Caravan Site, Orchard Park Lane, Elton CH2 4NQ – Variation of Condition 1 (approved plans) on 03/00034/S73.
------------------------	--

	Application Ref 18/02938/S73 Wyldecrest Parks (Management) Ltd. Appeal Ref 19/00020/REF - <b>Refused</b>
--	---

8. CHAIR REPORT
9. POLICE REPORT
10. COUNCILLORS' REPORTS
  - (1) ECO WORKING GROUP - MEETING NOTES (APPENDIX 1)
  - (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
11. PARISH COUNCIL SURGERIES (APPENDIX 2)
12. PUBLIC TRANSPORT WORKING GROUP SURVEY (APPENDIX 3)
13. WEBSITE/SOCIAL MEDIA WORKING GROUP – PROPOSED SOCIAL MEDIA POLICY (APPENDIX 4)
14. WASTE2TRICITY - PUBLIC CONSULTATION
15. UPDATE ON INSTALLATION OF INCLUSIVE PLAY EQUIPMENT FOR CHILDREN'S PLAY AREA
16. CONTRACTS
17. MATTERS ARISING FOR THE NEXT MEETING

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

**18. DATE AND TIME OF NEXT MEETING**

Monday 8 July 2019 at 7.00pm at Elton Community Centre.

## **APPENDIX 1**

### **ECO WORKING GROUP MEETING 20 MAY 2019**

It was agreed that Andy Canham would act as Chair for the Eco Working Group.

We agreed a working objective as follows;

“To seek to preserve biodiversity within the Parish and reduce the carbon footprint of both the Parish Council and local residents”.

This we felt should be reflected in an aim to reduce energy consumption over the next 10 years through the use of Eco grants and bulk purchase schemes, where local residents could pool buying power to drive down costs.

We agreed that areas to investigate should include:

- Power supply and usage
  - Ecological and economic factors
  
- Economy
  - Insulation
  - Self generation
  - Green bulk buying for gas and electricity
  - Windmills
  - Waste reduction and recycling
  - Composting

We agreed to investigate local groups, such as Ashton Hayes, to evaluate their approach, and it was suggested that Gary Charnock be approached for discussions.

## APPENDIX 2

### MONTHLY PARISH COUNCIL SURGERY DATES 2019/20 - TO BE HELD AT THE SHOPS

Date	Councillors
Saturday 1 June 2019	
Saturday 29 June 2019	
Saturday 31 August 2019	
Saturday 5 October 2019	
Saturday 2 November 2019	
Saturday 30 November 2019	
Saturday 4 January 2020	
Saturday 1 February 2020	
Saturday 29 March 2020	
Saturday 4 April 2020	
Saturday 2 May 2020	

## APPENDIX 3

### ELTON PARISH COUNCIL PUBLIC TRANSPORT WORKING GROUP SURVEY – MAY 2019

- Question 1.
  - a. Which Public transport modes do Elton currently have?
    - i. Bus
    - ii. Train
  
- Question 2.
  - a. Do you use Public Transport? If so how often?
    - i. Never
    - ii. Daily
    - iii. Weekly
    - iv. Monthly
  
- Question 3.
  - a. When is the last time you used public Transport?
    - i. Today
    - ii. This week
    - iii. This Month
    - iv. This year
    - v. Never
  
- Question 4.
  - a. Which days do you think currently lack good Bus links?
    - i. Monday
    - ii. Tuesday
    - iii. Wednesday
    - iv. Thursday
    - v. Friday
    - vi. Saturday
    - vii. Sunday
    - viii. None all are well served
  
- Question 5
  - a. Where would you use a bus service to if one was available?
    - i. Chester oaks
    - ii. Helsby
    - iii. Frodsham
    - iv. Elsmere Port
    - v. Chester
  
- Question 6
  - a. Rate the current Public Transport provisions? 1-10 (1 being poor 10 being excellent)

- Question 7
  - a. Do you feel the village needs more transport links?
    - i. Yes
    - ii. No
    - iii. Not Sure

## APPENDIX 4

### Elton Parish Council Draft Parish Council Social Media Policy Proposed 10<sup>th</sup> June 2019

The aim of this policy is to set out a Code of Practice to provide guidance to parish councillors, council staff and others who engage with the council using online communications, collectively referred to as social media.

Social media is a collective term used to describe methods of publishing on the internet. This policy covers all forms of social media and social networking sites which include (but are not limited to):

- Parish Council Website
- Facebook, Myspace and other social networking sites
- Twitter and other micro blogging sites
- Youtube and other video clips and podcast sites
- LinkedIn
- Bloggs and discussion forums
- Email

The use of social media does not replace existing forms of communication.

The principles of this policy apply to parish councillors and council staff and also applies to others communicating on behalf of the Parish Council.

The policy sits alongside relevant existing policies which need to be taken into consideration.

The current relevant Policies & Procedures would apply to online activity in the same way it does to other written or verbal communication.

Individual parish councillors and council staff are responsible for what they post in a council and personal capacity.

In the main, councillors and council staff have the same legal duties online as anyone else, but failure to comply with the law may have more serious consequences.

Social media may be used to

- Distribute agendas, post minutes and dates of meetings
- Advertise events and activities
- Good news stories linked website or press page
- Vacancies
- Re-tweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc.
- Announcing new information 2 of 3
- Post or Share information from other parish related community groups such as schools, sports clubs, community groups and charities



- Refer resident queries to the clerk and all other councillors

### **Code of Practice**

When using social media (including email) parish councillors and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative.

Parish councillors and council staff must not:

- hide their identity using false names or pseudonyms
- present personal opinions as that of the council
- present themselves in a way that might cause embarrassment to the council
- post content that is contrary to the democratic decisions of the council
- post controversial or potentially inflammatory remarks
- engage in personal attacks, online fights and hostile communications
- use an individual's name unless given written permission to do so
- publish photographs or videos of minors without parental permission
- post any information that infringes copyright of others
- post any information that may be deemed libel
- post online activity that constitutes bullying or harassment
- bring the council into disrepute, including through content posted in a personal capacity
- post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and fine for damages.

This also applies if someone else publishes something libellous on your social media site. A successful libel claim will result in an award of damages against you.

Posting copyright images or text on social media sites is an offence. Breach of copyright will result in an award of damages against you.

Publishing personal data of individuals without permission is a breach of Data Protection legislation is an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Councillors views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute Pre-disposition, Predetermination or Bias and may require the individual to declare an interest at council meetings.

Anyone with concerns regarding content placed on social media sites that denigrate parish councillors, council staff or residents should report them to the Clerk of the Council.

Misuse of social media content that is contrary to this and other policies could result in action being taken.

The Council will appoint a nominated person as moderator of parish council social media output and be responsible for posting and monitoring content to ensure it complies with the Social Media Policy.

The moderator will have authority to remove any posts made by third parties from council social media pages which are deemed to be of a defamatory or libellous nature.

This policy will be reviewed annually.

Date Approved: