



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

Parish Clerk  
2 September 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. **MINUTES**

To confirm the minutes of the meetings held on 8 July 2019 as a correct record.

### 5. **PLANNING**

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

19/01542/FUL	5 Laurel Farm Court Elton Chester Cheshire CH2 4RY – Rear Conservatory – Closing date for commenting 10 September 2019
19/02566/FUL	Land Adjacent Area 12 Ince Resource Recovery Park Grinsome Road Ellesmere Port - Erection of

	a 132KV/33KV/11KV primary substation with associated underground cables and mess – Closing date for commenting 13 September 2019
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- (2) To note decisions made by CWAC since the last meeting of the Parish Council

19/01106/FUL	2 The Courtyard Chester Cheshire CH2 4LW – Single storey rear extension - <b>Approved</b>
18/04894/FUL	Land At Ince Marshes Lordship Lane Frodsham Cheshire Proposal: Creation of a geological research facility including the formation and operation of 50 No monitoring boreholes across 14 locations, a central telemetry mast, with associated infrastructure (including monitoring equipment, in-field data centre, access tracks, telemetry and fencing ); together with formation of temporary access, temporary construction compounds, temporary fencing with a lifetime of 20 years allowing for construction, operational period and decommissioning – <b>Approved</b>
19/02317/FUL	12 Dalewood Crescent Elton Chester Cheshire CH2 4PR - Two storey rear extension - <b>Approved</b>

- (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 that the Clerk has advised Cheshire West & Chester Planning Department of the development of land adjacent to Previn Place/Woodside over the Bank Holiday weekend. The Planning Department have advised the Clerk that they will send a planning officer out to gather evidence and then they will commence prosecution proceedings.

## 6. CHAIR REPORT

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

## 7. POLICE REPORT

To receive the Police Report for Elton and surrounding areas 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

## (9) FINANCE

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

Date	For	Amount
03.07.19	Clerk Expenses	£38.90
03.07.19	Northwich Town Council – Planters	£565.20
05.07.19	Sutcliffe Play Ltd	£6767.26
05.07.19	Sutcliffe Play Ltd	£15085.72
15.07.19	Staff Salaries	£1139.97
15.07.19	HMRC	£169.80
22.07.19	Peninsula Business	£131.56
07.08.19	Pursglove & Brown Accountants (AGAR)	£420.00
07.08.19	Cestrian Signs Ltd (Children's Play Area, Dog Park and Village Green)	£266.40
07.08.19	Northwich Town Council -	£1042.20
07.08.19	Pursglove & Brown (payroll)	£72.00
12.08.19	Northwich Town Council -	£1744.20
15.08.19	Staff Salaries	£1206.34
15.08.19	HMRC	£186.80
22.08.19	Peninsula Business	£131.56
	<b>Total</b>	<b>£28967.91</b>

- (5) To note income for July and August 2019

Date	For	Amount
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16.08.19	Ince Park Community Benefit Fund - Grant for Children's Play Area	£4000.00
16.08.19	National Grid	£2.17
	<b>Total</b>	<b>£4002.17</b>

(6) To note the balance in the Bank as at 31 August 2019 £36,884.56

#### **11. PARISH COUNCIL'S USE OF ELTON COMMUNITY CENTRE**

To make a resolution regarding the Parish Council's continued use of Elton Community Centre as a base and place where it holds its monthly meetings.

#### **12. FENCING OFF A SECTION OF THE PARISH FIELD FOR USE BY 1<sup>ST</sup> INCE & ELTON SCOUT GROUP**

1<sup>st</sup> Ince & Elton Scout Group ("the Scouts") have made a formal request to fence off an area of the Parish Field (45 metres x 25 metres) for the Scout's sole use. To make a resolution to grant the Scouts permission to fence off the area and to make this part of their proposed Lease.

#### **13. LEASES FOR ELTON COMMUNITY CENTRE AND SCOUT HUT**

- (1) To give an update on the renewal of the new Lease for Elton Community Centre.
- (2) To resolve to approve the draft Lease for the Scout hut.
- (3) To resolve that Cllrs Serna and Lockhart sign the new Lease for the Scout hut on behalf of the Parish Council and that the Clerk shall witness their signatures.

#### **14. TRAINING FOR PLAY AREA INSPECTIONS**

To make a resolution on whether or not to send Cllrs Reading and Dickinson on RoSPA training for play area inspections. There are two levels of training; firstly, there is a one-day course costing £280 plus VAT per person. The first level of training is for those who carry out basic inspections and whose councils instruct a third party to carry out additional play area inspections by a qualified inspector who is trained to carry out the operational (one to three monthly) inspections. The second level of training is £480 plus VAT per person and is a two-day course. The two-day course is aimed at those who are responsible for the operational (the one to three monthly) inspections. A RoSPA Certificate of Training will be given to all participants who complete either course. Those completing the course will be eligible to take the Register of Play Inspectors International Exam for Operational Inspections. This can be organised as a third day if required (extra charges apply £100 for the one-day course and £200 for the two-day course). The only advantage of taking the exam is that if passed then the candidate's name will appear on the Register of Play Inspectors. Once fully trained Cllrs Reading and Dickinson will be able to carry out the play area inspections that we currently pay Northwich Town Council £88.20 per month to carry out. We would still need to pay a professional to carry out the annual play area inspection which is a compulsory requirement. Furthermore, if the Parish Council were to adopt the 2 Cheshire West & Chester children's play areas located in the Village then

having fully qualified play inspectors on the Parish Council would mean a further saving.

**15. JUBILEE FIELD**

To make a resolution on which contractor to instruct to carry out the works to create the Jubilee Field pathway.

To ratify the decision made at the Parish Council meeting on 14 January 2019 to pay Mid Cheshire Maintenance for the work done on the Jubilee Field on 10 January 2019 (reference point 19.11 in the Minutes of the meeting 14 January 2019).

**16. NEW SIGNAGE**

2 new signs for the entrances to the Village have been purchased by Encirc. Cheshire West & Chester Council wish to install the new signage and have provided draft Licences. The Clerk has discussed the new signage with the Parish Council's insurers and is satisfied that the existing public liability insurance is sufficient to cover the replacement signage. Cheshire West & Chester have agreed that if the Parish Council would like to relocate the old signs to other areas of the Village then this can also be done. Therefore it is proposed:-

- (1) To make a resolution that the Parish Council grant Licences to Cheshire West & Chester to remove the existing signs at the Thornton Le Moors entrance to the village and replace them with new signage of similar dimensions.
- (2) To make a resolution that Cllrs Serna and Lockhart will sign the Licences to Cheshire West & Chester relating to the installation of the new signage on behalf of the Parish Council.
- (3) To decide and make a resolution as to the new location of the old signage.

**17. VAT RETURN 2018/19**

The VAT return for the financial year ending 31 March 2019 has been submitted to HMRC for the sum of £4,162.52

**18. CORRESPONDENCE**

The Clerk has received a request from the Trustees of Elton Community Centre ("the Centre") for a 50% contribution to the Centre's annual insurance. To make a resolution as to whether or not the Parish Council will make a contribution to the Centre's insurance for 2019/20.

**19. VILLAGE CHRISTMAS LIGHTS & TREE 2019**

A quote has been received from Northwich Town Council in the sum of £2955 plus VAT. To make a resolution to instruct Northwich Town Council to carry out the Christmas tree and light installations for 2019.

**20. INFORMATION COMMISSIONER'S OFFICE – COMPLAINT - FREEDOM OF INFORMATION ACT**

To note that the complaint raised against the Parish Council relating to a Freedom of Information request has been withdrawn. To note the cost to the Parish Council for dealing with this complaint was approximately £238.

**21. RECHARGE FOR THE MAY 2019 LOCAL ELECTIONS**

To note the Clerk has been advised that the amount to be recharged for Elton Parish Council in respect of the May 2019 Local Elections is £2,337.50 (contested election fee based on 2,775 electors but capped at the maximum charge of 2,750 electors at 0.85p per elector). The Clerk has advised Cheshire West & Chester Council that the Parish Council wish to pay this in two instalments, (50% in 2019/2020 and 50% in 2020/21).

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

To make a resolution that the Clerk will contact Cheshire West & Chester Council to move forward with the adoption of Greenway Marsh Lane by Elton Parish Council.

**23. 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**

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

Monday 14 October 2019 at 7.00pm