



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 14 SEPTEMBER 2020** at 7.00pm for the purpose of transacting the business set out on the agenda below.

Parish Clerk
8 September 2020

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

Members of the public wishing to address the Council should note that they must advise the Clerk before 10am on the day prior to the meeting both of their wish to participate in the public forum and their topic. If residents fail to inform the Clerk prior to the meeting, permission to speak at the meeting will be at the discretion of the Council. All participants are restricted to a maximum of 3 minutes. If the public wish to ask the Council questions, please note that the Council may not be able to answer the question if the Council has not considered or resolved the question on an agenda item at a prior meeting. Should this be the case, the Council will advise correspondence with the Clerk to request the item be discussed at a future parish council meeting. If the question is considered outside the remit of Elton Parish Council, residents will be referred to Cheshire West & Chester Council.

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 March 2020 as a correct record.
- (2) To confirm the minutes of the meeting held on 31 August 2020 as a correct record.

5. PLANNING

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

20/00773/FUL	Land Adjacent To Little Meadow Green Shotwick-Frodsham Road Thornton Le Moors Chester - Change of use of land for the siting of caravans for residential purposes for 20 no. transit gypsy pitches together with the formation of ancillary hard standing – Closing date for commenting 7 April 2020
20/00787/HAZ	Encirc Glass Ltd Ash Road Elton Chester CH2 4LF - Proposal: Storage of speciality chemicals Reference Number- Closing date for commenting 24 April 2020
20/01064/FUL	Hatton House Ince Lane Elton Chester CH2 4LU – Single story extension – Closing date for commenting 19 May 2020
20/02827/FUL	Encirc Glass Ltd Ash Road Elton Chester CH2 4LF – Installation of two LPG tanks, a fire escape staircase from the extension to the Production Hall, one new portable cabin and the retention of 16 portable cabins – Closing date for commenting 28 September 2020

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

None	
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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) To note matters before the Planning Committee

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 Margaret 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**
- (3) **CHILDREN'S PLAY AREA**
- (4) **DOG PARK**
- (5) **PARISH FIELD**
- (6) **JUBILEE FIELD COMMITTEE**
- (7) **LEGAL & POLICIES**
- (8) **PUBLIC TRANSPORT**
- (9) **COMMUNITY EVENTS**
- (10) **FUNDRAISING**
- (11) **ELTON & HELSBY GP SURGERY**
- (12) **ALLOTMENTS**
- (13) **ELTON COMMUNITY CENTRE**

(9) FINANCE

- (1) To note/approve payments made in March 2020

Date	For	Amount
10.03.20	Elton Community Events Committee - Loan	£2000.00
13.03.20	Staff Salaries	£1,259.06
13.03.20	HMRC	£202.62
23.03.20	Peninsula Business	£131.56
24.03.20	Elton Gardeners Association (additional planter)	£35.00
24.03.20	Hammer & Tongs	£28.37
27.03.20	Pursglove & Brown Accountants	£72.00

	Total	£3,728.61
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To note/approve payments made in April 2020

Date	For	Amount
09.04.20	A J Eardley Landscaping & Groundworks Ltd	£650.00
09.04.20	Clerk's Expenses for March and April 2020	£138.92
15.04.20	Staff Salaries	£1,259.06
15.04.20	HMRC	£251.44
22.04.20	Peninsula Business	£131.56
29.04.20	Steve Serna – Reimbursement for purchase of Foodbank items	£349.59
	Total	£2,780.57

To note/approve payments made in May 2020

Date	For	Amount
12.05.20	Came & Company Insurance	£907.01
12.05.20	Countrywide (Grass Cutting period 01.04.20 - 30.04.20)	£647.72
15.05.20	Staff Salaries	£1,296.04
15.05.20	HMRC	£201.80
15.05.20	Clerks Expenses	£48.97
26.05.20	Peninsula Business	£131.56
26.05.20	ChALC Annual Membership Fee	£998.64
26.05.20	Andrew Gorst – Training Expenses	£100.68
26.05.20	Bell Graphics Printers – Covid 19 Support Group Leaflets	£95.00
26.05.20	Eon Energy – Festive Lighting (Dec 2019- June 2020) Electricity Supply	£20.46
	Total	£4,447.88

To note/approve payments made in June 2020

Date	For	Amount
03.06.20	Countrywide Ground Maintenance (Grass Cutting period 01.05.20 – 31.05.20)	£647.72
05.06.20	Pursglove & Brown Accountants	£96.00
15.06.20	Staff Salaries	£1,295.84
15.06.20	HMRC	£202.00
23.06.20	Peninsula Business	£131.56
23.06.20	Morrell Play Services – Annual Inspection	£54.00
30.06.20	Steve Serna – Reimbursement for foodbank supplies	£149.22
30.06.20	Clerk's Expenses	£34.00
30.06.20	Steve Serna – Expenses	£89.00
30.06.20	Quarterly Bank Service Charge	£18.00

	Total	£2,717.34
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To note/approve payments made in July 2020

Date	For	Amount
15.07.20	Staff Salaries	£1550.08
15.07.20	HMRC	£254.64
22.06.20	Peninsula Business	£131.56
	Total	£1936.29

To note/approve payments made in August 2020

Date	For	Amount
06.08.20	Countrywide Ground Maintenance (Grass Cutting period 01.06.20 – 30.06.20)	£647.72
06.08.20	Countrywide Ground Maintenance (Grass Cutting period 01.07.20 to 31.07.20)	£647.72
14.08.20	AJE Landscaping & Groundworks Ltd	£700.00
15.08.20	Staff Salaries	£1296.04
15.08.20	HMRC	£201.80
23.08.20	Peninsula Business	£131.56
	Total	£3624.84

(2) To note income for March 2020

Date	For	Amount
31.03.20	Encirc Donation to Covid 19 Support Group Foodbank	£500.00
	Total	£500.00

To note income for April 2020

Date	For	Amount
03.04.20	Essar Oil (UK) Ltd Donation to Covid 19 Support Group Foodbank	£3,000.00
09.04.20	Cheshire West & Chester Council Member's Budget (Ward Cllr Heatley) Donation to Covid 19 Support Group Foodbank	£500.00
14.04.20	Cheshire West & Chester Council Precept	£45,000.00
17.04.20	Cheshire Police & Crime Commissioner Donation to Covid 19 Support Group Foodbank	£1,000.00
	Total	£49,500.00

To note income for May 2020

Date	For	Amount
	Total	£0.00

To note income for June 2020

Date	For	Amount
	Total	£0.00

To note income for July 2020

Date	For	Amount
07.07.20	SP Manweb plc	£12.52
	Total	£12.52

To note income for August 2020

Date	For	Amount
	Total	£0.00

- (3) To note the balance in the Bank as at 31 March 2020 £5,403.67
To note the balance in the Bank as at 30 April 2020 £51,880.39
To note the balance in the Bank as at 31 May 2020 £47,432.51
To note the balance in the Bank as at 30 June 2020 £45,005.39
To note the balance in the Bank as at 31 July 2020 £42,791.41
To note the balance in the Bank as at 31 August 2020 £39,166.57

9. CO-OPTION

To co-op a new Parish Councillor.

10. ELECTION OF NEW VICE CHAIR

Following the resignation of Cllr Lockhart (Vice Chair of Elton Parish Council), to receive proposals of interest in the position of Vice Chair and hold a vote should there be more than one candidate.

11. RE-ALLOCATION OF RESPONSIBILITIES

- (1) To take expressions of interest from Parish Councillors in relation to the responsibility of the defibrillator and vote should there be more than one.
- (2) To take expressions of interest from Parish Councillors in relation to the responsibility of the dog parks and vote should there be more than one.
- (3) To note that there is no obligation for the Parish Council to appoint a Parish Councillor as Police Liaison. Cheshire Constabulary have an allocated person, Margaret Lockhart, who will liaise with the Parish Council if a PC/PCSO cannot attend. However if the Parish Council feels there should be a Parish Councillor involved in liaising with the Police then to vote if this should be done and a vote on any interested Parish Councillor will be held at the next full Parish Council meeting.

12. ELTON GARDENER'S ASSOCIATION – ELTON ALLOTMENTS

To approve the new Tenancy Agreement put forward by Elton Gardener's Association in relation to the leasing of plots at Elton Allotments.

13. CORRESPONDENCE

- (1) Elton Community Centre are trying to be more outward facing and engage the local community, especially in the circumstances looking at general wellbeing and mental health. They have up to 27 young people attending per week. They have already received a donation of £200 from Elton Spar towards the tuck-shop. They are proposing to do a number of things, one initially being a Youth Hub. This will be 2 evenings a week initially for children aged 11-16years. They have advice and willing, experienced adults in place, including Gary Miller (Youth Worker), Michelle Pattinson (Child Workforce) and Vicki Serna (Teacher, Scout Leader and Foster trained), plus others to help and will be using the bar/lounge area with its own toilets and entrance to help with facilitating a space that will not interfere with other hirers and be well managed. They would like to ask the Parish Council if they could get a 'Start up' grant of £500 to allow them to pay for essentials such as DBS checks, First Aid and any other essentials whilst they set up. The money would be 'ring fenced' in the Community Centre Account for the Youth Hub. Essential money will be raised by the group going forward from sales of pop and snacks.

To vote on whether or not to grant Elton Community Centre Youth Hub £500 towards their start-up costs.

- (2) An email has been received from Mr T Thomasson of Lime Grove in relation to the maintenance of an overgrown hedge on land lying behind his property and believed to be on Parish Council land (possibly part of Elton Allotments). Mr Thomasson wishes to know if he has permission from the Parish Council to cut the top of the hedge. The Clerk has emailed Mr Thomasson to advise him that this matter will be discussed at this meeting and inviting him to attend.
- (3) An email has been received from Kate Quilty who lives in Lime Grove. Her house backs onto the allotments and she is requesting to potentially rent or purchase a small area directly behind her property to fence off and use as her garden, having had planning permission to extend her property but this will reduce the size of her current garden area. Ms Quilty has been advised that this matter will be discussed at this meeting and been invited to attend.

14. BONFIRE NIGHT EVENT

The annual bonfire and fireworks event, which is normally hosted by 1st Ince & Elton Scouts annually in November, has been cancelled due to Covid 19. Cllr Garrity has proposed that the Parish Council host a fireworks' display only with a budget of £500.

(1) To resolve whether the Parish Council shall appoint a working group to organise the fireworks display.

(2) To resolve to agree a budget of £500 be granted for the event.

15. ELTON COMMUNITY CENTRE CONSTITUTION

Update from the Chair on the Community Centre's new CIO.

16. ADOPTION OF 2 X CHESHIRE WEST & CHESTER CHILDREN'S PLAY AREAS

The Chair will give an update on progress.

17. POGOS WOOD/MARSH LANE GREENWAY

The Chair will give an update on progress.

18. ELTON NEWSLETTER/COLLABORATION WITH THE CHURCH'S BI-MONTHLY PUBLICATION

Update from Cllrs Garrity and Leith regarding their discussions with the Church representative.

19. LIVERPOOL JOHN LENNON AIRPORT AIRSPACE CONSULTATION

To receive an update from Cllr Garrity.

20. TREE FELLING

Following discussions at various meetings over the last 12 months regarding the safety of the trees on Parish Council land whereby it was agreed to seek quotations from contractors to pollard the trees, it has become evident that some of the trees on Parish Council land have become of particular concern in relation to health and safety. It was extremely difficult to obtain quotations for such large scale works and eventually a contractor was found who could undertake the works and he provided a quotation. As these works were considered an urgent health and safety concern, agreement between the Chair, Vice Chair and Parish Clerk was reached that the work should commence on 12 and 13 September 2020, which was prior to the next full Parish Council meeting on 14 September 2020. It is therefore proposed to ratify this decision.

21. INNOSPEC VOLUNTEERS

To note that Innospec offer all employees one day a year to volunteer for community and charitable activities taking place local to their facilities. As they are based in the Stanlow Complex near Elton, the tree project is ideal for them to take on. However, the volunteering must take place Monday – Friday.

22. 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

23. DATE AND TIME OF NEXT MEETING

Monday 12 October 2020 at 7.00pm in Elton Community Centre