



## 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 OCTOBER 2021** at 7.00pm for the purpose of transacting the business set out on the agenda below.

Parish Clerk  
4 October 2021

**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)

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**

To receive apologies from Councillors who are not in attendance.

**2. DECLARATIONS OF INTEREST**

To receive any declarations of interest from Councillors.

**3. VISITING MEMBERS SPEAKING TIME**

To hear from visiting members:-

Simon Abbott - Regional Community and Sustainability Manager – Northern Trains – presentation regarding Community Rail via video link.

**4. PUBLIC SPEAKING TIME**

To hear from members of the public about any issues they wish to raise.

**5. MINUTES**

To confirm the minutes as a true record of the meetings held on:-

- (i) 20 September 2021
- (ii) 4 October 2021 (Extraordinary Meeting)

**6. PLANNING**

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

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

20/04187/FUL	Encirc Glass Ltd Ash Road Elton Chester CH2 4LF - Erection of an Effluent Treatment Plant – 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

None	
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## 7. CHAIR REPORT

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

## 8. 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.

## 9. 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

## 10. FINANCE

- (1) To note/approve payments made in September 2021

Date	For	Amount
07.09.21	Pursglove & Brown – Payroll	£72.00
07.09.21	Elton Community Centre (Pogo's Volunteer Refreshments)	£45.10
08.09.21	Countrywide Grounds Maintenance – Grass Cutting 01.08.21 to 31.08.21	£726.59
09.09.21	George Roberts – Scaffold Boards for dog park	£714.72
15.09.21	Staff Salaries	£1517.88
22.09.21	Peninsula Business (Notice period to be looked into by Chair)	£131.56
24.09.21	HMRC	£231.38
24.09.21	Clerk's Expenses	£34.00
30.09.21	Bank Service Charge (quarterly)	£18.00
	<b>Total</b>	<b>£3491.23</b>

- (2) To note income for September 2021

Date	For	Amount
	<b>Total</b>	<b>£0</b>

- (3) To note the amount in the Bank on 30 September 2021 is £25,355.34
- (4) To note that the Clerk has submitted the VAT returns for 2019/20 £8852.19 and 2020/21 £2407.87 totalling £11260.06.

## **11. CORRESPONDENCE**

An email has been received from Vicki Serna in relation to holding a volunteers celebration evening for everyone who volunteered and helped out in various ways during the Covid 19 pandemic. The idea is to make the event free of charge. It is requested that Councillors give consideration to making a contribution towards the event to help ensure that the catering and entertainment remain free of charge, or help them give a small gift or reminder for the volunteers to each take away or at least a thank you note on behalf of the village.

## **12. ELTON COMMUNITY CENTRE CONSTITUTION**

Update from the Chair.

## **13. ELTON COMMUNITY CENTRE NEW LEASE**

Update from the Chair.

## **14. ADOPTION OF CHESHIRE WEST & CHESTER CHILDREN'S PLAY AREA AT SORBUS CLOSE**

To receive an update from the Chair.

## **15. POGOS WOOD/MARSH LANE GREENWAY**

The Chair will give an update on progress.

## **16. ELTON NEWSLETTER/COLLABORATION WITH THE CHURCH'S PUBLICATION**

Update from Cllrs Garrity and Leith.

## **17. CHRISTMAS LIGHTS**

A quote has been received from Northwich Town Council in relation the Christmas tree and lights installation:-

- (1) The installation of the 9 motifs the Parish Council already owns – to resolve to instruct Northwich Town Council to install/remove/store the 9 motifs at a cost of £1250 plus VAT.
- (2) The purchase and installation of additional motif(s) and commando socket(s) – to resolve to purchase and have these additional items installed by

Northwich Town Council. 2 x torch motifs £990, 2 x commando units £490, 2 x motif installation/remove/store £280.

- (3) To resolve whether to instruct Northwich Town Council to provide an engineer to attend the Christmas light switch on even at a cost of £100 plus VAT.
- (4) To resolve a date for the Christmas lights switch on event. It has been suggested by Cllr O'Reilly, who normally co-ordinates this event, that it should be Saturday 27 November 2021.

**18. WILDFLOWER SEEDS**

This matter was deferred from the September meeting. To discuss and resolve if the wildflower seeds the Parish Council has could be donated to Elton Gardener's Association for the Allotments.

**19. 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**

**20. STAFF APPRAISALS**

- (1) To resolve that an appraisal of all EPC employees will be carried out annually near the end of each calendar year.
- (2) To resolve the appointment of a group of 3 + 1 minute taker to conduct the appraisals, should there be more than 3 people stand a vote will be carried out to select the appraisers for 2021.
- (3) To resolve a motion to request that all contracts of employment for all employees of Elton Parish Council need to be disclosed so the councillors can review and carry out the appraisals safe in the knowledge of what's been agreed.

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

The next meeting will take place on Monday 15 November 2021 at 7.00pm at Elton Community Centre.