

Dear Councillor

You are HEREBY SUMMONED to attend a Meeting of the Parish Council to be held in **ELTON COMMUNITY CENTRE** on **MONDAY, 11 APRIL 2022** at **7.00pm** for the purpose of transacting the business set out on the agenda below.

Parish Clerk
4 April 2022

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 the Clerk to the Parish Council at parishclerk@eltonparishcouncil.co.uk

AGENDA

1. RESIGNATION

The Chairman has received a letter of resignation from Cllr Stephen Garrity due to family and other commitments. This vacancy and that left by the resignation of Cllr Ron Reading have been advertised on 1 April on the website and Notice Boards asking whether 10 or more residents wish to call for an election to be held to fill the vacancies, this request to be made no later than 14 days (excluding weekends and bank holidays) from the date of the Notice. If there is no request for an election the Parish Council will advertise the vacancies for co-option.

2. APOLOGIES FOR ABSENCE

To receive apologies from Councillors who are unable to attend and the reason for their non-attendance

3. DECLARATIONS OF INTEREST

To receive any declarations of interest from Councillors in items on the agenda

4. PUBLIC SPEAKING TIME

To hear from members of the public about any issues they wish to raise. 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 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 will be at the discretion of the Council. All participants are restricted to a maximum of three minutes.

If the public wish to ask the Council questions, please note that the Council may not be able to answer if the matter has not been considered or resolved on an agenda item at a prior meeting. Should this be the case, the Council will advise contacting the Parish Clerk to request that the item be discussed at a future Parish Council meeting. If the question is considered to be outside the remit of Elton Parish Council, residents will be referred to Cheshire West & Chester Council (CWaC).

5. MINUTES Enc

To confirm as a true record the minutes of the meeting held on 14 March 2022

6. HELSBY & ELTON PATIENT PARTICIPATION GROUP

Mr John Gresty, Chair of Helsby & Elton Patient Participation Group (PPG), will attend the meeting to discuss the PPG's request for sponsorship for their planned events relating to the promotion of Health and Wellness in the community.

7. POLICE REPORT

To receive a report on issues relating to Elton since the last meeting of the Parish Council from Cllr Lockhart, Parish Council Police Liaison. PCSO Neil Flanagan regrets he is unable to attend the meeting due to a prior commitment.

8. CWaC WARD COUNCILLORS' REPORT

To received reports from CWaC Ward Councillors on issues relating to Elton Parish.

9. CHAIRMAN'S REPORT

To receive the Chairman's report on issues since the last meeting. The trees on the Parish Field are due to come down Wednesday or Thursday this week (6th or 7th April). CF Fertilizers did some planting on the Jubilee Field, overseen by Cllr Lockhart, and they cleared the hedges behind the play area on the Parish Field

10. COUNCILLORS' REPORTS

To receive a report from Councillors on issues since the last Parish Council meeting relating to matters for which they have responsibility.

11. PLANNING

(1) To note applications received by CWaC since the last meeting of the Parish Council:

Application No		Location	Comments by
22/00791/FUL	Demolish part of existing rear extension and erection of a side and rear extension	Glendale, Ince Lane, Elton, Chester CH2 4LX	14 April 2022

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

Application No.		Location	Decision
22/00560/HHE	Single storey rear extension	18 School Lane, Elton, Chester CH2 4LN	Approved
21/04960/ADV	Hanging sign	Encirc Glass Ltd, Ash Road, Elton, Chester CH2 4LF	Approved
21/04206/HHE	Single storey rear extension	Glendale, Ince Lane, Elton, Chester CH2 4LX	Approved

(3) To note appeals made to CWaC since the last meeting of the Parish Council

(4) To note appeals made to the Planning Inspectorate

(5) To note decisions made by the Planning Inspectorate

(6) To note matters put before the CWaC Planning Committee

12. FINANCE

(1) To note/approve payments made in March 2022

(2) To note any income received in March 2022

(3) To note the balance in the Bank on 31 March 2022

13. CORRESPONDENCE

To note any correspondence received since the last meeting of the Parish Council

14. ELTON COMMUNITY CENTRE CONSTITUTION/NEW LEASE

The Parish Council has received advice that the best way forward is to close the existing charity and set up a new one. The simple way forward is for the previous Trustees to complete the Form: <https://www.gov.uk/guidance/how-to-close-a-charity>.

RECOMMENDED: That the advice be noted and the previous Trustees be asked to take this forward

15. ADOPTION OF CWaC CHILDREN'S PLAY AREA AT SORBUS CLOSE

To receive a report on progress

16. POGOS WOOD/MARSH LANE GREENWAY

To receive a report on progress

17. QUEENS PLATINUM JUBILEE 2022

To receive an update on the Parish Council's celebration of the Queen's Platinum Jubilee

18. JUBILEE FIELD BENCHES

To make a final decision on which bench(es) to buy.

19. COUNCILLOR CODE OF CONDUCT Enc

Referred from the last meeting – please bring the copy of the Code sent with the last agenda

In December 2020, the Local Government Association (LGA) developed and published a Model Councillor Code of Conduct in association with key partners and following extensive consultation with the sector. This is in response to the recommendation of the Committee of Standards in Public Life Local Government Ethical Standards 2019. The Code is a template for Local Authorities to adopt in whole and/or with amendments to take into account local circumstances. A briefing note prepared by the Cheshire Association of Local Councils (ChALC) is attached.

20. ANNUAL PARISH MEETING

The Annual Parish Meeting is a separate body from the Parish Council, but the Parish Council usually arranges it. It must be held each year between 1st March and 1st June (Local Government Act 1972 Part III). The Annual Parish Meeting is open to all Parish electors who have the right not only to attend but also to speak on any matter of local interest. It would be appropriate if the Parish Council had any major issues for discussion with residents to make these the “theme” for the meeting. It is sometimes decided to offer refreshments (tea/coffee and biscuits).

The Chairman of the Parish Council must, if he/she is present, take the chair. If the Chairman is not present, the Vice-chairman of the Council must preside. If the Vice-Chairman is not present, then the meeting must elect a chairman, for this meeting only, from amongst the local electors present.

The minutes of the Annual Parish Meeting should be taken by the Parish Clerk, if he/she is present, and should be kept separately from the Council minutes. If the Parish Clerk is not present, the meeting should appoint someone to take the minutes. Any decisions taken by the Annual Parish Meeting are not binding on the Parish Council, though the Council should take note of what is said at the meeting. It is important that the Parish Council does not actually approve these minutes, as they do not belong to the Council.

The minutes can only be approved by the next Annual Parish Meeting, although it is good practice to present the draft minutes to the next convenient meeting of the Parish Council to enable any matters raised to be progressed.

RECOMMENDED: That a date be set for the Annual Parish Meeting and consideration be given to an appropriate “theme” for the meeting.

21. MATTERS FOR INFORMATION/NEXT MEETING

To note any matters of interest that have not been included on the agenda and/or matters for consideration at the next meeting.

22. DATE AND TIME OF NEXT MEETING

Annual Meeting - Monday 9 May 2022 at 7.00pm at Elton Community Centre.