

Dear Councillor

You are HEREBY SUMMONED to attend a meeting of the Parish Council to be held on **Monday 8 April 2024 at the rising of the Annual meeting**, at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob

25 March 2024

Members of the public and the press are welcome to attend. Please be aware that the council may take a vote to exclude the press and public if any items to be discussed contain information about an individual's personal circumstances or about a commercial contract or legal advice.

If you have any enquiries about the meeting, please contact Lara Jacob, the Clerk to the Parish Council at: parishclerk@eltonparishcouncil.co.uk
tel: 07871 614665

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

Councillors are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached. Declarations are a personal matter for each councillor to decide and the decision to declare, or not, is the responsibility of the councillor.

3. Items for discussion in closed session

To consider if any items on the agenda, because of the nature of the information which might be disclosed, should be discussed with the exclusion of the press and public. Items should be identified no later than when the item is reached and a proposal should be moved for a full council decision on exclusion. Reasons for exclusion will be recorded in the minutes.

4. Public Participation

4.1 PCSO Report

4.2 Members of the Public

4.3 CWaC Ward Councillors Report

4.4 Elton Allotments

5. Minutes

To agree that the minutes of the meeting held on 11 March 2024 are a true record and on resolution be signed by the Chair (enclosed).

6. Matters to note or resolve from other meetings

6.1 Community Outside Spaces Working Group

6.2 Jubilee Field Committee

6.2.1 To receive the minutes of the meeting held on Monday 18 March 2024 and discuss any recommendations

6.2.2 To receive an update on progress.

7. Reports

7.1 Chair

7.2 Councillors

7.2.1 Cllr Lockhart – report on parish council surgeries held at the shops in the last month.

7.2.2 Other Councillors Reports

8. Planning

8.1 Applications received for comment:

(Details of the applications were circulated on receipt)

24/00522/FUL 22 Ferndale Avenue Elton Chester CH2 4PL

Proposal Single story side and rear extensions

8.2 Applications decided by Cheshire West and Chester Council:

None received.

9. Finance

9.1 To note receipts.

9.2 To note payments of £11, 323.60 (details appended below) made since the last meeting (invoice pack enclosed).

9.3 To resolve the payments (details appended below) to be made following the meeting (invoice pack enclosed).

9.4 To note the following:

Bank Reconciliation:	Opening Balance	22/02/24	17,708.99
	Add: Income		3,811.11
	Less: Expenditure		<u>11,323.60</u>
	Closing Balance	25/03/24	10,196.50

A councillor who is not a signatory to the bank account to verify these figures by signature on the statements presented (to follow)

10. Parish Council Land and Assets

10.1 To receive an update on the installation of the new cctv cameras at the Community Centre.

10.2 To receive an update on the annual inspection of play areas.

10.3 To discuss the equipment ideas for Sorbus Close, prepared by Sovereign Play (to follow).

11. Events

To consider the recommendations of the D-Day Commemoration Working Group.

12. Grants

To consider a grant request for Elton Community Centre (application form to follow)

13. Future Agenda Items

To note any matters for consideration at the next meeting.

14. Date and Time of next meeting

Monday 13 May 2024 at 7pm

15. Matters to be discussed in the absence of the press and public

Public Bodies (Admission to Meetings) Act 1960 s.2

A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

Payment Schedule

	Payee	Goods or Service provided	Paid	Net	VAT	Gross
Item 9.2	PAID MARCH 2024					
	A Eardly - BACS	Instal of parish field fencing	15 March	1150.00	0.00	1150.00
	Staff Salaries - BACS	March 2024	15 March	1376.38	0.00	1376.38
	Peninsula - DD	HR Support Monthly Charge	22 March	122.73	23.18	145.91
	Hiscox - BACS	Annual Insurance Renewal	15 March	1524.41	0.00	1524.41
	Northwich Town Council - BACS	Repairs to parish field play area	15 March	5870.00	1174.00	7044.00
	Elton Community Centre - BACS	Refreshments for Community Payback Team	15 March	82.90	0.00	82.90
		Total		£10,126.42	£1,197.18	£11,323.60
Item 9.3	FUTURE PAYMENTS					
	Unity Trust - DD	Quarterly Charges	31 March	18.00	0.00	18.00
	Staff Salaries	April 2024	12 April	TBA	0.00	TBA
	Peninsula	HR Support Monthly Charge	22 April	122.73	23.18	145.91
	SLCC Membership	Clerk's annual membership	12 April	85.75	0.00	85.75
	Npower	Previous unpaid balance	12 April	27.82	0.00	27.82

PRESENT: Cllrs Serna (Chair), Canham (arrived 7.10pm), Hardman, Heatley, Highcock, Leith, Lockhart, O'Reilly and Williams.

In attendance: Lara Jacob (Parish Clerk); PCSO Neil Flanagan (arrived 7.22 pm; left 7.32pm); one representative from Elton Allotments; two members of the public.

23.225. Apologies

Apologies were received and accepted from Cllrs. Heatley, Leith, Spencer.

23.226. Declarations of Interest

No declarations were made.

23.227. Items for discussion in closed session

No items were requested to be held in closed session.

23.228. Public Participation

228.1 PCSO Report

(This item was taken after Item 6)

PCSO Flannigan attended and presented the monthly report. The report included four incidents of theft including two at the motorway services; one theft of a bicycle and one of wine; a vehicle had been damaged on Ash Road by youths throwing stones; there were three incidents of anti-social behaviour and two incidents of suspicious behaviour. TruCam had been deployed on Ash Road and the Simley SID on School Lane. A talk had been given to Elton WI at the Church Hall on Tuesday 5th March. Next surgeries are 13 March and 3 April at the shops and 23 March and 2 April at the community centre. Bike marking events are scheduled in Frodsham; one on Saturday 23rd March at Saltworks Playing Fields Car Park, Ship Street 12pm and 1pm and on Friday 5th April at Frodsham Community Centre, Fluin Lane 10am and 2pm.

228.2 Members of the Public

Residents raised an issue with the removal of a wooden boundary fence between a driveway and the picnic area. CWaC have been informed but no action to replace the fence has yet been taken. The residents consequently have members of the public trespassing on their property and also raised concerns about anti-social behaviour which included the riding of a motorbike.

[Two members of the public left the meeting]

228.3 CWaC Ward Councillors Report

No CWaC councillors were in attendance.

228.4 Elton Allotments

A representative gave an update on the allotments. Growing season has not yet started and the plots are waterlogged owing to the amount of rain across the winter. In addition, planting of spring bulbs to three planters in the village has not been possible because of waterlogging. It was hoped that drilling

some holes would alleviate this, but to no avail. An allotment committee meeting will be held soon with items to be discussed to include Open Day arrangements, a scarecrow competition, boundary fencing or hedging and signs to denote the land as private property. During the growing season, surplus veg will be available to members of the public on a display stand near the gate.

23.229. Minutes

Resolved that the minutes of the meeting held on 13 February 2024 are a true record and were signed by the Chair.

23.230. Matters to note or resolve from other meetings

230.1 Community Outside Spaces Working Group

It was noted that the bid to the Shared Prosperity Fund to create new access routes linking the Community Centre, school, Scout Hut and parish field was not successful. The feedback indicated that the proposal did not directly address the support of vulnerable people at risk due to cost-of-living crisis, support of cultural, heritage and natural heritage assets and the support of community buildings to be more financially sustainable. Further research into alternative funding opportunities will be undertaken.

[PCSO Flannigan arrived]

230.2 Jubilee Field Committee

The wet weather and availability of the Community Payback Team had meant that progress was slow. However, the team had been able to make headway on Sunday using machinery. A meeting of the Jubilee Field Committee is due to be held on Monday 18 March but may be rescheduled. The dog parks remain closed because of waterlogging.

23.231. Reports

231.1 Chair

No report from the Chair.

231.2 Councillors

231.2.1 Cllr Lockhart reported on parish council surgeries held at the shops in the last month. Concerns included the deterioration of the car park surface at the shopping area; potholes across the roads in Elton and owners not clearing up after their pets.

231.2.2 Other Councillors Reports

Cllr. O'Reilly provided information about Men Sheds. The vicar had offered land behind the Vicarage for possible siting of a shed. CWaC will also be approached about the land off Parkland Drive (formerly used as a plant nursery). Cllr. O'Reilly will organise an event to spark interest at the community centre and invite the Ellesmere Port group.

Cllr. Canham reported that two Protos Community Liaison meetings will be held soon.

23.232. Planning

232.1 Applications received for comment:

The following application was logged on the day of the meeting:

24/00522/FUL 22 Ferndale Avenue Elton Chester CH2 4PL

Proposal Single story side and rear extensions

Councillors noted the application which will be discussed at the April meeting.

232.2 Applications decided by Cheshire West and Chester Council:

23/02411/FUL Chester Motorway Service Area Hapsford Interchange Elton
Chester CH2 4QZ

Proposal Improved and relocated vehicle access/egress

Decision Approval Mon 12 Feb

Noted.

23.233. Finance

233.1 It was noted that Elton Junior Football Club had repaid the loan of £3811.11 on 29 February 2024.

233.2 The following payments made since the last meeting were noted:

Payee	Goods or Service provided	Paid	Net	VAT	Gross
PAID FEBRUARY 2024					
First Fence (PAID)	Additional posts for fencing and express delivery	01 Feb	262.27	52.45	314.72
Elton Community Centre	Grant towards refurbishments	15 Feb	5000.00	0.00	5000.00
Elton Community Centre	Refreshments for Orderlies and Payback Team	15 Feb	39.00	0.00	39.00
Staff Salaries	February 2024	15 Feb	1532.68	0.00	1532.68
Peninsula	HR Support Monthly Charge	22 Feb	122.73	23.18	145.91
T McNally	Trellis work at Jubilee Field	15 Feb	430.00	0.00	430.00
NW Security	CCTV cameras for Community Centre	PAID 22 Feb	332.00	66.40	398.40
			£7718.68	£142.03	£7860.71

233.3 **Resolved** that the following payments will be made following the meeting:

FUTURE PAYMENTS					
A Eardly	Instal of parish field fencing	15 March	1150.00	0.00	1150.00
Staff Salaries	March 2024	15 March	TBA		TBA
Peninsula	HR Support Monthly Charge	22 March	122.73	23.18	145.91
Unity Trust	Quarterly Charges	31 March	18.00	0.00	18.00
Hiscox	Annual Insurance Renewal	15 March	1524.41	0.00	1524.41
Northwich Town Council	Repairs to parish field play area	15 March	5870.00	1174.00	7044.00
Community Centre Café	Refreshments for Community Payback Team	15 March	82.90	0.00	82.90

233.4 The following information was noted:

Bank Reconciliation: Opening Balance	01/02/24	25,569.70
Add: Income		0.00
Less: Expenditure		7860.71
Closing Balance	22/02/24	17,708.99

Cllr. Williams who is not a signatory to the bank account verified these figures by signature on the statements presented.

233.5 It was noted that Peninsula HR Services had agreed to the cancellation of the contract with payments to cease after the May 2024 payment.

233.6 The quotation for the renewal of the insurance policy of £1524.41 was considered.

Resolved to accept the quotation, based on a three-year uptake of the policy.

233.7 **Resolved** the appointment of JDH Services as the Internal Auditor for the financial year 2023-24.

23.234. Parish Council Land and Assets

234.1 It was noted that an offer of substantially reduced CCTV cameras (£398.40) had been taken up, following consultation by email.

10.2 It was noted that repairs to the parish field play area had been carried out by Northwich Town Council and that a meeting to review progress had taken place on Thursday 7 March 2024. The repairs were satisfactory and an invoice had been received.

234.3 Following meetings with Playdale and Sovereign the equipment ideas for Sorbus Close provided by Playdale were viewed. The ideas from Sovereign will be viewed at the April meeting.

234.4 The layout and content of the noticeboard to be installed at the parish field play area was discussed. As the signage had been reinstated on the new gate it was felt that the decision on a free-standing noticeboard could be deferred to a later date.

234.5 Cllr. Canham reported that the hedge-laying project had been discussed with the voluntary group, who were happy to carry out the work on a volunteer basis and were grateful for the donation towards materials. The project would take place in September.

234.6 It was noted that the contractor had adjusted the hinges of the Scout Hut gate and will monitor it to see if this resolves the problem. The work to date had not been charged.

234.7 The amended annual quotation and specification of the Service Level Agreement for the routine maintenance of open spaces was discussed. **Resolved** that the quotation will be accepted.

23.235. Events

235.1 It was agreed that the Community Events Group would meet and bring suggestions on the commemoration of D-Day to the April meeting.

235.2 **Resolved** that Cllr. O'Reilly will purchase Easter Eggs for the Easter competition and be reimbursed for the outlay, up to a maximum of £250.

23.236. Grants or Donations

A request from the Scouts for financial assistance in installing a basketball hoop was considered. As it was not clear where the hoop would be positioned and whether a suitable surface would also need to be installed, this item was deferred until further information is available.

23.237. Governance

237.1 The adoption of the General Power of Competence was considered. Elton Parish Council meets the eligibility criteria as it has seven of its ten councillors elected and the clerk holds a Level 5 qualification (Foundation

Degree in Community Governance awarded by de Montfort University).

Resolved the adoption of the General Power of Competence.

237.2 The Draft Asset Register and the Draft Grant Application Policy and Application Form were considered.

The Asset Register requires additional information to be added.

Resolved to adopt the Grant Policy and Application Form.

23.238. Consultations

238.1 A response to CWaC Local Plan Evidence Base Consultation 2024 was considered. It was agreed that no comment would be made at this initial stage in the development of the Local Plan, but that the progress of the plan would be monitored and comments submitted when appropriate.

238.2 A response to the CWaC Public Libraries Consultation was considered. It was agreed that councillors would consider the proposals and make individual responses by the deadline of 2 April 2024. Cllr. Hardman had requested usage statistics from the mobile library service and Cllr. O'Reilly reported that a positive approach towards holding additional library activities in the community centre had been made.

23.239. Future Agenda Items

The following items to be added to the next meeting agenda:

D-Day commemorations; Sovereign Play plans for Sorbus Close.

It was noted that the next agenda will be issued on 26 March 2024.

23.240. Date and Time of next meeting

240.1 **Resolved that** the Annual Meeting of the Parish will be held on Monday 8 April 2024 at 7.00pm at Elton Community Centre, followed by the monthly meeting of the parish council.

240.2 **Resolved that** the Annual Meeting of the Parish Council, will be held on Monday 13 May at 7.00pm.

The meeting closed at 8.58pm