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|  | **COUNCIL SUMMONS** |

Dear Councillor

You are HEREBY SUMMONED to attend a meeting of the Parish Council to be held on **Monday 13 November 2023** at **7.00pm** at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob  
7 November 2023

**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 general enquiries about the meeting, please contact Lara Jacob, the Clerk to the Parish Council at: [parishclerk@eltonparishcouncil.co.uk](mailto:parishclerk@eltonparishcouncil.co.uk)   
tel: 07871 614665

**AGENDA**

# Apologies

**To receive** apologies for absence.

# 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.

# 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.

# Public Participation

4.1 PCSO Report  
4.2 Members of the Public  
4.3 CWaC Ward Councillors Report  
4.4 Elton Allotments

# Minutes

**To agree** that the minutes of the meeting held on 9 October 2023 are a true record and on resolution be signed by the Chair (enclosed).

# Matters to note or resolve from other meetings

6.1 Community Outside Spaces Working Group  
6.2 Jubilee Field Committee  
6.2.1 **To agree** that the minutes of the meeting held on 23 October 2023 are a true record and on resolution be signed by the Chair.  
6.2.2 **To discuss** any issues arising from the meeting.  
6.3 Condition survey of playground on Parish Field  
**To note** that a meeting with the playground installer took place on Friday 13 October 2023 and that quotations are yet to be received.

# Reports

7.1 Chair  
7.2 Councillors  
7.2.1 Cllr Lockhart – report on parish councils held at the shops in last month.  
7.2.2 Other Councillors Reports

# Planning

8.1 Applications received for comment:  
(Details of the applications were circulated on receipt)

**23/03361/FUL** 40 Coppice Green Elton Chester CH2 4RH  
Proposal: Demolition of existing conservatory, erection of single storey rear extension

8.2 Applications decided by Cheshire West and Chester Council  
**23/02488/LBC** 14 Laurel Farm Court Elton Chester CH2 4RY  
Proposal Replacement of a window and a double door,  
Approved by CWaC on 3 Oct 2023

# Finance

9.1 **To note** that £100 donation from a resident has been paid into the bank account and **to note** any other income received in October 2023.

9.2 **To resolve** the following payments made since the last meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of payment** | **Payee** | **Goods or Service provided** | **Gross Payment** |
|  |  |  |  |
| 06.10.2023 | Information Commissioners Office | Annual Data Fee | 35.00 |
| 09.10.2023 | PAYPAL | Purchase of Office 365 Subscription | 59.99 |
| 13.10.2023 | STAFF SALARIES and HMRC | Salaries for October 2023 | 1341.71 |
| 13.10.2023 | Elton Junior Football Club | LOAN | 3811.11 |
| 13.10.2023 | HMRC | Payment for August 2023 (missed) | 246.60 |
| 13.10.2023 | Haines Watts | Quarterly Payroll Service Charge | 72.00 |
| 13.10.2023 | Clays Gardening Services | September Monthly Miantenance | 796.37 |
| 13.10.2022 | Community Centre | Rental for Public Meeting | 22.00 |
| 13.10.2023 | JDH Services | Internal Audit work | 414.00 |
| 16.10.2023 | ChALC | Annual Membership | 1026.38 |
| 19.10.2023 | PAYPAL | Poppy Wreaths | 55.99 |
| 23.10.2023 | STAFF Salaries | Correcting underpayment from May 2023 | 143.68 |
| 26.10.2023 | Peninsula | Professional HR advice | 145.91 |
|  |  | **Total Expenditure** | **81170.74** |

9.3 **To consider** if the payment of £554.40 to Then Media for the provision of email and web hosting, which includes the service to the Community Centre, will be met in full by the parish council.  
9.4 **To note** that a grant payment was made to the Scouts of £500 on 3 November 2023.  
9.5 **To resolve** the following payments to be made following the meeting:

|  |  |  |
| --- | --- | --- |
| **Payee** | **Goods or Service provided** | **Gross Payment** |
| Clays Gardening Services | October Monthly Maintenance plus Dog Park mowing | 876.37 |
| Community Centre | Hire costs for flu clinic | 210.00 |
| Then Media | Website hosting annual charge | 554.40 |
|  |  | **1640.77** |

9.5 **To note** the following:

Bank Reconciliation: Opening Balance 49, 423.58

Add: Income 100.00

Less: Expenditure 8170.74

Closing Balance 41, 352.84

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

9.6 To review and adopt the Financial Regulations (enclosed)

9.7 To review and adopt the Expenses Policy and Claim Form (enclosed)

# Community Winter Gritting Scheme

**To consider** the request from a resident for the Parish Council to facilitate the setting up of a winter gritting scheme.

# Future Projects

**To discuss** ideas for future projects, and the implications for the budget to be set for Financial Year 24 25.

# Parish Council Land and Assets

12.1 **To note** that the hedging at the entrance to the Parish Field and the lane near the Scout Hut has been trimmed.  
12.2 **To discuss** quotations received for the repair/replacement of the perimeter fencing at the Parish Field.  
12.3 **To discuss** quotations received for the removal of the plinths from the planters.  
12.4 **To discuss** the quotation received for the installation of cast iron bollards around the green.  
12.5 **To discuss** quotations received for additional cctv at the Community Centre.  
12.6 **To consider** the proposal and any quotations received for pressure washing the platforms on the zip-wire equipment to prevent the build up of material which causes the surface to become slippery.  
12.7 **To consider** if signage should be purchased to indicate that the Community Centre Car Park is private property and that parking is provided and prioritised for users of the Centre and the Surgery.  
12.8 **To note** that a handover meeting took place between CWaC and the Parish Council at Sorbus Close on 26 October 2023 and the 10-year lease on the area became effective from 31 October 2023.

# Events

13.1 **To discuss** the arrangements for the Christmas Lights Switch On and receive any indications of additional costs.  
13.2 **To note** that the cost to supply, install and remove the additional four lighting motifs will be £5615 and to note that two of the parish council’s existing lighting motifs required repair with an additional cost of£560.  
13.3 **To discuss** the information received on the D-Day Commemoration celebrations planned for 6 June 2024: <https://www.d-day80beacons.co.uk/>

# Consultations

To consider if the parish council wish to make a response to the following consultations:  
14.1 Draft Heritage Strategy  
[Heritage Strategy Consultation | Participate Now (cheshirewestandchester.gov.uk)](https://participatenow.cheshirewestandchester.gov.uk/heritage-strategy-consultation)

14.2 Cheshire Fire Community Risk Management Plan  
<https://www.cheshirefire.gov.uk/news-events/latest-news/have-your-say-on-our-draft-community-risk-management-plan-2024-28/>

14.3 CWaC Budget Consultation “Funding our Future”  
<https://participatenow.cheshirewestandchester.gov.uk/hub-page/funding-our-future>

# Cost of Living Increase to salaries

**To note** that the trade unions have come to an agreement on the 2023 level of pay award. The offer was for a flat rate increase of £1,925 for scale points up to SCP 43 and from SCP 44 and above an increase of 3.88%, with effect from 1 April 2023. This information will be communicated to the payroll provider and applied to the next salary payment, with the amount due from April paid as a one-off back payment.

# **Future Agenda Items**

**To note** any matters for consideration at the next meeting.

# Date and Time of next meeting

Monday 11 December 2023 at 7.00pm at Elton Community Centre.

# 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.