



Minutes of the Annual Meeting of the Parish Council held on 10 June 2019 at 7.00pm in Elton Community Centre.

**PRESENT:** Cllrs Steve Serna, Margaret Lockhart, Maureen Wilson, Martin Dickinson, Pauline O'Reilly, Nigel Goodliffe, Stephen Garrity, Andy Canham, Lynne Williams and Ron Reading.

Also present was Ward Cllr Heatley

Members of the public: Vicki Serna and Sarah Gorst and 5 other members of the public who did not give their names.

## **19.87 APOLOGIES FOR ABSENCE**

None.

## **19.88 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **19.89 PUBLIC SPEAKING**

A member of the public raised an issue with a large ash tree which was located on land adjacent to his property known as Pogo's Wood. He said he had contacted Cheshire West & Chester Council who had advised that there was nothing they could do as the land was unadopted. He asked if there was anything the Parish Council could do? The Chair advised that the Parish Council were in discussions with CWAC in relation to adopting the area and he would be interested in hearing from residents as to what they would like to be done with the area should the adoption go ahead. It is a big project and it was suggested that residents form a group and Cllr Goodliffe said that he would be interested in co-ordinating this. It was agreed that residents would contact the Clerk in the first instance. The Chair advised that a residents' group could be formed and ideas put together but work could not commence until all the legalities were sorted.

A member of the public connected to 1<sup>st</sup> Ince & Elton Scouts and Cubs requested permission to erect a sign on the gate at the bottom of Scout Hut Lane indicating the location of the Scouts and Cubs Clubhouse. Councillors thought this was a good idea and they had no objection.

Vicki Serna from 1<sup>st</sup> Ince & Elton Scouts and Cubs raised the matter of a new Lease and suggested a 25 year Lease which would enable them to get insurance and apply for grants and funding from various sources that they are currently

unable to apply for. Vicki left a document pack containing a draft lease with the Clerk for Councillors to view and consider. Cllr Garrity enquired whether they would require a “break clause” in the lease and Vicki said she would look into this.

Sarah Gorst referred to the land on Kinsey Lane which she had discussed with Councillors at the last Parish Council Meeting. She has received a reply from Essar who advised that the land was no longer available as it was under Licence to another party but they will contact Sarah should circumstances change.

Sarah asked if anything could be done about the tractors from the farm in Ince speeding through the village, sometimes with large trailers in tow. The drivers have also been seen leaving the tractors unattended with their engines running outside the shops whilst the driver goes into the shop. It was agreed that this was unacceptable and a health and safety issue. The Clerk will write to the owner of the farm raising these concerns.

## **19.90 MINUTES**

A motion to approve the minutes of 13 May 2019 was made by Cllr Goodliffe and seconded by Cllr Garrity – Minutes were therefore approved.

## **19.91 FINANCE**

- (1) To note/approve payments made in May 2019 – Noted.

Date	For	Amount
15.05.19	Staff Salaries	£1,273.12
15.05.19	HMRC – PAYE	£174.60
22.05.19	Peninsula Business – HR/Legal	£131.56
28.05.19	CHALC Affiliation Fee 2019/20	£998.64
28.05.19	Northwich Town Council – Invoice No 3460 (£954 grass cutting, £88.20 Play Area Inspection).	£1042.20
28.05.19	Pursglove & Brown – Invoice No 41011 – Quarterly Payroll Fee	£72.00
28.05.19	Parish Clerk – Expenses	£73.00
<b>Total</b>	<b>May 2019</b>	<b>£3765.12</b>

- (2) Income May 2019 - £1,694.00 received from the Marshes Community Benefit Fund for work to the Jubilee Field Project – Noted.  
(3) Balance in Bank as at 31 May 2019 £63,878.13 – Noted.

## **19.92 PLANNING**

- (1) Applications** received by CWAC since the last meeting of the Parish Council

None	
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- (2) Decisions** made by CWAC since the last meeting of the Parish Council

19/01242/FUL	Clidine 29 Ince Lane, Elton CH2 4QB – Demolition of existing conservatory and erection of single storey extensions to front and rear – Approved - Noted.
19/01280/FUL	67 Brackendale, Elton CH2 4PQ – Single storey extensions to rear/side and front – Approved - Noted.

**(3) Appeals** made to CWAC since the last meeting of the Parish Council

None	
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**(4) Appeals** made to the Planning Inspectorate since the last meeting of the Parish Council

None	
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**(5) Decisions** made by the Planning Inspectorate since the last meeting of the Parish Council

APP/A0665/W/19/3220115	Orchard Park Caravan Site, Orchard Park Lane, Elton CH2 4NQ – Variation of Condition 1 (approved plans) on 03/00034/S73. Application Ref 18/02938/S73 Wyldcrest Parks (Management) Ltd. Appeal Ref 19/00020/REF – Refused - Noted
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## 19.93 CHAIR REPORT

The Chair said it had been a busy month since the last meeting with the various working groups meeting and training being done. He stated he was really pleased with how well attended all these sessions had been with Councillors coming to 2 or 3 different meetings in a week. He appreciated that making some of the meetings had been difficult, but it has meant that everyone has been brought up to speed very quickly and got lots of groups in place before the Summer Break.

We started with an excursion to the Jubilee Field, where Andy Eardly went through the details of his quote for a pathway. We then had working group meetings which Councillors will report on further in tonight's meeting.

Cllr Lockhart and the Chair both attended Chairmanship Training with ChALC. The Chair, Cllrs Garrity and Goodliffe attended a training session in relation to the Parish Council Website. The Chair, Cllr Wilson and the Clerk had a meeting with the accountants in relation to the annual Internal Audit.

The Chair had a couple of meetings with the Community Centre Committee who advised that they would like to convert their Charitable Trust to a CIO (Charitable Incorporated Organisation). This is a new form of legal entity, designed for non-

profit organisations. It is designed to allow a charity to conduct business in its own name with limited liability, so that its members and trustees will not have to contribute in the event of financial loss. The Contracts Working Group will need to go forward with this, to help with the transfer, but it is believed that they will require a new lease for them to progress.

The Chair explained the differences between Committees, Sub-committees and Working Groups.

#### **19.94 POLICE REPORT**

Cllr Lockhart gave apologies on behalf of the PCSO's and gave the Police Report on their behalf for Elton and surrounding areas as follows:-

#### **19.95 COUNCILLOR'S REPORTS**

##### **(1) Eco Working Group**

It was agreed at the first meeting of this group that Cllr Canham would act as Chair for the group. Cllr Canham read out the Report from the initial meeting.

A working objective was agreed as follows:-

To seek to preserve biodiversity within the Parish and reduce the carbon footprint of both the Parish Council and local residents. The Eco Group felt this should be reflected in an aim to reduce energy consumption over the next 10 years through the use of eco grants and bulk purchase schemes, where local residents could pool buying power to drive down costs. The Eco Group agreed areas to investigate should include:-

- Power supply and usage – Ecological and economic factors.
- Economy – Insulation, self-generation, green bulk buying for gas and electricity, windmills, waste reduction and recycling, composting.

The group agreed to investigate local groups such as Ashton Hayes to evaluate their approach and it was suggested that Gary Charnock be approached for discussions.

##### **(2) Finance Working Group**

The Chair advised that he had been through the budget for 2019/20 and that the Parish Council should be ending 2019/20 with approximately £10,000 in the bank, providing there was no unexpected expenditure as had been the case in 2018/19 with issues relating to the drains. The Chair has created a spreadsheet which should help the Parish Council monitor it's spending for the coming year.

##### **(3) Children's Play Area**

The Chair advised that there was a site meeting with the Project Manager from the installation company on Wednesday 12 June 2019. It was expected that the installation would start on Friday 14 June 2019 and the play area

would be closed for a short period of time. More details will be known following the site meeting. It was agreed that Cllr Canham would let the school know of the upcoming closure.

It was agreed that the Clerk would make enquiries in respect of training for Cllr Reading and refresher training for Cllr Dickinson with regards to them then becoming qualified to carry out inspections for the play area.

#### **(4) Dog Park**

Cllr Lockhart expressed concern about several aspects in relation to the extension to the dog park. Specifically, the brambles, battening at the bottom of the fence and levelling the ground. It was motioned by the Chair that the original contractor be asked for a favourable quote to do this work. A vote was taken with 8 in favour. It was therefore agreed that a written quote should be obtained from the original contractor to remedy these issues.

Cllr Goodliffe raised concerns that the gate did not have a spring attached. It was agreed to look into the cost of having this done.

Cllr Lockhart requested signs for the dog park and it was agreed that this could be looked into and maybe combine this with the Scouts to see if a better price could be obtained by doing this.

#### **(5) Jubilee Field/Parish Field**

In relation to the Jubilee Field it was confirmed that 2 quotes have been obtained, one considerably cheaper than the other. The cheaper quote was from Mid Cheshire Maintenance but the quotation did not include installing a membrane beneath the footpath. Cllr Dickinson said that Mid Cheshire Maintenance had advised him that although it was not on their quotation to lay a membrane beneath the proposed footpath, he had been advised by them that their quote would include the installation of a membrane. The Chair requested that Cllr Dickinson ask Mid Cheshire Maintenance to produce a new written quotation which stated the inclusion of the membrane and that they should send this to the Clerk. On this basis Cllr Goodliffe proposed a motion to accept the quote from Mid Cheshire Maintenance to carry out the works to the footpath, this was seconded by Cllr Williams. A vote was taken with 7 in favour. Motion carried.

In relation to the Parish Field, Cllr Lockhart said she has spoken to Cheshire West & Chester Council with regard to obtaining grants for the project. She will keep Councillors updated.

Councillors were advised that the Scouts wish to fence off part of the Parish Field on the previous footprint, which would extend approximately 45m x 20m and if possible, may be a bit more. This area would be gated and locked. The Scouts have experienced youths climbing on the roof and it is hoped that by fencing off the area surrounding the scout hut that it will stop this type of behaviour happening. It was agreed that the matter needed further discussion.

## **(6) Legal & Policies**

Cllr Garrity said the group had looked at all the Contracts the Parish Council currently had. The Contract with Northwich Town Council for the grass cutting, planters and children's play area seemed very expensive.

Cllr Garrity advised he had looked into the Contract with Peninsula and unfortunately there was very little the Parish Council could do to get out of the Contract. The Contract will be up for renewal 6 months prior to the end date and if the Parish Council do not give notice at that point that it does not wish to renew the Contract then they will then be tied into another 5 year contract. Therefore, it was imperative that the Parish Council do not miss this cut-off date.

Website Contract – It had come to light that the cost of production and maintenance of the Community Centre website had been tied in with the Parish Councils. Cllr Garrity raised concerns that he could find no record in previous minutes to this being brought to a Parish Council meeting for a vote. Cllr Garrity was concerned that due process had not been followed. Cllr Reading left the room at this point as it became apparent that there was a conflict of interest as he was Vice Chair of the Community Centre. It was then agreed that the matter should be deferred to the next meeting in July during which time the Clerk would make enquiries with ChALC on the best way to proceed.

## **(7) Public Transport Group**

Cllr Garrity had made enquiries of local bus companies who had advised that it was not commercially viable to run a Sunday bus service to/from Elton. It was suggested that pressure should be put on Cheshire West and Cheshire Council to provide a Sunday service. The Transport Group have drafted a Survey which will be discussed later in the meeting.

Cllr Canham said the group will also explore community transport.

## **(8) Community Events Group**

Cllr O'Reilly said that it is hoped that there will be a Village Fete next year.

It is hoped that a plaque could be put in place in the memorial garden in readiness for Remembrance Day in November 2019.

Bonfire Night – the Scouts host this event and it will take place on Friday 1 November 2019. The Parish Council will ask the grass cutting contractor to cut the grass the week before.

Christmas lights switch on event – Cllr O'Reilly will be attending Helsby Parish Council meeting next month and will find out what date they will be having their switch on event/HoHo Helsby event to avoid a clash on dates.

Cllr Dickinson suggested an autumn planting event inviting residents to help plant on the Jubilee Field.

## **(9) Fundraising**

The Chair said that the Fundraising Group identified 20-30 sources of grants for various projects that the Parish Council were undertaking.

Discussion around community groups approaching the Parish Council Fundraising Group for help and advice on applying for grants in their own right. This was considered to be a good idea.

The Clerk had made enquiries in relation to the Windfarm grants and these are still available.

## **19.96 PARISH COUNCIL SURGERIES**

Cllr Lockhart expressed concerns as the residents were getting confused due to the changes to the surgeries.

The Chair asked all Councillors to let the Clerk have their availability for the surgeries for the next 12 months. It was agreed that the surgery dates would be put up on the Parish website and notice boards.

It was suggested that it be looked into having a virtual surgery on the website but all agreed that this would be something to discuss in the future.

## **19.97 PUBLIC TRANSPORT SURVEY**

Cllr Garrity said that if anyone had any feedback in relation to the survey it would be gratefully received.

There was a general discussion on the administration of the survey and it was agreed that as it was hoped to gain the views of all residents that as well as the survey being available online, paper copies could be placed at the local shops for residents who did not have access to the internet. Cllr Garrity was tasked with obtaining costings for the production of paper copies of the survey and he will report back at the next meeting.

## **19.98 SOCIAL MEDIA POLICY**

A Social Media Policy has been drafted by Cllr Garrity using a generic policy which other Councils had in place. It was proposed by Cllr O'Reilly to approve the draft which would be signed by everyone at the next meeting. The proposal was seconded by Cllr Goodliffe and unanimously approved.

## **19.99 WASTE2TRICITY PUBLIC CONSULTATION**

Cllrs Goodliffe and Canham had both attended the consultation. Cllr Goodliffe had asked several questions of Protos and they had promised to respond in writing shortly.

The unit that will be installed is currently being developed at Chester University.

Ward Cllr Heatley said that he had been advised that there will be 1 lorry per day and a couple of vehicles, which would access the site via the main access road into the Protos site.

Cllr Garrity questioned the long-term sustainability – no companies have yet agreed to buy the product.

Cllr Canham advised that this was NOT a green product.

Cllr Goodliffe has asked Protos if they would consider selling the energy to local residents and they advised they would give it consideration.

#### **19.100 CONTRACTS**

Cllr Garrity proposed that the Parish Council give notice (3 months) to Northwich Town Council in relation to the grass cutting, planters and play area inspections. This would then allow the Parish Council to ask for tenders from other contractors which would be brought to the next meeting. The proposal was seconded by Cllr Dickinson. A vote was taken with 9 in favour. Motion approved.

#### **19.101 OTHER MATTERS**

Cllr Wilson said there was to be a Protos meeting Wednesday 12 June 2019 at 7pm. Cllrs O'Reilly and Dickinson said they would attend. Cllr Wilson said that as there should only be 2 representatives from each Parish Council that she would step down.

Cllr Lockhart said that the Encirc meeting would take place in the near future but was unsure of the exact date.

Cllr Lockhart said that Sam at the barber shop planned to have a charity day to raise funds towards the purchase of a defibrillator which would be located at the shops. Cllr Wilson mentioned that Cheshire West and Chester Council had previously said they would give a grant towards this.

Cllr O'Reilly said that proprietors at the shops were fed up with the anti-social behaviour by youths. Residents have reportedly been avoiding visiting the shops due to intimidation.

#### **19.102 MATTERS TO BE CONSIDERED FOR THE NEXT AGENDA**

Currently no proposals for the next Agenda.

**The Chair Closed the Open meeting and requested that members of the public leave as there was to be a closed session.**

#### **AGENDA PART 2 – MATTERS TO BE CONSIDERED IN THE ABSENCE OF THE PRESS AND THE PUBLIC**

#### **19.103 DATE AND TIME OF THE NEXT MEETING**

Monday 8 July 2019 at 7.00pm in the Elton Community Centre. The Chair closed

the meeting at 9.05pm.