



Dear Councillor

You are HEREBY SUMMONED to attend the MEETING of the Parish Council to be held on **Monday 9 February 2026 at 7pm**, at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob

3 February 2026

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. Register of Interests and 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 12 January 2026 are a true record and on resolution be signed by the Chair (**enclosed**).

6. Councillor Vacancy

To consider the applications received in accordance with the procedure laid out in the Co-Option Policy. (to follow)

7. Planning

7.1 Applications received for comment:

(Details of the applications were circulated on receipt)

Application by **Peak Cluster Limited** (the applicant) for an Order granting Development Consent for the Peak Cluster CCS Pipeline (the proposed development)

Scoping consultation and notification of the applicant's contact details and duty to make available information to the applicant if requested (documents enclosed)

7.2 **To note** the following applications decided by the Cheshire West and Chester:

[22/03693/FUL](#)

Encirc Glass Ltd Ash Road Elton Chester CH2 4LF

Proposal Full Planning permission for the erection of an automated warehouse (Use Class B2/B8), ancillary office space, an automated link between the automated warehouse and existing facility, a driver welfare building, HGV marshalling yard, security building and other associated works

Decision Approval

Decision Issued Date Tue 13 Jan 2026

8. Finance

8.1 **To note** receipt of any money.

8.2 **To note** the payments made since the last meeting, details appended (invoice pack enclosed). The payments made in January were authorised by Cllrs. Serna and Williams.

8.3 **To resolve** the payments to be made following the meeting, details appended (invoice pack enclosed)

8.4 **To note** the following:

Bank Reconciliation:	Carry Forward	31/12/25	56,834.12
	Add: Income		0.00
	Less: Expenditure (Jan 26)		2641.62
	Closing Balance	31/01/26	54,192.50

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

8.5 **To receive** the Budget Monitoring document up to end January 2026. (to follow)

8.6 **To consider** the insurance renewal quotation (forwarded as email with all attachments)

9. Governance

9.1. **To consider** the IT Policy (to follow)

9.2 **To review** the Asset Register (enclosed)

9.3 **To review** the Risk Management Policy and Risk Register (enclosed)

10. PCSO update

To note any updates.

11. Parish Council Land and Assets

11.1 **To consider** the specification drawn up to seek quotations for the provision of quick response, ad hoc works on parish council land and assets (**enclosed**)

11.2 **To consider** the quotations received against the summer grass-cutting specification (**four quotes enclosed**)

11.3 **To consider** the quotations received against the one-off tree and hedge cutting specification (**two quotes enclosed**)

11.4 Jubilee Field

11.4.1 **To receive** any updates.

11.4.2 **To consider** the quotation to prepare ground at the Jubilee Field for wildflower sowing (to follow).

11.5 Play Areas

11.5.1 **To receive** an update on monthly play inspections and consider any recommendations.

11.5.2 **To receive** an update on a springer toy at Sorbus Close

11.5.3 **To note** that the installation of the outdoor gym equipment is scheduled for week beginning 4 March 2026.

11.5.4 **To consider** the replacement of the broken parish field boundary fencing with hedging plants.

11.5.5 **To receive** any other updates on the parish play areas.

11.6 Other land areas

11.6.1 **To receive** any updates on the Dog Parks, including any updates on the fabrication of the gate, its installation and the installation of springers to the entry gates.

11.6.2 **To discuss** ideas and quotations for a memorial to Cllr. Margaret Lockhart to be placed in the Dog Parks.

11.6.3 **To receive** an update on the repairs to the paving slabs at the side and front of the Community Centre, and repair of one concrete bollard.

11.6.4 **To receive** any updates on the wildflower requests made through the Ward councillors to CWaC.

11.6.5 **To consider** the method of gathering evidence for the making of a Public Right of Way Development Order for Pogos Wood (**information from CWaC enclosed**)

11.7 **To receive** any other updates on matters relating to parish council assets (information only).

12. Events

To consider an amount to fund an Easter Event.

13. Reports from councillors

To receive and consider actions from any reports from councillors:

13.1 Any reports from Working Groups/Outside Bodies/Portfolio Holders

13.2 Any other reports on activities by councillors.

14. Future Agenda Items

To note any matters for consideration at the next meeting.

15. Date and Time of meetings

To consider a change to the date of the next monthly to either Monday 2 March 2026 or Monday 16 March 2026.

16. 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

PAYMENTS AUTHORISED AND PAID JAN 2026					
15.01.2026	Staff salaries	JANUARY 2026	1842.04	0.00	1842.04
	Lara Jacob	Reimburse for monthly O365 subscription and SLCC Practitioners Conference	228.49	0.00	228.49
	Value Products Limited	Balance to pay for No Parking Signs	1.00	0.00	1.00
	Clays Gardening Services	Clearance of growth around perimeter of parish field and clearing area for outdoor gym installation	185.00	0.00	185.00
	Npower	Unmetered Hourly-traded electricity supply for Christmas Lights 2024	133.45	6.67	140.12
	DJH Wirral & Chester Limited	Quarterly Payroll Services Charges	82.50	16.50	99.00
	Hammer and Tongs	Miscellaneous supplies, including paint and padlocks	89.97	0.00	89.97
	Cllr. O'Reilly	Additional selection boxes	50.00	0.00	50.00
31.01.2026	Unity Trust Bank	Monthly bank charges	6.00	0.00	6.00
			Total	2618.45	23.17
	PAYMENTS TO BE AUTHORISED				
15.02.2026	Staff Salaries	February 2026	tbc	0.00	tbc
	Lara Jacob	Reimburse for monthly O365 subscription	8.49	0.00	8.49
	V Callaghan	Work Boots reimburse	41.99	0.00	41.99
31.01.2026	Unity Trust Bank	Monthly bank charges	6.00	0.00	6.00