

Dear Councillor

You are **HEREBY SUMMONED** to attend a meeting of the Parish Council to be held on **Monday 13 April 2026 at 7.00pm** or at the end of the Annual Meeting of the Parish, whichever is the latest, at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob

7 April 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

5.1 **To agree** that the minutes of the meeting held on 2 March 2026 are a true record and on resolution be signed by the Chair (**enclosed**).

6. Councillor Vacancy

To note that no election was called for the two councillor vacancies and therefore they will be advertised to be filled through the Co-Option procedure.

7. Planning

8.1 Applications received for comment:

(Details of the applications were circulated on receipt)

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

25/03594/FUL

24 Parkland Drive Elton Chester CH2 4QE

Proposal Single storey rear extensions and loft conversion with a rise in roof height

Decision Approval

Decision Issued Date Tue 17 Mar 2026

23/00670/S73

Little Meadow Green Shotwick-Frodsham Road Thornton Le Moors Chester Cheshire

Proposal The use of land for the stationing of caravans for residential purposes for 2no. permanent gypsy pitches and 6no. transit pitches with dayrooms and hardstanding ancillary to that use - Removal of condition 4 of planning application 14/04412/FUL (granted at Appeal Ref: APP/A0665/W/15/3129221)

Decision Refusal

Decision Issued Date Mon 09 Mar 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 March were authorised by Cllrs. Serna and Canham.

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	28/02/26	52, 506.57
	Add: Income		0.00
	Less: Expenditure (March 26)		24, 076.45
	Closing Balance	31/03/26	28, 430.12

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

8.5 **To receive** the Budget Monitoring document up to end March 2026 (**enclosed**).

8.6 To receive an update on the progress of the internal audit.

9. Parish Council Land and Assets

9.1 **To discuss** works to trees previously quoted for in conjunction with information received on hedging. If a quote is available this will be presented and discussed at

the meeting.

9.2 Jubilee Field

To receive any updates.

9.3 Play Areas

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

9.3.2 **To note** that the springer toy at Sorbus Close has been removed and that the bench that was removed to ensure safety and will be re-installed when the weather allows for concrete to set.

9.3.3 **To note** that the installation of the outdoor gym equipment has been completed. **To discuss** the recommendation from the post-installation report (**enclosed**) and to receive any feedback, updates or consider any actions from the North Cheshire Community Rail Partnership.

9.3.4 **To receive** an update on the replacement of the broken parish field boundary fencing with hedging plants.

9.3.5 **To note** that grant applications to Protos (£2500) and the Marshes Community Benefit Fund (£2500) have been successful, with a further pledge of £5000 from Encirc to secure to go towards the new play equipment at Sorbus Close.

To discuss, in light of the above, the placing of the order for the equipment.

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

9.4 Other land areas

9.4.1 **To note** that the gate between the two dog parks has been fabricated and fitted. **To receive** advice and a quotation for fitting two springers to the entry gates (**enclosed**) and to receive and update on the situation with locks applied to the gates.

9.4.2 **To receive** an update on the memorial to Cllr. Margaret Lockhart to be placed in the Dog Parks.

9.4.3 **To note** any updates on gathering evidence for the making of a Public Right of Way Development Order for Pogos Wood

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

10. **Red Telephone Box on Ince Lane**

To note that CWaC have acknowledged Elton Parish Council's interest in adopting the telephone box.

11. **Events**

To receive any updates on events.

12. **Reports from councillors**

To receive and consider actions from any reports from councillors:

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

12.2 Any other reports on activities by councillors.

13. **Future Agenda Items**

To note any matters for consideration at the next meeting.

14. **Date and Time of meetings**

To note the date and time of the Annual Meeting of the Parish Council as Monday 11 May 2026 at 7.00pm.

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

	PAYMENTS PAID MARCH 2026				
15.03.2026	Staff Salaries	March 2026	1616.19	0.00	1616.19
	Lara Jacob	Reimburse for monthly O365 subscription	8.49	0.00	8.49
	Lara Jacob	Reimburse for Laptop purchase and repair	270.83	54.17	325.00
	Lara Jacob	Reimburse for purchase of wildflower seeds	14.99	3.00	17.99
	Lara Jacob	Six monthly Work from Home allowance	156.00	0.00	156.00
	Two Shires Fabrication	Fabrication of gate for Dog Park	545.00	109.00	649.00
	Sovereign Play	Installation Payment for Outdoor Gym	7559.23	1511.85	9071.08
	AJG Community Schemes	Annual Insurance Policy	1602.24	0.00	1602.24
	P. O'Reilly	Reimburse Easter Eggs	168.54	0.00	168.54
	Npower	Christmas Lighting electricity supply	69.16	3.46	72.62
	ChALC	Training for councillor	25.00	0.00	25.00
	Elton Allotment Association	Provision of plants and maintenance to 11 planters	385.00	0.00	385.00
	Sovereign Play	Installation Payment for Outdoor Gym - final payment	£5,669.42	£1,133.88	£6,803.30
	Morrel Play Services Ltd	Post-install inspection of outdoor gym	£325.00	£65.00	£390.00
	Clays Gardening Services	March Contract plus wildflower sowing	£1,040.00	£0.00	£1,040.00
	Tom Gibbon	Hedge cutting on Parish Field and Scout Hut Lane	£180.00	£36.00	£216.00
	Tom Gibbon	Works at Jubilee Field	£770.00	£154.00	£924.00
	Phil Tonks	Removal of Springer at Sorbus Close	495.00	99.00	594.00
31.3.2026	Unity Trust Bank	Monthly bank charges	7.00	0.00	7.00
		TOTAL	20907.09	3169.36	24076.45
	PAYMENTS TO BE AUTHORISED APRIL 2026				
	Staff Salaries	April 2026	tbc	0.00	tbc
	DJH Wirral & Chester Limited	Quarterly Payroll and P60 charges	110.00	22.00	132.00
	Community Centre	Food and drink bill	54.30	0.00	54.30
	Unity Trust	Monthly Bank Charges	7.00	0.00	7.00

