

Dear Councillor

You are HEREBY SUMMONED to attend the ANNUAL MEETING of the Parish Council to be held on **Monday 11 May 2026** at **7pm**, at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob

5 May 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. Election of Chair**
- 2. Election of Deputy Chair**
- 3. Apologies**

To receive apologies for absence.

- 4. Register of Interests and Declarations of Interest**

4.1 All councillors to confirm that they have reviewed their Register of Interest, and will provide within 28 days, any updates to the clerk. Registers can be found on the parish council's website: <https://www.eltonparishcouncil.co.uk/parish-council/councillors/councillor-noi-forms.html> and should be checked prior to the meeting.

4.2 *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.*

- 5. 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.

6. Public Participation

- 6.1 PCSO Report
- 6.2 Members of the Public
- 6.3 CWaC Ward Councillors Report
- 6.4 Elton Allotments

7. Minutes

To agree that the minutes of the meeting held on 13 April 2026 are a true record and on resolution be signed by the Chair (**enclosed**).

8. Councillor Vacancy

To consider any applications received for the two councillor vacancies using the Co-Option procedure.

9. Planning

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

[26/00861/FUL](#)

Rose Farm Shotwick-Frodsham Road Elton Chester CH2 4LJ
Proposal Erection of two-storey and single-storey rear extensions, conversion of existing agricultural outbuilding to form ancillary residential accommodation, erection of a glazed link, internal alterations, and installation of first floor terrace/balcony

9.2 Applications decided by Cheshire West and Chester Council:

23/03900/FUL

Land At Ash Road Elton Chester

Proposal Construction and operation of a battery energy storage system (BESS) and ancillary equipment

Decision Withdrawn

Decision Issued Date Thu 23 Apr 2026

10. Finance

10.1 **To note** that £4133.97 was received from HMRC as a VAT reclaim and to note any other receipts.

10.2 **To note** the payments made since the last meeting, details appended (invoice pack **enclosed**).

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

10.4 **To note** the following:

Bank Reconciliation:	Carry Forward	31/03/25	28, 430.12
	Add: Income		66, 466.00
	Less: Expenditure (Apr 26)		1, 884.61
	Closing Balance	30/04/26	93, 011.51

A councillor who is not a signatory to the bank account to verify these figures by signature on the statements presented (**cashbook bank reconciliation and Bank statement enclosed**)

10.5 **To receive** the Budget Monitoring document up to end April 2026. (**enclosed**)

10.6 **To agree** to the removal of former councillors from the banking mandate and to agree at least two new signatories to be added to the bank account.

10.7 **To consider** the information on savings accounts.

11. **Audit 25/26**

11.1 **To receive and respond** to the Report from the Internal Auditor, reporting on financial year 1 April 2025 to 31 March 2026 (enclosed)

11.2 **To review** the Annual Governance Statement and the Accounting Statements for the financial year to 31 March 2026, Part 3 Section 1 and 2 (enclosed) by:

11.2.1 **Considering and responding to** the nine statements in Section 1 – The Annual Governance Statement 2025/26 (enclosed) and

11.2.2 **Considering and confirming** the figures entered in Section 2 - The Accounting Statements 2025/26 (enclosed)

11.3 **To note** the arrangements to be made for the Public Right to View of the unaudited accounts.

12. **Dates of meetings for civic year 2026 to 2027**

12.1 To agree that full council meetings will be held on the second Monday of the month, except for August, at Elton Community Centre beginning at 7pm, unless otherwise rearranged.

12.2 **To agree** that all other committee meetings will be held when required and the dates will be advised with three clear days' notice.

13. **Receipt of agenda etc by email**

To agree to the receipt of agendas and documents for meetings by electronic means.

14. **Appointment to Committees, Portfolios and Outside Bodies**

14.1 **To agree** the Committees, Terms of Reference and members thereof for civic year 2026 to 2027 (list of current arrangements enclosed)

14.2 **To agree** the areas that councillors will take oversight of during civic year 2026 to 2027 and to appoint to the agreed list. (list of current arrangements enclosed)

14.3 **To appoint** councillors who will attend as representatives of Elton Parish Council to Outside Bodies (list of current arrangements enclosed).

15. **Memberships**

To consider the following annual memberships:

15.1 Rural Village Services Group at a cost of £55.13 (ex VAT)

15.2 Cheshire Association of Local Councils at a cost of £1030.80

15.3 Clerk membership of the Society of Local Council Clerks at a cost of £158.00.

(all details enclosed in invoice pack)

16. **Parish Council Land and Assets**

16.1 **To receive** an update on works to trees across parish land.

16.2 **To receive** an update on the Jubilee Field.

The contractor has completed the clearing and re-seeding of the last area on the front of the field. A meeting has been arranged for Wednesday 13 May 2026 at 10.30am to explore the writing of a management plan for the area.

16.3 Play Areas:

16.3.1 Inspections - **To receive** an update on monthly play inspections for the Parish Field Play area and Sorbus Close Toddler area and consider any recommendations.

16.3.2 **To receive** any updates on the outdoor gym.

16.3.3 Sorbus Close Toddler Equipment Project - **To note** that, in agreeing the installation with the contractor, the repairs to the wet pour on the ladybirds were regarded as extra to the original quote and a requote was issued. To avoid delays to placing the order, the Chair agreed to the increase of £672.00 and the order was placed on 27 April 2026.

16.3.4 **To note** that a meeting has been confirmed on Wednesday 13 May 2026 to discuss the replacement of the broken parish field boundary fencing with hedging plants

16.3.5 **To receive** any other updates on the parish's play areas.

16.4 Other land areas

16.4.1 **Dog Park**

To note that the two spring closures on the pedestrian gates to the Dog Park have been ordered.

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

16.5 **To receive** an update on the repairs to the Community Centre pathway.

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

17. Other land areas within Elton

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

17.2 **To receive** any updates on the Red Telephone Box on Ince Lane. that CWaC have acknowledged Elton Parish Council's interest in adopting the telephone box.

18. Events

To receive any reports and consider any recommendations on any planned events.

19. Reports from councillors

To receive and consider actions from any reports from councillors:

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

19.2 Any other reports on activities by councillors.

20. Future Agenda Items

To note any matters for consideration at the next meeting.

21. Date and Time of next meeting

Monday 8 June 2026 at 7pm

22. 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 MADE APRIL 2026				
15.04.2026	Staff Salaries	April 2026	1616.19	0.00	1616.19
	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
	P. O'Reilly	Refund of expenses for Events	75.12	0.00	75.12
30.04.2026	Unity Trust	Monthly Bank Charges	7.00	0.00	7.00
		Total	1862.61	22.00	1884.61
	PAYMENTS TO BE AUTHORISED FOR MAY				
15.05.2026	Staff Salaries	May 2026			
	ChALC	Annual Membership Fee 2026-2027	1030.80	0.00	1030.80
	Rural Village Services Group	Annual Membership Fee 2026-2027	55.13	11.03	66.16
	Society Of Local Council Clerks	Annual Membership fee 2026-2027	158.00	0.00	158.00
	JDH Business Services Ltd	Annual Internal Audit	445.00	89.00	534.00
	Clays Gardening Services	Maintenance April 2026	950.00	0.00	950.00
31.05.2026	Unity Trust	Monthly Bank Charges	7.00	0.00	7.00