

Dear Councillor

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

Lara Jacob

4 September 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

To discuss the information provided regarding equipment to be sited on the car park (enclosed).

4.4 Elton Allotments

5. Minutes

To agree that the minutes of the Meeting held on 10 July 2026 are a true record and on resolution be signed by the Chair (enclosed).

6. Councillor Vacancy

To consider any applications received for the councillor vacancy using the Co-Option procedure (enclosed)

7. Planning

7.1 Applications received for comment:

26/02575/FUL

9 Poplar Grove Elton Chester CH2 4PY

Proposal: Single storey rear and side extension

Notification of a Nationally Significant Infrastructure Project (NSIP):

Proposed application by Essar Energy Transition Fuels (EET Fuels) (the applicant) for an Order granting Development Consent for the Stanlow Hydrogen Ready Modular Combined Heat and Power Project (the proposed development)

7.2 Applications decided by Cheshire West and Chester Council:

26/00861/FUL

Rose Farm Shotwick-Frodsham Road Elton Chester CH2 4LJ

Proposal Erection of two-storey and single-storey rear extensions including demolition and replacement of outbuildings and provision of a glazed link

Decision Approval

Decision Issued Date Mon 13 Jul 2026

24/03831/FUL

Roadchef Chester Motorway Service Area Hapsford Interchange Elton Chester CH2 4QZ

Proposal Construction of electric heavy goods vehicle (eHGV) charging hub with associated works

Decision Approval

Decision Issued Date Fri 14 Aug 2026

8. Finance

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

8.2 **To note** payments made in July and August, details appended (invoice pack enclosed).

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

8.4 **To note** the following:

Bank Reconciliation:	Carry Forward	30/06/26	76, 252.66
	Add: Income		0.00
	Less: Expenditure (July/Aug 26)		20,398.98
	Closing Balance	Current 31/08/26	10,844.06
	Closing Balance	Savings 31/08/26	45,009.62
	Total		55,853.68

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

statements enclosed)

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

8.6 **To nominate** a councillor to carry out the Internal Control checks (policy and checklist enclosed)

8.7 **To discuss** a timetable for the budget setting process.

8.8 **To receive** and note the External Auditor Report (enclosed)

8.9 **To note** that the cost of living pay award has been agreed by the trade unions and the Joint Panel and that an increase of 3.3% will be applied to all salaries effective from April 2026. The payroll provider has been informed (information enclosed).

9. Parish Council Land and Assets

9.1 **To note** that a date for tree works is awaited from the contractor.

9.2 **To consider** the quotation of £175 per bollard for the replacement of two damaged bollards (enclosed).

9.3 **To receive** any updates on the Jubilee Field

9.3 Play Areas:

9.3.1 Inspections - **To receive** an update on councillors' monthly play inspections for the Parish Field Play area, Sorbus Close Toddler area and the outdoor gym and consider any recommendations.

9.3.2 Parish Field Play Area - The acceptance of the quotation for the replacement gate and refurbishment of the swings with new chains and seats was communicated to the contractor. Unfortunately, it was not possible to schedule the work before the school summer holidays.

9.3.3 Parish Field Play Area - The contractor approached to provide another quotation for wet pour repairs no longer provides this service but indicated that they had a contact who could be approached.

9.3.4 Sorbus Close Play Area – A quotation for repair and refresh of the older play equipment has been requested.

9.3.5 Sorbus Close Play Area – **To consider** the quotation (enclosed) received for the replacement of parts of the toddler unit damaged during a recent anti-social behaviour incident and **to consider** if an insurance claim should be made (there is an excess of £250).

9.3.6 Outdoor Gym area - Cllr. Canham has yet to confirm the quantity of fencing panels required for the fencing replacement behind the outdoor gym and no quotation has been received from the contractor approached.

9.3.7 Outdoor Gym area - A quotation for installing the signage from the outdoor gym to the station has been requested and not yet received.

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

9.4 Other land areas

9.4.1 **Dog Park - To discuss** the advice received that spring closures would not be effective closures on the pedestrian gates to the Dog Park and that the fencing and gates would need to be reconfigured if hydraulic self-closing hinges were to be used.

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

10. Other land areas within Elton

10.1 **To note** that CWaC have commissioned a consultation on the Public Right of Way Development Order for Pogos Wood.

10.2 **To receive** an update from the Telephone Box Working Group.

11. Governance

11.1 **To review** the following Data Protection Policies: Information and Data Protection Policy; Data Retention Policy; Subject Access Request Policy, Privacy Policy (**enclosed**).

11.2 **To consider** the adoption of the draft Website Accessibility statement (**enclosed**).

12. Events

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

12.2 To discuss Christmas arrangements.

13. Newsletter

To receive an update on the proposed newsletter.

14. CWaC Consultation

To consider a response to the following consultation:

15. Reports from councillors

To receive and consider actions from any reports from councillors:

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

15.2 Any other reports on activities by councillors.

16. Future Agenda Items

To note any matters for consideration at the next meeting.

17. 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.

Update on a staffing matter

18. Date and Time of next meeting

To agree the next meeting as Friday 9 October 2026 at 7pm and to agree future meeting dates.

Payment Schedule

	PAYMENTS MADE IN JULY				
15.07.2026	Staff Salaries	July 2026	1616.19	0.00	1616.19
	L Jacob	Reimburse O365 Subscription for July 2026	8.49	0.00	8.49
	Clays Gardening Services	Maintenance June 2026	950.00	0.00	950.00
	AJE Landscaping	Repairs to Community Centre Pathway	820.00	164.00	984.00
	DJH Wirral and Chester Ltd	Quarterly Payroll	90.75	18.15	108.90
31.07.2026	Unity Trust	Monthly Bank Charges	7.00	0.00	7.00
		Total	34,92.43	182.15	3,674.58
	PAYMENTS MADE IN AUGUST				
15.08.2026	Staff Salaries	August 2026	1616.19	0.00	1616.19
	Clays Gardening Services	Maintenance July 2026	950.00	0.00	950.00
	Value Products	Station Sign Mounting Pole	66.00	13.20	79.20
	Value Products	Station Sign Mounting Pole	39.39	7.88	47.27
	Playdale Playgrounds Ltd	Balancing payment for Sorbus Close Play Equipment	11687.28	2337.46	14024.74
31.08.2026	Unity Trust	Monthly Bank Charges	7.00	0.00	7.00
		Total	14,365.86	2,358.54	16,724.40
	TO BE AUTHORISED				
15.09.2026	Staff Salaries	September 2026	TBC		TBC
	L Jacob	Reimburse O365 Subscription for Aug 2026	8.49	0.00	8.49
	Lara Jacob	Homeworking allowance for 6 months	156.00	0.00	156.00
	Clays Gardening Services	Maintenance August 2026	950.00	0.00	950.00
	PKF Littlejohn	External Audit 25 26 Charges	315.00	63.00	378.00
30.09.2026	Unity Trust	Monthly Bank Charges	7.00	0.00	7.00