

Dear Councillor

You are HEREBY SUMMONED to attend meeting of the Parish Council to be held on **Friday 16 October 2026 at 7pm**, at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob

9 October 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 11 September 2026 are a true record and on resolution be signed by the Chair (**enclosed**).

6. Councillor Vacancy

6.1 **To consider** any applications received for the councillor vacancy using the Co-Option procedure.

6.2 **To note** that Cllr. Serna had not attended any meetings in the last six consecutive months and therefore a vacancy of office must be declared to Cheshire West and Chester.

7. Planning

7.1 Applications received for comment:

26/02766/FUL

Encirc Glass Ltd Ash Road Elton Chester CH2 4LF

Proposal: Erection of an automated warehouse (Use Class B2/B8) covered despatch building, service yard, oversized pallet storage area, ancillary office space, an automated bridge link between the automated warehouse and existing facility and other associated works

26/02789/BGP

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

Proposal Discharge of Note 3 (BGP) of planning permission 24/03831/FUL

26/02789/DIS

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

Proposal - Discharge of condition 3 (HMMP) and condition 4 (surface water drainage scheme) of planning application 24/03831/FUL

7.2 Applications decided by Cheshire West and Chester Council:

26/02575/FUL

9 Poplar Grove Elton Chester CH2 4PY

Proposal Single storey rear and side extension

Decision Approval

Decision Issued Date Wed 23 Sep 2026

7.3 Notification of a planning application to be heard by Cheshire West and Chester's Development Management Committee:

26/01591/FUL

Protos Ince Biomass Power Plant Marsh Lane Inc

Proposal: Erection and operation of a Carbon Capture Plant to serve the Ince Bio Power

8. Finance

8.1 **To note** that a payment of £978.39 was received in settlement of the insurance claim for the damage to the Toddler Tower equipment at Sorbus Close.

To note that £255.68 was received in bank interest. **To note** any other receipts of money.

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

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

8.4 **To note** the following:

Bank Reconciliation:	Carry Forward	30/08/26	55,853.68
	Add: Income		1,234.07
	Less: Expenditure (Sept 26)		3,574.94
	Closing Balance	Current 30/09/26	8,247.51
	Closing Balance	Savings 30/09/26	<u>45,265.30</u>
	Total		53,512.81

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 September 2026, the halfway point of the financial year (**enclosed**)

9. Parish Council Land and Assets

9.1 **To note** that all tree work detailed on the specification was carried out by the contractor.

9.2 **To receive** an update on the Community Centre.

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 – to note that the contractor has indicated that they can no longer carry out the work they quoted for (replacement gate and swing chains) and has provided contact details of an alternative contractor.

9.3.3 Parish Field Play Area – to note that the contractor recommended for the gate and swing replacement will be approached for a quotation and plan to repair wet pour repairs.

9.3.4 Sorbus Close Play Area – to discuss the quotation for the repair and refresh of the older play equipment (**enclosed**).

9.3.5 Sorbus Close Play Area – to note that the insurance company settled the claim for the damage to the toddler unit and that the replacement parts will be ordered and the repair carried out in November 2026.

9.3.6 Outdoor Gym area – to consider the quotation of £903.22 for providing fencing (**enclosed**) and the quotation of £875 for installation of the fencing

9.3.7 Outdoor Gym area – to consider the quotation of £50 for installing the signage from the outdoor gym to the station.

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 note that a tree in memory of Cllr. Margaret Lockhart had been ordered and is due to be delivered in November.

9.4.2 **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 indicated they are in receipt of the consultant's report and that a decision on the making of an Order to designate Pogo's Wood as

a Public Right of Way is awaited.

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

11. Events

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

11.2 **To consider** the arrangements for Remembrance Sunday and agree the costs of purchasing wreaths. www.poppysshop.org.uk/products/medium-poppy-wreath

12. Newsletter

To receive an update on the proposed newsletter.

13. CWaC Consultation

To consider a response to the following consultation:

Design Code consultation -

<https://participatenow.cheshirewestandchester.gov.uk/design-code-consultation>

14. Reports from councillors

To receive and consider actions from any reports from councillors:

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

14.2 Any other reports on activities by councillors.

15. Future Agenda Items

To note any matters for consideration at the next meeting.

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.

17. Date and Time of next meeting

To agree the next meeting as Monday 9 November 2026 at 7pm.

Payment Schedule

	PAYMENTS MADE IN SEPTEMBER				
15.09.2026	Staff Salaries	September 2026	2075.45	0.00	2075.45
	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
	PAYMENTS TO BE AUTHORISED				
07.10.2026	Information Commissioners Office	Annual Registration	47.00	0.00	47.00
15.10.2026	Staff Salaries	October 2026	TBC		TBC
	L Jacob	Reimburse O365 Subscription for Sept 2026	8.49	0.00	8.49
	Lara Jacob	Tree and planting kit	65.47	0.00	65.47
	Clays Gardening Services	Maintenance Sept 2026	1425.00	0.00	1425.00
	Tree Tops Arboriculture	Tree works	1065.00	0.00	1650.00
	Playdale Playgrounds Ltd	50% deposit for Sorbus Close repair part	614.20	122.84	737.04
	DJH Wirral and Chester Ltd	Payroll services second quarter 2026	90.75	18.15	108.90
30.09.2026	Unity Trust	Monthly Bank Charges	7.00	0.00	7.00