ELTON PARISH COUNCIL

COUNCIL SUMMONS

Dear Councillor

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

Lara Jacob
3 November 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 16 October 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 one councillor vacancy using the Co-Option procedure.
6.2 **To note** if any by-election has been called following the notification to Cheshire West and Chester of the vacancy due to non-attendance.

7. Planning

7.1 Applications received for comment:

26/03104/FUL
Roadchef Chester Motorway Service Area Hapsford Interchange Elton Chester CH2 4QZ
Proposal: Installation of electric vehicle (EV) chargers, delineated parking, inclusion of disabled and long vehicle EV parking bays, feeder pillars, and associated infrastructure

7.2 Applications decided by Cheshire West and Chester Council: None

7.3 Applications decided by other planning bodies:

Application by Frodsham Solar Limited for an order granting development consent for the Frodsham Solar project
Notice of the decision by the Secretary of State: development consent granted
Date issued – 27 October 2026

8. Finance

8.1 **To note** that a cheque form £2500 from the Protos Community Benefit Fund was received. **To note** any other receipts of money.
8.2 **To note** payments made in October, details appended (invoice pack enclosed).
8.3 **To resolve** the payments to be made (November) following the meeting, details appended (invoice pack enclosed)
8.4 **To note** the following:

Bank Reconciliation:	Carry Forward	30/09/26	53,512.81
	Add: Income		2,500.00
	Less: Expenditure (Oct 26)		6,806.84
	Closing Balance	Current 31/10/26	9,205.97
	Closing Balance	Savings 31/10/26	40,000.00
	Total		**49,205.97**

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 October 2026, the halfway point of the financial year (enclosed)

9. Parish Council Land and Assets

9.1**To receive** an update on repairs to the surface approach to the Community Centre.
9.2 **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 receive an update on the installation of the new gate and swing chains.
9.3.3 Parish Field Play Area – to receive an update on a plan to repair wet pour repairs.
9.3.4 Sorbus Close Play Area – to receive an update on the repair and refresh of the older play equipment.
9.3.5 Sorbus Close Play Area **–** to receive an update on the repair to the slide part of the toddler unit which is scheduled to take place on Monday 9 November 2026.
9.3.6 Outdoor Gym area – to note that the fencing panels have been delivered and to receive an update on installation.
9.3.7 Outdoor Gym area – to receive an update on the installation of the signage from the outdoor gym to the station. To note that Sovereign will send a star-tool and additional fastenings free of charge.
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 receive an update on the memorial tree.
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 receive any updates** on 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.

12. Newsletter

To receive an update on the proposed newsletter.

13. CWaC Consultation

To consider a response to the following consultation:
www.cheshirewestandchester.gov.uk/letstalkbudget

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 14 December 2026 at 7pm.

Payment Schedule

	PAYMENTS MADE IN OCTOBER				
07.10.2026	Information Commissioners Office	Annual Registration Fee	47.00	0.00	47.00
	Staff Salaries	October 2026	1674.08	0.00	1674.08
	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	1650.00	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
	First Fencing	8 Mesh Panels and fixings	903.22	180.64	1083.86
31.10.2026	Unity Trust	Monthly Bank Charges	7.00	0.00	7.00
		Total	**6485.21**	**321.63**	**6806.84**
	PAYMENTS TO BE AUTHORISED				
15.11.2026	Staff Salaries	October 2026	TBC		TBC
	L Jacob	Reimburse O365 Subscription for Sept 2026	8.49	0.00	8.49
	Lara Jacob	Three Poppy Wreaths	69.00	0.00	69.00
	Clays Gardening Services	Maintenance Oct 2026	702.00	0.00	702.00
	Then Media	Annual Webhosting Charge	592.00	118.40	710.40
30.11.2026	Unity Trust	Monthly Bank Charges	7.00	0.00	7.00