

PRESENT: Cllrs Serna (Chair), Canham, Hardman, Heatley (left at 8pm), Highcock, Leith, Lockhart, O'Reilly, Spencer, and Williams.

In attendance: Lara Jacob (Parish Clerk), one member of Elton Gardeners Association and one member of the public

23.128 Apologies

All councillors were present.

Ward Councillor Parker was unable to attend.

23.129 Declarations of Interest

No declarations of interest were made.

23.130 Items for discussion in closed session

No items were discussed with the exclusion of the press and public.

23.131 Public Participation

131.1 PCSO Report

PCSO Neil Flanagan gave an outline of the report presented to councillors before the meeting. The report included incidents of a theft of an Amazon package, criminal damage to a vehicle, several anti-social behaviour incidents involving quad bikes and several incidents of suspicious behaviour. The TruCam had been deployed on Parkland Drive with no excessive speeding detected, and four drivers reported for excessive speed on Ash Road. The Speed Indicator Device was also deployed on School Lane. The next police surgery will be at the Community Centre on Saturday 16 September 2023.

[PCSO Flanagan left at 7.07pm]

131.2 Members of the Public

A member of the public provided feedback on the public meeting and subsequent meeting with Essar following the incident in July 2023. The information provided by Essar about the incident had been welcomed by residents, as had the opportunity to engage in further dialogue to discuss suggestions about the best methods Essar can use to communicate with residents.

131.CWaC Ward Councillors Report

Cllr, Heatley reported on resident issues currently being dealt with, including cleaning of the cycle path on the A5117, the poor state of the highways and frequency of road sweeping and grass cutting in the parish. Talks on the upgrading of the railway service continue with the railway operator. CWAC officers have been asked to review the provision of air quality monitoring in the area. Councillors raised queries on permission for dog walking at Redwood Drive park, bus stops and about faulty traffic lights.

131.4 Elton Allotments

The Open Day had been successful and £1176 had been raised. This will be used to upgrade the pathways and buy more fruit trees and fruit bushes. A gazebo, two stoves and two kettles had been purchased for the event. All plots that become available are taken up immediately by those on the waiting list.

23.132 Essar Incident

The information related to the Essar gas leak incident on 24 July 2023 was discussed. The possibility of purchasing an air quality monitoring device was discussed. Cllr, Heatley cautioned that cheaper devices would not necessarily provide valid data. The links to the CWAC air quality monitoring data and to the Defra data will be made available on the parish council website.

23.133 Minutes

Resolved that the minutes of the meeting held on 26 July 2023 are a true record and were signed by the Chair.

23.134 Matters to note or resolve from other meetings

135.1 Community Outside Spaces Working Group

The group had not met and there was no additional information to report.

135.2 Jubilee Field Committee

The group were pursuing quotations for the shelter and had received a resident donation of £100 towards the cost. Next steps were to make an application to the CWAC Members Budget for funding.

135.3 Condition survey of playground on Parish Field

The nominated councillors (Cllrs. Serna, Canham, Hardman and O'Reilly) had arranged to meet on 16 September 2023. Photographs of areas of deterioration will be taken and forwarded to the playground installer to seek a quotation for repairs.

23.135 Reports

135.1 Chair

The Chair welcomed everyone back following the summer recess.

135.2 Councillors

Cllr. Leith reported on attendance at the meeting on Community Grants on 2 August 2023. As another session had been organised by ChALC, it was agreed that several councillors would attend and report back at the next meeting.

Cllr. O'Reilly is still seeking information on noticeboards.

Cllr Hardman reported that on enquiring with the Rural Services Network (RSN), Elton Parish Council currently receives a free of charge distribution of the RSN Bulletin and is a member of the Rural Village Services Group. A subscription offer is available at a cost of £105 per annum, with a half year subscription offer of £52.50 (1 September 2023 to 1 April 2024). It was agreed that Cllr. Hardman will circulate copies of the email bulletin and a view can be taken on the merits of taking a subscription in the future.

Cllr Highcock reported on the Hynet pipeline proposed alterations in regard to any impact on any parish land following scrutiny of the maps. The maps only show one proposed pipeline with no impact on parish owned land. He advised that landowners could contact Cadent by email to enquire if their land will be impacted by the wider proposals.

Cllr. O'Reilly reported that the Community Centre toilets were currently undergoing the first phase of refurbishment with completion due within two weeks. Phase two refurbishment of the toilets to the rear of the building would then be commenced. The roof of the building will need to be replaced in the future and funding will be sought for this project.

23.136 Planning

136.1 Applications received for comment:

23/02488/LBC

Address

Application Validated by CWAC - 29 Aug 2023

14 Laurel Farm Court Elton Chester CH2 4RY

Proposal Replacement of a window and a double door, keeping with the character of the property.

The council decided to make no comment on the application.

136.2 Applications decided by Cheshire West and Chester Council

No decisions were listed on the CWAC Portal and no decisions had been received by email notification. However, it was known that Planning Application 22/03693/FUL (Encirc warehouse) had been approved by the CWAC Planning Committee on 17 August 2023. Enquiries will be made to the Planning Officer on the delay in notification.

136.3 Options on handling planning matters were discussed.

Agreed that all planning applications will be forwarded to all councillors on receipt. A Planning Group consisting of Cllrs. Canham, Spencer and Highcock will discuss the details of the applications and will hold delegated responsibility for making comments on those considered to be straightforward. Any comments will be agreed by the group and forwarded to the clerk for uploading to the Planning Portal. All applications dealt with in this way will be reported to the next full council meeting. Applications of a complex nature or any planning application that the group decides should be referred to full council will be dealt with at an ordinary meeting, unless the application deadline falls outside the scheduled full council meeting, in which case either an extension on the deadline will be requested from the Planning Officer or an extraordinary meeting of the council will be called.

[Cllr. Heatley and one member of the public left the meeting at 8pm.]

137.4 The response received from the Planning Officer on Planning Application 22/03693/FUL was discussed. Cllr. Heatley and the Planning Officer will be asked for additional information on the s.106 monies.

23.137 Finance

137.1 It was noted that a cheque for £2.17 had been received from National Grid. It had not yet been paid into the council's bank account.

137.2 **Resolved**, the following payments made since the last meeting in July:

Date of payment	Type of payment	Payee	Total amount
04 July 2023	BACS	Clays Gardening Services	796.37
11 July 2023	BACS	Haines Watts	72.00
13 July 2023	BACS	Staff Salaries	1499.79
13 July 2023	BACS	HMRC	200.40
25 July 2023	Direct Debit	Peninsula Business	145.91
14 August 2023	BACS	Staff Salaries	1838.91
16 August 2023	BACS	Clays Gardening Services	110.00
16 August 2023	BACS	Clays Gardening Services	796.37
22 August 2023	Direct Debit	Peninsula Business	145.91
29 August 2023	BACS	Clays Gardening Services	796.37
29 August 2023	BACS	Clays Gardening Services	110.00
		Total Payments	£6,512.03

137.3 The following figures from the bank statements were checked and Cllr. Leith signed the accompanying statements agreeing the figures given as correct and reconciled:

Opening Balance	57, 574.75
Add: Income	0.00
Less: Expenditure	<u>6, 512.03</u>
Closing Balance	51, 062.72

137.4 Annual Governance and Accountability Return 2022/23

4(i) **Resolved**, the appointment of JDH Business Services to undertake the internal audit for 2022/23.

4 (ii) It was noted that the external auditor has written to advise that as the parish council has not yet returned the AGAR forms, a penalty of £40 is now payable and a further charge of £210 will be levied if no submission is received and a public interest report will be prepared which advises of non-submission.

137.5 The payment of the Uncontested election charges was discussed.

Resolved that an invoice for the full amount will be requested rather than paying in two instalments over two years.

137.6 **Resolved**, the purchase of replacement defibrillator pads for the unit located at SPAR, at a cost of approximately £125.00. Cllr. Leith will request an invoice and, if necessary, make the payment and be reimbursed, or pass the invoice to Cllr. Serna for a bank transfer to be made.

23.138 Grant

Resolved that the hire costs for the Community Centre incurred by the Doctor's Surgery for holding a 'flu vaccination clinic would be paid for by the parish council.

23.139 Adoption of CWaC Children's Play Area at Sorbus Close

The lease agreement from CWaC for the area enclosed by fencing and currently operating as a toddler play area was discussed.

Resolved that the parish council will sign the agreement which provides a lease of the area and allows the parish council to maintain the area and replace equipment at its own expense for a period of 10 years.

23.140 Parish Council Surgeries

The format and frequency of parish council surgeries was discussed. Currently Cllr. Lockhart combines a Police Surgery with a Parish Council Surgery, held weekly at the shops.

Resolved to continue with this arrangement and for a standing agenda item at full council to allow Cllr. Lockhart to report on issues raised and actions taken.

23. 141 Parish Council Land and Assets

141.1 A discussion on whether the Pump Track needs segregation from other field users, such as dog walkers took place. Further information on other parish council arrangements will be sought and a future agenda item will also consider the perimeter fencing to the parish field.

141.2 A discussion on changing the contact details on the signage on parish council land took place.

Cllr Lockhart will provide supplier information to Cllr, Serna and that an amount of £50 is authorised for the necessary work to be undertaken.

141.3 A discussion on the removal of the picnic bench, the plinths from the planters and the state of the wooden bollards took place.

Options for the replacement of the bollards will be brought to the next meeting; quotations will be sought for works to the planters and for the removal of the picnic bench.

23.142 Christmas Decorations

142.1 The quotation from Northwich Town Council for additional Christmas Lighting motifs had not been received.

142.2 The costs of supply and erection of a Christmas tree and associated lighting and the purchase of selection boxes for the children of the village were discussed.

Resolved that a maximum spend of £5000 is set to cover all the Christmas elements (lighting, the tree and its decoration, selection boxes) in order that bookings and purchasing can take place in a timely manner. All amounts spent will be monitored and reported to the next meeting of the parish council.

23.143 Future Projects

This item was deferred to the next meeting.

23.144 Staffing

144.1 The proposal that a staffing committee should be established was discussed.

Resolved that a staffing committee should be established, Terms of Reference will be drafted and brought to the next meeting for approval. Cllrs. Canham, Lockhart. O'Reilly and Williams were appointed members of the committee.

144.2 Following the resignation of Mr R Highcock from the position of Street Orderly, the two street orderlies had increased their hours to cover Mr Highcock's areas.

An introductory meeting with the orderlies and the clerk will be facilitated by Cllr, O'Reilly to discuss ongoing arrangements. Consideration on the recruitment of an additional orderly to provide holiday cover will be undertaken by the Staffing Committee.

Cllr. O'Reilly had organised a card and gift for Mr. Highcock.

23.145 Future Agenda Items

The following matters to be considered for inclusion on the next agenda:

Quotations for Parish Field Playground repairs to be considered;

Annual Governance and Accountability Report to be agreed prior to sending to the external auditor;

A standing item for reports from the Parish Council Surgeries;

Pump track segregation ideas and discussion on perimeter fence replacement;

Quotations for bench removal and planter improvements to be considered;

Ideas for future projects to be discussed;

Recruitment of new orderly to be considered.

23.146 Date and Time of next meeting

Monday 9 October 2023 at 7.00pm at Elton Community Centre.

The meeting closed at 9.10pm