



Minutes of the meeting of the
Parish Council held on
Monday 9 October 2023 in
Elton Community Centre at
7pm.

PRESENT: Cllrs Serna (Chair), Canham, Hardman, Heatley, Highcock, Leith, Lockhart and O'Reilly.

In attendance: Lara Jacob (Parish Clerk), PCSO Flanagan (from 8.48pm), one member of Elton Gardeners Association and one member of the public

23.147 Apologies

Apologies were received and accepted from Cllrs. Spencer and Williams.

23.148 Declarations of Interest

No declarations of interest were made.

23.149 Items for discussion in closed session

No items on the agenda were identified as necessary to be considered with the exclusion of the press and public.

23.150 Public Participation

150.1 PCSO Report

[This item was taken after item 7, beginning at 7.55pm]

PCSO Neil Flanagan attended and presented a report which contained information on an attempted house burglary and three incidents of anti-social behaviour. The "smiley" Speed Indicator Device had been deployed on School Lane on 3 October and the TruCam device was not operational as it was being recalibrated. A talk at Elton Primary School was scheduled to take place, giving advice and reassurance around the Halloween and Bonfire period. PCSO Flanagan highlighted the dates of surgeries being held and offered councillors the opportunity to take part in a ward walk.

[PCSO Flanagan and the representative of the Allotments Association left at 8.05pm]

150.2 Members of the Public

A member of the public raised the issue of untidy land at a property near the railway station. This included hedging which obstructed the footpath and also cause vehicles on Ince Lane to move across the centre line to ensure clear sight lines. Advice given was to report the issue to CWaC.

150.3 CWaC Ward Councillors Report

Cllr. Heatley reminded councillors that applications for funding from the Member's Budget was available.

150.4 Elton Allotments

The Annual General Meeting had been held and discussions on allowing

sheds on half plots, the provisions of polytunnels and additional insurance for visitors other than plot holders had been taken place.

23.151 Minutes

The minutes of the meeting held on 11 September 2023 were agreed as a true record and signed by the Chair.

23.152 Matters to note or resolve from other meetings

152.1 Community Outside Spaces Working Group

The group had not met.

152.2 Jubilee Field Committee

The next meeting of the Committee was scheduled for 23 October 2023 at 7pm. The contractor for the shelter had indicated a preferred start time of December/January. The fruit trees had been ordered and would be ready for delivery in November.

152.3 Condition survey of playground on Parish Field.

A report had been sent to the company who had installed the play area. A site visit on Friday 13 October at 2.30pm had been arranged.

23.153 Reports

153.1 Chair

A bollard at the entrance to the community centre had been damaged and a replacement was installed to prevent any further accident.

153.2 Councillors

153.2.1 Cllr Lockhart reported on parish council surgeries. Issues raised included the growth of brambles adjacent to Elton Primary School which had subsequently been removed by CWaC; trees encroaching the walkway leading to Whitefields had also been cut back; overflowing bins had also been removed. Justin Madders, MP and Mike Amesbury, prospective parliamentary candidate had joined one of the parish surgeries.

Cllr. Highcock reported that using a QR code to report an overflowing bin had had a successful outcome.

153.2.2 Cllr Canham and Cllr O'Reilly reported on public meeting held on Tuesday 19 September 2023 regarding the planning application for The Rigger. It was agreed that the concerns raised by residents on the potential for additional noise and litter, the inadequacy of the highway infrastructure and impact on existing retail outlets would be relayed to CWaC through the Planning Portal.

153.2.3 Cllr. Canham reported on Protos Community Forum meeting held on 27 September 2023. The company will soon be making two planning applications to CWaC, one to produce green hydrogen which will be used for a furnace at Encirc, the other for a carbon capture plant.

[PCSO Flanagan arrived at 7.48pm]

153.2.4 Cllr Highcock – reported on a telephone conversation with the Practice Manager of the Helsby and Frodsham GP Practice. Assurance was given that there were no plans to close the Elton Practice and that recent closures were due to lack of clinicians. The Practice Manager had enquired

about the best methods to alert residents to potential closures. It was agreed that one method of communication would be through Elton Chat and that opening times should be displayed at the surgery. A patient survey will be taking place over the next weeks.

153.2.5 Cllr O'Reilly had made enquiries about the cost of a new noticeboard. Commercially available noticeboards were expensive. An enquiry had been made to Hammer and Tongs to quote for a bespoke noticeboard. [Item 4.1 was taken at this point and after PSCO Flanagan and the representative of the Allotments Association left the meeting at 8.05pm]

23.154 Planning

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

23/02781/TPO 33 Coppice Green Elton Chester CH2 4RH
1x Oak tree (on the land behind 33 Coppice Green) - permission to prune/crown the branches by 3-4 feet.

The Planning Group considered that no comment would be made.

23/02796/FUL The Rigger Ince Lane Elton Chester Cheshire CH2 4LU
Change of Use of Ground Floor Sui Genris (public house) into Class E Retail
The parish council broadly support the change of use of the building which would bring it back into use.

23/02411/FUL Chester Motorway Service Area
Hapsford Interchange Elton Chester CH2 4QZ
Improved and relocated vehicle access/egress.
This is an amendment to the original planning application under the same reference number.
No comment was made.

154.2 Applications decided by Cheshire West and Chester Council
No decided applications had been notified.

154.3 The Terms of Reference for the Planning Working Group were discussed.

Resolved that the Terms of Reference are adopted.

23.155 Finance

155.1 A donation of £100 had been received from a resident to help towards the cost of the Jubilee Field shelter. Arrangements were being made to pay the money into the parish council bank account via the Post Office.

155.2 **Resolved** the following payments made since the last meeting in September:

Date of payment	Type of payment	Payee	Total amount
13 September	BACS	Heartsafe AED – Defib Pads	143.95
20 September	BACS	Staff Salaries and HMRC	1331.29
22 September	Direct Debit	Peninsula Business	145.91
28 September	BACS	Paypal – credit	-0.01
30 September	Direct Debit	Unity – Bank Charges	18.00
		Total Payments	£1639.14

155.3 **Resolved** to approve the future payments detailed below:

BACS	Elton Community Centre – public meeting 15/08/2023	22.00
Direct Debit	Information Commissioner’s Office Data Registration fee	35.00
BACS	HMRC August Payment	246.60
BACS	JDH Business Services (Internal Audit)	414.00
	Total Payments	£717.60

155.4 **To note** the following:

Bank Reconciliation:

Opening Balance (30.08.23)	51, 062.72
Add: Income	0.00
Less: Expenditure	1, 639.14
Closing Balance (30.09.23)	49, 423.58

Cllr. Leith who is not a signatory to the bank account to verified the figures by signature on the statements presented.

155.5 Report of the Internal Auditor for Financial Year 2022/23

The report of the internal auditor and the proposed changes to comply with the guidance received was discussed

Resolved that the proposed changes and timeframes are accepted.

155.6 Annual Governance and Accountability Return 2022/23

The Annual Governance Statement and the Accounting Statements for the financial year to 31 March 2023, Part 3 Section 1 and 2 were considered:

155.6.1 **Resolved** the responses to the nine statements in Section 1 – The Annual Governance Statement 2022/23.

155.6.2 **Resolved** that the figures entered in Section 2 - The Accounting Statements 2022/23 represent the financial position of Elton Parish Council on 31 March 2022.

155.7 **Resolved** that Cllr. Canham and Leith will be signatories to the Unity Bank account, in addition to Cllr. Serna.

155.8 **Resolved** that the payment of £1026.38 for ChALC membership from April 2023 to March 2024 will be made.

23.156 Grant

156.1 Consideration was given to making a grant to the Scouts for the purchase of fireworks for the upcoming event.

Resolved that a grant of £500 will be made.

156.2 Consideration was given to making a loan of £3811.11 to Elton Junior Football Club to allow the Club to access the grant money awarded by Protos, which has been made on a reimbursement only basis.

Resolved that a loan of £3811.11 will be made to Elton Junior Football Club with repayment made on receipt of the monies from Protos.

23.157 Parish Council Land and Assets

157.1 The advice received on segregating the Pump Track was discussed. It was agreed that no further action would be taken at this point.

157.2 The repair/replacement of the perimeter fencing at the Parish Field was discussed.

Agreed that Cllr. Canham would seek quotations.

157.3 Quotations for the removal of the picnic bench, the plinths from the planters and the state of the wooden bollards were discussed. The picnic bench had been removed and a options and quotations for adjustments to the planters was awaited.

It was proposed that the wooden bollards could be replaced with cast iron bollards and designs were considered.

Resolved that cast iron bollards at a cost of approximately £4,000 to £5,000 including installation were the preferred option. An enquiry will be made to CWaC Highways regarding any permissions that may be necessary.

157.4 As no quotations had been received for additional cctv at the Community Centre this item was deferred to the next meeting.

157.5 The trimming of hedges on the Parish Field and the Scout Hut boundary was discussed. A contractor had advised of the possibility of using a flailing machine to trim the entire boundary of the field. A quotation for this work had not yet been received so this decision would be deferred to the next meeting. It was considered that priority should be given to clearing the community centre entrance way to the field, trimming back bushes and trees adjacent to the fencing with the school.

Resolved that a maximum spend of £1000 is available for Clays Gardening Services to clear the priority area.

23.158 Events

158.1 The quotation from Northwich Town Council for additional lighting motifs was discussed.

Resolved that 4 motifs would be purchased at a total cost of £5,000 which includes the purchase and installation of electrical infrastructure for powering the motifs and the motifs themselves.

158.2 The style and costs of Remembrance Wreaths was discussed.

Resolved that one large and two small wreaths would be purchased at a total cost of £60.

158.3 The information received on the D-Day Commemoration celebrations planned for 6 June 2024 was discussed. Councillors will explore the information in greater depth and this item will be brought to a future meeting.

23.159 Future Projects

This item will be discussed at the next meeting in conjunction with the budget setting process.

23.160 Staffing

The Terms of Reference of the Staffing Committee were discussed.

Resolved that the Terms of Reference are adopted.

23.161 Future Agenda Items

The following items were requested for consideration at the next meeting: Christmas arrangements; consideration of any quotations received; D-Day commemoration.

23.162 Date and Time of next meeting

Monday 13 November 2023 at 7.00pm at Elton Community Centre.

Matters to be discussed in the absence of the press and public

No matters had been identified to be discussed with the exclusion of the press and public.

The meeting closed at 8.54pm