



Dear Councillor

You are HEREBY SUMMONED to attend the ANNUAL MEETING of the Parish Council to be held on **Monday 9 June 2025** at **7pm**, at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob

2 June 2025

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 12 May 2025 are a true record and on resolution be signed by the Chair (enclosed).

6. Planning

6.1 Applications received for comment:

(Details of the applications were circulated on receipt)

None to date

6.2 Applications decided by Cheshire West and Chester Council:

25/00657/FUL

2 Parkland Drive Elton Chester CH2 4QE

Proposal Demolition of existing garage and erection of single storey side and rear extensions

Decision Approval

Decision Issued Date Mon 12 May 2025

7. Finance

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

7.2 **To note** the payments made since the last meeting, details appended (invoice pack **enclosed**).

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

7.4 **To note** the following:

Bank Reconciliation:	Carry Forward	30/04/25	63,403.50
	Add: Income		0.00
	Less: Expenditure (May 25)		3975.71
	Closing Balance	31/05/25	0.00

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 statement enclosed**)

7.5 **To receive** the Budget Monitoring document up to end May 2025. (**enclosed**)

Dates of meetings for civic year 2025 to 2026

8. Reports from councillors

To receive and consider actions from any reports from councillors:

15.1 Feedback from parish council surgeries held, (Cllr. Lockhart);

15.2 Correspondence from Public Transport Working Group (**information enclosed**);

15.3 Any other reports on activities by councillors.

9. Parish Council Land and Assets

9.1 Jubilee Field

To receive an update on the group's proposal that a survey is conducted and a forward-looking management plan is written for the area.

9.2 Play Areas

9.2.1 **To receive** an update on monthly play inspections and consider any recommendations. **To note** anything pertinent from the report

9.2.2 **To receive** an update on the progress of the outdoor gym.

9.2.3 **To note** that the funding application to Veolia has been completed and that the organisation will make a decision after 3 June 2025.

9.2.4 **To receive** any other updates on the parish play areas.

Car Park Land

9.3 **To consider** the request from a charity to site a clothing deposit bank on parish council land (**information enclosed**).

9.4 **To consider** a request from a resident to trim trees on the car park boundary.

Other land areas

9.5 **To receive** any update on proposals to wrap the Memorial Tree on Greenbank and plant a real Christmas Tree.

9.6 **To receive** any updates on the Dog Park.

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

10. Governance

To review the proposed changes and adopt the following documents:

10.1 Standing Orders

10.2 Financial Regulations.

11. Events

To consider the request for a donation of £50 to offset water bill costs at Elton Community Centre as a result of a charity car wash event.

12. Newsletter

To receive an update on the progress of producing a parish newsletter.

13. Future Agenda Items

To note any matters for consideration at the next meeting.

14. Date and Time of meetings

14.1 To confirm that the next monthly meeting of the parish council will be Monday 14 July 2025 at 7pm.

14.2 To discuss the date of the monthly meeting in October 2025.

15. 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.

Payment Schedule

PAYMENTS MADE IN MAY					
15 May	Staff Salaries	May 2025	1562.67	0.00	1562.67
	D Hardman	Reimburse for tools purchased	15.10	0.00	15.10
	Haines Watts	Quarterly Payment and Annual Charges	100.00	20.00	120.00
	JDH Business Services	Annual Internal Audit	422.00	84.40	506.40
	Rural Village Services Group	Annual membership	52.50	10.50	63.00
	Clays Gardening Services	April monthly payment	927.54	0.00	927.54
	Clays Gardening Services	Sorbus Close tidy and hedge at Mt Pleasant	125.00	0.00	125.00
	Wirral Countryside Volunteers	Donation to the charity as thanks for carrying out hedge laying on the parish field	500.00	0.00	500.00
	Elton Community Centre	Donation for VE Day Event	150.00	0.00	150.00
31 May	Unity Trust Bank	Monthly bank charges	6.00	0.00	6.00
		TOTAL	£3860.81	£114.90	£3975.71
PAYMENTS TO BE AUTHORISED					
15 June	Staff Salaries	June 2025			
	Clays Gardening Services	May monthly payment	927.54	0.00	927.54
30 June	Unity Trust Bank	Monthly bank charges	6.00	0.00	6.00