

Dear Councillor

You are HEREBY SUMMONED to attend the MEETING of the Parish Council to be held on **Monday 8 September 2025** at **7pm**, at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob

2 September 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

A reflection on the life of Councillor Maragret Lockhart will take place prior to the opening of the meeting.

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

To discuss with the CWaC councillor requests for wildflower areas in Elton.

4.4 Elton Allotments

5. Minutes

To agree that the minutes of the meeting held on 14 July 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)

25/01947/FUL

Meadow Vale Marsh Lane Elton Chester CH2 4LP

Proposal Erection of front bay window extension

Circulated to Planning Group and agreed to make no comment.

24/03831/FUL

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

Proposal: Construction of electric heavy goods vehicle (eHGV) charging hub with associated works

25/02108/FUL

Land At Cross Lane Frodsham

Proposal: Construction of a new Carbon Dioxide Spur Pipeline and Above Ground Installation (AGI) and ancillary equipment to serve the Viridor Energy from Waste (EfW) Facility Carbon Capture Plant

6.2 Applications decided by Cheshire West and Chester Council:

25/00962/FUL

9 Firbank Elton Chester CH2 4LY

Proposal Single storey rear and first floor side extension, alterations to existing conservatory by removing glazing and replacing with cavity walls, bi-fold glass opening and 1 window with an insulated roof with 2 velux windows and replacement of all existing glazing.

Decision Refusal

Decision Issued Date Fri 18 Jul 2025

Subsequently, the applicant has lodged an appeal with the Secretary of State.

7. Finance

7.1 **To note** that a cheque received from Protos Community Fund for £4609.00 was posted to Unity Trust Bank on 19 July 2025.

To note any other receipts of money.

7.2 **To note** the payments made since the last meeting, details appended (invoice pack enclosed). The payments made in August were authorised by Cllrs. Serna and Williams.

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	31/06/25	56,772.80
	Add: Income		4,609.00
	Less: Expenditure (Jul 25)		4,716.66
	Less: Expenditure (Aug 25)		2,947.13
	Closing Balance	31/08/25	53,718.01

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 note** that a substantially larger than expected bill of £277.34 (compared to £27.82 the previous year) has been received from npower for unmetered electricity supply of last year's Christmas lighting and that a query has been raised with SP Energy Networks and a reply is awaited.

7.6 **To receive** the Budget Monitoring document up to end August 2025. (**enclosed**)

7.7 **To consider** any items to be included in the budget proposal or arrange a meeting to discuss parish council projects to consider for next financial year.

7.8 **To receive** and note the External Auditor Report.

8. Reports from councillors

To receive and consider actions from any reports from councillors:

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

Feedback from meeting with Sarah Pochin MP.

8.2 Any other reports on activities by councillors.

9. Parish Council Land and Assets

9.1 Jubilee Field

To receive any updates.

9.2 Play Areas

9.2.1 **To receive** an update on monthly play inspections and the annual play inspection and to consider any recommendations.

9.2.2 **To consider** the legal agreement received from the North Cheshire Community Rail Partnership for the outdoor gym.

9.2.3 **To receive** an update on progress towards funding for the play area at Sorbus Close.

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

Other land areas

9.3. **To receive** any updates on the Dog Parks.

9.4. **To receive** an update on the repairs to the paving slabs at the side and front of the Community Centre and the condition of the concrete bollard.

9.5 **To note** that the holes on the parish field have been filled in.

9.6 **To receive** additional quotations for carrying out a health and safety inspection of trees on parish council land.

9.7 **To receive** quotations for the replacement of the parish council noticeboards from top opening to side opening.

9.8 **To discuss** the quotation received for cutting a piece of grass near the Rigger, where the owner of the land cannot be established.

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

10. Winter Gritting

To consider running the winter gritting community project again and to consider the purchase of grit.

11. Governance

11.1 **To review** the proposed Tree Management Policy and consider adoption.

11.2 **To review** the proposed Internal Control Policy and Internal Control Checklist and consider adoption.

12. Events

12.1 **To discuss** quotations received for the install and deinstall of the Christmas lighting motifs and the switch on of the Christmas Tree lights for the Christmas 2025 event.

12.2 **To discuss** the quotation received for the supply and disposal of the real Christmas Tree.

13. Newsletter

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

14. Consultations

To consider responses to the following consultations:

CWaC Local Plan: <https://www.cheshirewestandchester.gov.uk/localplan>

15. Future Agenda Items

To note any matters for consideration at the next meeting.

16. Date and Time of meetings

To confirm the date of the monthly meeting in October 2025 will be Monday 6 October 2025.

17. 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 JULY				
15 July	Staff Salaries	July 2025	1735.27	0.00	1735.27
	Clays Gardening Services	May monthly payment	927.54	0.00	927.54
	ChALC	Chair Training	25.00	0.00	25.00
	Haines Watts	Payroll charges first quarter to June 2025	82.50	16.50	99.00
	Sutcliffe Play	Instal charges for deck boards on low-level roundabout	1061.54	212.31	1273.85
	Elton Community Centre	Donation for summer school	150.00	0.00	150.00
	Elton Scouts	Donation for Firework event	500.00	0.00	500.00
31 July	Unity Trust Bank	Monthly bank charges	6.00	0.00	6.00
		TOTAL	4487.85	229.81	4716.66
	PAYMENTS MADE AUGUST				
15 August	Staff Salaries	August 2025	1549.82	0.00	1549.82
	Clays Gardening Services	July monthly payment	1,391.31	0.00	1,391.31
31 August	Unity Trust Bank	Monthly bank charges	6.00	0.00	6.00
	PAYMENTS TO BE AUTHORISED				
15 Sept	Staff Salaries	September 2025 (includes cost of living increase and backdated payments)		0.00	
	Clays Gardening Services	August monthly payment	1062.54	0.00	1062.54
	L Jacob	Reimburse for flowers and O365 monthly subscription	43.49	0.00	43.49
	L Jacob	Work from home allowance	156.00	0.00	156.00
	PKF Littlejohn LLP	External Audit Services	315.00	63.00	378.00
30 Sept	Unity Trust Bank	Monthly bank charges	6.00	0.00	6.00