

Dear Councillor

You are HEREBY SUMMONED to attend the MEETING of the Parish Council to be held on **Monday 6 October 2025** at **7pm**, at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob

30 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

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 8 September 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)

25/02718/CAT

2 Laurel Farm Court Elton Chester CH2 4RY

Remove Tree due to damage being caused on driveway and wanting to prevent damage growing closer towards the property

6.2 **To note** that the following applications will be heard by the Cheshire West and Chester Council Planning Committee on 7 October 2025:

24/01322/S73

Ince Resource Recovery Park Marsh Lane Ince

Proposal: Removal of condition 17 (requirement to implement the first phase rail infrastructure prior to the occupation of plots within Protos Phase 2) of 14/02277/S73 (Variation of conditions 2, 3, 6, 9, 10, 12, 13, 16, 17, 19, 41 and 46 on planning permission APP/Z0645/A/07/205909 - Section 73 application for proposed development of Resource Recovery Park to include layout.

24/01685/106

Plot 8, Protos ERF Ince Resource Recovery Park Grinsome Road Ellesmere Port Cheshire

Proposal: S106A Application associated with the Protos ERF Unilateral Undertaking (ref. 18/01543/S73), signed on 24 April 2019, to remove Clause 5 associated to the delivery of the rail facility.

7. Finance

7.1 **To note** that a payment of £7800 from North Cheshire Community Rail was received on 15 September 2025 and a further payment of £18,200 on 30 September 2025, being the first payment as deposit for the Outdoor Gym and the balancing sum.

To note any other receipts of money.

7.2 **To note** that a payment of £6803.30 was made to Sovereign, a down payment for the outdoor gym equipment, paid from the monies received from North Cheshire Community Rail.

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

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

To note that other invoices will be received after the agenda has been issued and will be presented to and considered for payment at the meeting, as the meeting is being called one week earlier than usual.

7.5 **To note** the following:

Bank Reconciliation:	Carry Forward	31/08/25	53,718.01
	Add: Income		26,000.00
	Less: Expenditure (Sept 25)		10,496.29
	Closing Balance	30/09/25	69,221.72

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 to follow)

7.6 **To note** that following the querying of the substantially larger than expected bill of £277.34 (compared to £27.82 the previous year) received from npower for unmetered electricity supply of last year's Christmas lighting, SP Energy Networks had confirmed that the company had not reset to zero and the bill related therefore to the whole year. This error has now been corrected, with the unmetered supply stopping on 6 January 2025. A new reading has been sent to npower who will issue a corrected bill (not yet received). Meanwhile a late charge of £40 was applied to the account and this has been appealed.

7.7 **To receive** the Budget Monitoring document up to end September 2025. (to follow)

7.8 **To note** that an informal budget discussion meeting had taken place and that indicative figures for the projects highlighted will be sought and included in the budget proposal document to be discussed at the November meeting.

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

8.2 Any other reports on activities by councillors.

9. Councillor Vacancy

To note that no request for an election has been made and to discuss next steps.

10. Parish Council Land and Assets

10.1 Jubilee Field

To receive any updates.

10.2 Play Areas

10.2.1 **To receive** an update on monthly play inspections and consider any recommendations.

10.2.2 **To receive** an update on the outdoor gym.

The deposit monies had been transferred to Sovereign Play and an initial install date of 24 November scheduled. All updates received will be shared with councillors and the North Cheshire Rail Partnership.

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

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

Other land areas

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

10.4. **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.

10.5 **To note** that the health and safety inspection of trees on parish council land has been scheduled for 6 November 2025.

10.6 **To note** that the parish council was made aware of a gas pipeline installation that would affect the car park and that a site meeting took place. At that meeting it became apparent that CWaC had sub-contracted the works but had not checked the ownership status of the land. Legal advice was sought which indicated that a legal agreement known as an easement would need to be drawn up to protect the interests of the parish council over the land where the proposed pipeline would be installed. This information was communicated to the contractor and a response is awaited.

10.7 **To discuss** the proposal for requesting ownership of the land that lies between the Rigger and the shops with a view to maintaining the area at the parish

council's expense.

10.8 **To discuss** the proposal to plants spring bulbs between the bollards on Greenbank.

10.9 **To discuss** the proposal for wildflower areas to be planted across the parish, in partnership with CWaC. CWaC will prepare the ground for sowing, the parish council will supply the seeds and volunteers to sow the areas.

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

11. Events

11.1 **To consider** the arrangements for Remembrance Sunday and agree the costs of purchasing wreaths. www.poppysshop.org.uk/products/medium-poppy-wreath

11.2 **To consider** the additional costs required by CWaC to register and license the installation of Christmas lighting motifs on their lamp post assets. CWaC require a payment of £495 and registering in detail of the Christmas lighting scheme. Northwich Town Council have offered to administer the registration process and payment of the fee to CWaC for an additional £100.

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

To confirm that then next monthly meeting will take place on Monday 10 November 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 SEPTEMBER				
15 Sept	Staff Salaries	September 2025 (includes cost of living increase and backdated payments)	1940.09	0.00	1940.09
	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
	Hammer and Tongs	Miscellaneous items from Jan 2024 to July 2025	106.87	0.00	106.87
23 Sept	Sovereign Design Play Systems	30% deposit for Outdoor gym equipment	5,669.42	1,133.88	6,803.30
30 Sept	Unity Trust Bank	Monthly bank charges	6.00	0.00	6.00
		TOTAL	9299.41	1196.88	10496.29
	PAYMENTS TO BE AUTHORISED				
7 Oct	Information Commissioners Office	ICO Registration fee (Direct Debit)	47.00	0.00	47.00
15 Oct	Staff Salaries	October 2025	TBC		TBC
	Clays Gardening Services	September monthly payment	TBC		TBC
31 Oct	Unity Trust Bank	Monthly bank charges	6.00	0.00	6.00