

Dear Councillor

You are HEREBY SUMMONED to attend the MEETING of the Parish Council to be held on **Monday 10 November 2025** at **7pm**, at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob

4 November 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 6 October 2025 are a true record and on resolution be signed by the Chair **(enclosed)**.

6. Co-option

To consider the two applications received in accordance with the procedure laid out in the Co-Option Policy. (enclosed)

7. Planning

7.1 Applications received for comment:

(Details of the applications were circulated on receipt)

25/02874/FUL

8 Dairy Bank Elton Chester CH2 4PF

Single storey front porch extension.

25/02727/S73

Area 13 Ince Resource Recovery Park Grinsome Road Ellesmere Port

Application to vary Conditions 2 (approved plans) and 3 (HGV movements) of planning permission 20/04396/FUL (Resource recovery facility (Plastics Recycling Facility)).

7.2 **To note** the following applications decided by the Cheshire West and Chester: None.

8. Finance

8.1 **To note** that £30 was received from the Blakemore Foundation (SPAR Stores) and **to note** receipt of any other money.

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

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

8.4 **To note** the following:

Bank Reconciliation:	Carry Forward	30/09/25	69,221.72
	Add: Income		30.00
	Less: Expenditure (Oct 25)		3086.32
	Closing Balance	31/10/25	66,165.40

A councillor who is not a signatory to the bank account to verify these figures by signature on the statements presented (enclosed).

8.5 **To receive** the Budget Monitoring document up to end October 2025. (enclosed)

8.6 **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. The error was corrected by SP Energy Networks and the correct information sent to npower who issued a new bill of £137.43. This bill has also been queried as the wrong dates of supply are shown on the invoice detail page. Npower is yet to respond to this new issue but have logged a customer complaint.

8.7 **To discuss** the budget proposal presented based on known and projected rises in costs and forthcoming projects (enclosed).

8.6 **To consider** the request for a contribution towards the cost of the clerk's attendance at the Practitioners Conference (enclosed).

9. Reports from councillors

To receive and consider actions from any reports from councillors:

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

9.2 Any other reports on activities by councillors.

10. Consultations

To consider responses to the following consultations:

Fit for the future - <https://participatenow.cheshirewestandchester.gov.uk/hub-page/fit-for-the-future>

11. Parish Council Land and Assets

11.1 Jubilee Field

To receive any updates.

11.2 Play Areas

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

11.2.2 **To note** that due to vandalism a springer toy at Sorbus Close had been damaged, with the broken parts strewn across the grassed area and the fixing left in place, requiring removal. A resident had removed the broken pieces and placed a warning poster on the remaining fixing. An inspection of all equipment was undertaken on 31 October and running repairs made. A quotation for the removal of the springer toy was requested and a price of £285 was agreed for the removal to take place on 7 November 2025. (information on quote enclosed)

11.2.3 **To note** that a provisional date of week commencing 9 February had been indicated for the installation of the outdoor gym.

11.2.4 **To note** that Encirc had confirmed their commitment to provide funding of £5000 for the play area at Sorbus Close and that an application for £2500 is being prepared for the Protos Community Benefit Fund.

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

Other land areas

11.3. **To receive** any updates on the Dog Parks, including any quotations for installing springers to the entry gates and an access gate between the two areas.

11.4. **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.

11.5 **To note** that the health and safety inspection of trees on parish council land is scheduled to take place on 6 November 2025. **To discuss** the report and any actions. (report to follow)

11.6 **To consider** the design and costs of two signs for display on Scout Hut Lane to discourage parking across access routes. (design and outline costs enclosed)

11.7 **To receive** an update on the proposed installation of a gas pipeline affecting parish council land.

11.9 **To note** that, with time of the essence, Cllr. Williams had undertaken the planting of spring bulbs between the bollards on Greenbank.

11.10 **To receive** any update from CWaC on the request for wildflower areas in addition to those which had already been earmarked by CWaC in the parish area.

To discuss any actions as a result of received updates.

11.11 **To consider** the request from the Community Centre to site a parcel pick up locker outside the Community Centre.

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

12. Events

12.1 **To note** that four motifs were found to need repair and that the contractor had been asked to repair three as per agreement at September 2025 meeting (item 25.61.1). **To note** that the motifs had now been mounted to the street lighting posts.
12.2 **To discuss** the arrangements and support needed for the Winter Wonderland event being co-ordinated by the Community Centre Events Team.

13. Newsletter

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

14. Future Agenda Items

To note any matters for consideration at the next meeting.

15. Date and Time of meetings

To confirm that then next monthly meeting will take place on Monday 8 December 2025.

16. 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 OCTOBER				
7 Oct	Information Commissioners Office	ICO Registration fee (Direct Debit)	47.00	0.00	47.00
15 Oct	Staff Salaries	October 2025	1918.29	0.00	1918.29
	L Jacob	Reimburse O365 monthly license	8.49	0.00	8.49
	Clays Gardening Services	September monthly payment	927.54	0.00	927.54
	DJH Wirral and Chester LTD	Quarterly payroll charges	82.50	16.50	99.00
	D Hardman	Reimburse expenses for play area	80.00	0.00	80.00
31 Oct	Unity Trust Bank	Monthly bank charges	6.00	0.00	6.00
		TOTAL	3069.82	16.50	3086.32
	PAYMENTS TO BE AUTHORISED				
	Staff salaries	November 2025	TBC		TBC
	Lara Jacob	Reimburse for Poppy Wreaths and monthly O365 subscription	68.46	0.00	68.46
	Clays Gardening Services	October monthly payment	618.77	0.00	618.77
	AJE Landscaping and Groundworks	Grounds Maintenance on Jubilee Field	1,000.00	0.00	1,000.00
	Then Media	Email and web hosting services to parish and community centre	568.00	113.60	681.60
	Unity Trust Bank	Monthly bank charges	6.00	0.00	6.00