

Dear Councillor

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

Lara Jacob

2 December 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 10 November 2025 are a true record and on resolution be signed by the Chair **(enclosed)**.

6. Councillor Vacancy

6.1 **To note** that Cllr. Highcock sent a note of resignation, resulting in a vacancy. The vacancy has been notified to CWaC and the fourteen working day period for electors to call for an election has begun.

6.2 **To discuss** the proposal from Cllr. Heatley that the parish council apply for a Community Governance Review to Cheshire West and Chester Council to reduce the number of councillors that is required for Elton.

(<https://www.cheshirewestandchester.gov.uk/your-council/community-governance-review>)

7. Planning

7.1 Applications received for comment:

(Details of the applications were circulated on receipt)

None received

7.2 **To note** the following applications decided by the Cheshire West and Chester:

25/02718/CAT

2 Laurel Farm Court Elton Chester CH2 4RY

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

Status Decided

Decision Issued Date Mon 13 Oct 2025

25/02874/FUL

8 Dairy Bank Elton Chester CH2 4PF

Proposal Single storey front extension and replacement first floor front elevation window.

Decision Refusal

Decision Issued Date Mon 10 Nov 2025

8. Finance

8.1 **To note** that £500 was received from Elton Scouts, the return of grant funding for the Fireworks event that was cancelled. To note that £1845.10 was received from making VAT reclaim to HMRC.

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 November were authorised by Cllrs. Serna and Canham.

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	31/10/25	66,165.40
	Add: Income		2,345.10
	Less: Expenditure (Nov 25)		4,437.04
	Closing Balance	30/11/25	64,073.46

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 November 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 have now responded several times to the customer complaint logged but have yet to provide an updated bill.

8.7.1 **To consider** the budget proposal for Financial Year 2026 – 2027 (**enclosed**)

8.7.2 **To consider** the level of precept that should be requested to be billed to residents by Cheshire West and Chester.

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

9.1.1 **To discuss** the results of the public transport survey and decide on the information to be shared (**enclosed**).

9.1.2 To receive a report on the site visit to EET on 4 December 2025

9.2 Any other reports on activities by councillors.

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 a springer toy at Sorbus Close

10.2.3 **To note** that a meeting with Sovereign Play had taken place and the location of the outdoor gym equipment had been agreed that accommodated the requirements of the football field.

10.2.4 To note that Protos had acknowledged receipt of the application form for funding of play equipment at Sorbus Close and that an application to the Community Marches Benefit fund was being prepared.

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

Other land areas

10.3. **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.

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 discuss** the report produced following the health and safety inspection of trees on parish council land and consider any actions. (**enclosed**)

10.6 **To note** that the "No parking, access for emergency vehicles required" signs had been ordered, delivered and installed.

10.7 **To note** that Ward Councillor Parker had endorsed the request for additional wildflower areas to be prepared by CWaC, one at the entrance to Elton village from the A5117 and another on the mini roundabout opposite the Jubilee Field.

10.8 **To discuss** the updates on enquiries following the request from the Community Centre to site a parcel pick up locker outside the Community Centre. CWaC Planning department had advised that planning permission was necessary; the insurance company had advised that liability for the physical item lies with the owner and the parish council's liability relates only to the land; the terms and

conditions for the installation are attached for consideration (**enclosed**)

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

11. Events

To receive feedback on the Winter Wonderland event and the Christmas Lights Switch on.

12. Future Agenda Items

To note any matters for consideration at the next meeting.

13. Date and Time of meetings

To confirm that then next monthly meeting will take place on Monday 12 January 2026.

14. 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 NOVEMBER				
15.11.2025	Staff salaries	November 2025	1643.81	0.00	1643.81
15.11.2025	Lara Jacob	Reimburse for Poppy Wreaths and monthly O365 subscription	68.46	0.00	68.46
15.11.2025	Clays Gardening Services	October monthly payment	618.77	0.00	618.77
15.11.2025	AJE Landscaping and Groundworks	Grounds Maintenance on Jubilee Field	1,000.00	0.00	1,000.00
15.11.2025	Then Media	Email and web hosting services to parish and community centre	568.00	113.60	681.60
15.11.2025	P O'Reilly	Reimburse selection boxes	208.40	0.00	208.40
20.11.2025	National Rocksalt	Delivery of 42 bags of grit	175.00	35.00	210.00
30.11.2025	Unity Trust Bank	Monthly bank charges	6.00	0.00	6.00
		TOTAL	4288.44	148.60	4437.04
	PAYMENTS TO BE AUTHORISED				
15.12.2025	Staff salaries	December 2025	TBC		TBC
	Lara Jacob	Reimburse for Grit and monthly O365 subscription	8.49	0.00	8.49
	Your Parking Sign Ltd	2 x Parking Signs for Scout Hut Lane	104.20	20.84	124.04
	Lally Tree Management	Tree health and safety survey	750.00	150.00	900.00
	AEJ Landscaping and Groundworks Ltd	Supply and install/uninstall Christmas Tree	825.00	0.00	825.00
31.12.2025	Unity Trust Bank	Monthly bank charges	6.00	0.00	6.00