

Dear Councillor

You are HEREBY SUMMONED to attend the MEETING of the Parish Council to be held on **Monday 12 January 2026** at **7pm**, at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

*Lara Jacob*

6 January 2026

**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](mailto: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 December 2025 are a true record and on resolution be signed by the Chair **(enclosed)**.

## 6. Councillor Vacancy

6.1 **To note** that there was no call for an election to be held and that a notice of the vacancy to be filled by co-option was posted on 24 December 2025.

6.2 **To consider** the applications received in accordance with the procedure laid out in the Co-Option Policy. (to follow)

## 7. Planning

7.1 Applications received for comment:

(Details of the applications were circulated on receipt)

[25/03594/FUL](#)

24 Parkland Drive Elton Chester CH2 4QE

Single storey rear extensions and loft conversion with a rise in roof height.

[25/03849/ADV](#)

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

Erection of an illuminated totem sign

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

[24/01816/DIS](#)

Application received - Fri 21 Jun 2024

Elton Green Service Station Shotwick-frodsham Road Elton Chester CH2 4LD

Discharge of conditions 9 (Remediation Strategy), 10 (Verification Report) and 11 (Remediation Strategy) of 23/00838/S73

Decision      Refusal

Decision Issued Date      Mon 01 Dec 2025

## 8. Finance

8.1 **To note** receipt of any 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 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	31/10/25	64,073.46
	<b>Add:</b> Income		0.00
	<b>Less:</b> Expenditure (Nov 25)		7240.34
	Closing Balance	30/11/25	56, 834.12*

\*£1 in favour of bank as an invoice was underpaid by £1.

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 December 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. Governance

9.1 **To nominate** a councillor to carry out an internal control check before the financial year end in March 2026.

9.2 **To note** that a review of councillor responsibilities will take place at the March 2026 meeting.

## 10. PCSO update

**To note** the receipt of information received from the Assistant Chief Constable of Cheshire Police and to consider a response.

## 11. Parish Council Land and Assets

11.1 **To consider** the specification draw up to seek quotations for maintenance of the parish field, Greenbank and Jubilee Field in the coming year. (**to follow**)

11.2 **To consider** the specification drawn up to seek quotations for tree and hedge cutting work to respond to the tree health and safety report.

11.3 **To consider** the specification drawn up to seek quotations for the provision of quick response, ad hoc works on parish council land and assets.

### 11.4 Jubilee Field

**To receive** any updates.

### 11.5 Play Areas

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

11.5.2 **To receive** an update on a springer toy at Sorbus Close

11.5.3 **To note** any updates on the installation of the outdoor gym equipment.

11.5.4 **To note** that a request had been made for clearing undergrowth near the location of the outdoor gym and to consider the quotation received (**enclosed**)

11.5.5 **To note** that an application had been made to EET for funding of play equipment at Sorbus Close.

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

### 11.6 Other land areas

11.6.1 **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.

11.6.2 **To discuss** ideas and quotations for a memorial to Cllr. Margaret Lockhart to be placed in the Dog Parks.

11.6.3 **To receive** an update on the repairs to the paving slabs at the side and front of the Community Centre, the condition of one concrete bollard and the removal of another that had been damaged.

11.6.4 **To receive** any updates on the wildflower requests made through the Ward councillors to CWaC.

11.6.5 **To note** that the Post It, the company who own the parcel pick up locker had indicated that they would apply for planning permission and to receive any update.

11.7 **To note** that correspondence had been received from the Secretary of State

regarding the request made to CWaC for the area known as Pogo's Wood to be designated as a Public Right of Way. A determination will be made by the Secretary of State in due course (**enclosed**)

11.8 **To consider** registering the parish council as the guardian of the defibrillator located at the SPAR shop.

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

## **12. Events**

**To discuss** any item of note.

## **13. Reports from councillors**

**To receive and consider actions** from any reports from councillors:

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

**To consider** the proposed information for publicising the end of the survey and the summary of the results to residents (**enclosed**)

13.1.1 Public Transport Survey

13.2 Any other reports on activities by councillors.

## **14. Future Agenda Items**

**To note** any matters for consideration at the next meeting.

## **15. Date and Time of meetings**

To confirm that the next monthly meeting will take place on Monday 9 February 2026.

## **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

	<b>PAYMENTS MADE IN DECEMBER</b>				
15.12.2025	Staff salaries	December 2025	1643.81	0.00	1643.81
	Lara Jacob	Reimburse for 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
	Northwich Town Council	Install of Christmas lighting scheme including repair to three motifs	3110.00	622.00	3732.00
31.12.2025	Unity Trust Bank	Monthly bank charges	6.00	0.00	6.00
		<b>Total</b>	<b>6447.50</b>	<b>792.84</b>	<b>7240.34</b>
	<b>PAYMENTS TO BE AUTHORISED</b>				
15.01.2026	Staff salaries	JANUARY 2026	TBC		TBC
	Lara Jacob	Reimburse for monthly O365 subscription and SLCC Practitioners Conference	228.49	0.00	228.49
	Value Products Limited	Balance to pay for No Parking Signs	1.00	0.00	1.00
31.01.2026	Unity Trust Bank	Monthly bank charges	6.00	0.00	6.00