

Dear Councillor

You are HEREBY SUMMONED to attend the ANNUAL MEETING of the Parish Council to be held on **Monday 12 May 2025** at **7pm**, at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob

6 May 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. Election of Chair**
- 2. Election of Deputy Chair**
- 3. Apologies**
To receive apologies for absence.
- 4. Register of Interests and Declarations of Interest**

4.1 All councillors to confirm that they have reviewed their Register of Interest, and will provide within 28 days, any updates to the clerk. Registers can be found on the parish council's website: <https://www.eltonparishcouncil.co.uk/parish-council/councillors/councillor-noi-forms.html> and should be checked prior to the meeting.

4.2 *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.*

- 5. 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.

6. Public Participation

- 6.1 PCSO Report
- 6.2 Members of the Public
- 6.3 CWaC Ward Councillors Report
- 6.4 Elton Allotments

7. Minutes

To agree that the minutes of the meeting held on 14 April 2025 are a true record and on resolution be signed by the Chair (**enclosed**).

8. Planning

8.1 Applications received for comment:
(Details of the applications were circulated on receipt)

[25/00876/FUL](#)

5 Lawnswood Grove

Single storey rear infill extension with mono pitched roof continued over existing flat roof.

Circulated to Planning Team with no comment recommended.

[25/00588/LDC](#)

Recreational Ground Elton Community Centre School Lane Elton Chester CH2 4PU
Proposed installation of outdoor gym equipment at the end of the field
INFO ONLY

[25/00962/FUL](#)

9 Firbank Elton Chester CH2 4LY

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

[25/00952/FUL](#)

Protos Resource Recovery Park Marsh Lane Ince
Construction of a new Carbon Dioxide Spur Pipeline, an Above Ground Installation (AGI) and ancillary equipment to serve Protos Resource Recovery Park

[25/01084/FUL](#)

46 Farmdale Drive, Elton Chester CH2 4PJ

Single storey rear extension and existing outbuilding alterations

8.2 Applications decided by Cheshire West and Chester Council:

[25/00074/FUL](#)

5 Poplar Grove Elton Chester CH2 4PY

Conversion of existing garage to annexe, flat to mono pitched roof, with installation of solar panels

Decided 16 APR - APPROVED

9. Finance

- 9.1 **To note** any receipts of money.
- 9.2 **To note** the payments made since the last meeting, details appended (invoice pack **enclosed**).
- 9.3 **To resolve** the payments to be made following the meeting, details

appended (invoice pack **enclosed**)

9.4 **To note** the following:

Bank Reconciliation:	Carry Forward	31/03/25	2,730.76
	Add: Income		66,466.00
	Less: Expenditure (Apr 25)		5793.26
	Closing Balance	30/04/25	63,403.50

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**)

9.5 **To receive** the Budget Monitoring document up to end April 2025. (**enclosed**)
Audit 23.24

10. **Audit 24/25**

10.1 **To receive and respond** to the Report from the Internal Auditor, reporting on financial year 1 April 2024 to 31 March 2025 (**enclosed**)

10.2 **To review** the Annual Governance Statement and the Accounting Statements for the financial year to 31 March 2025, Part 3 Section 1 and 2 (**enclosed**) by:

10.2.1 **Considering and responding to** the nine statements in Section 1 – The Annual Governance Statement 2024/25 (**enclosed**) and

10.2.2 **Considering and confirming** the figures entered in Section 2 - The Accounting Statements 2024/25 (**enclosed**)

10.3 **To note** the arrangements to be made for the Public Right to View of the unaudited accounts.

11. **Dates of meetings for civic year 2025 to 2026**

11.1 To agree that full council meetings will be held on the second Monday of the month, except for August, at Elton Community Centre beginning at 7pm, unless otherwise rearranged.

11.2 **To agree** that all other committee meetings will be held when required and the dates will be advised with three clear days' notice.

12. **Receipt of agenda etc by email**

To agree to the receipt of agendas and documents for meetings by electronic means.

13. **Appointment to Committees, Portfolios and Outside Bodies**

13.1 **To agree** the Committees and members thereof for civic year 2025 to 2026 (**list of current arrangements enclosed**)

13.2 **To agree** the areas that councillors will take oversight of during civic year 2025 to 2026 (**list of current arrangements enclosed**)

13.3 **To appoint** councillors who will attend as representatives of Elton Parish Council to Outside Bodies (**list of current arrangements enclosed**).

14. **Memberships**

To consider annual membership of the Rural Village Services Group at a cost of £52.50. (**details enclosed**)

15. Reports from councillors

15.1 **To receive and consider actions** from any reports from councillors, including any feedback from parish council surgeries held, (Cllr. Lockhart) and from attendance at outside organisations.

15.2 **To receive and discuss** information from the Public Transport Working Group. **To decide** on any actions to be taken. (detail enclosed)

15.3 **To receive and discuss** information received following a meeting with the CWaC Public Rights of Way Officer regarding the status of the lane behind Mimosa Drive/Marsh Lane, locally known as Pogo's Woods. **To decide** on any actions to be taken. (detail enclosed)

16. Parish Council Land and Assets

16.1 **To receive** an update on the Jubilee Field.

To receive an update on the group's proposal that a survey is conducted and a forward-looking management plan is written for the area.

16.2 Play Areas:

16.2.1 **To receive** an update on monthly play inspections and consider any recommendations. **To note** that the replacement cap for the upright spinner was fitted and that, on later inspection, was found to have been removed.

16.2.2 **To receive** an update on the progress of the outdoor gym.

16.2.3 **To note** that the funding application to Veolia has been completed and that the organisation will make a decision after 3 June 2025.

16.2.4 **To receive** any other updates on the parish's play areas.

16.3 **To receive** an update on proposals to wrap the Memorial Tree on Greenbank and plant a real Christmas Tree.

16.4 **To receive** any updates on the Dog Park.

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

17. Events

To receive a report on the activities for the 80th commemoration of VE Day.

18. Newsletter

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

19. Future Agenda Items

To note any matters for consideration at the next meeting.

20. Date and Time of next meeting

Monday 9 June 2025 at 7pm

21. 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 APRIL				
15 April	Staff Salaries	April 2025	1779.60	0.00	1779.60
	A Eardley	Bench bases and chipping machine	905.00	0.00	905.00
	Sutcliffe Play	Replacement deck boards	662.64	132.55	795.19
	SLCC	Annual Membership	205.00	0.00	205.00
	Clays Gardening Services	March monthly payment	927.54	0.00	927.54
	ChALC	Annual Membership	1005.03	0.00	1005.03
	Elton Community Centre	Refreshments for hedge laying volunteers	169.90	0.00	169.90
	Wirral Countryside Volunteers	Donation to the charity as thanks for carrying out hedge laying on the parish field	500.00 NOT PAID	0.00	500.00 NOT PAID
30 April	Unity Trust Bank	Monthly bank charges	6.00	0.00	6.00
		Total Payments for April 2025	5660.71	132.55	5793.26
	PAYMENTS TO BE AUTHORISED				
15 May	Staff Salaries	May 2025			
	D Hardman	Reimburse for tools purchased	15.10	0.00	15.10
	Haines Watts	Quarterly Payment and Annual Charges	100.00	20.00	120.00
	JDH Business Services	Annual Internal Audit	422.00	84.40	506.40
	Rural Village Services Group	Annual membership	52.50	10.50	63.00
	Clays Gardening Services	April monthly payment	927.54	0.00	927.54
	Clays Gardening Services	Sorbus Close tidy and hedge at Mt Pleasant	125.00	0.00	125.00
	Wirral Countryside Volunteers	Donation to the charity as thanks for carrying out hedge laying on the parish field	500.00	0.00	500.00