



Minutes of the Annual Meeting of the Parish Council held on 8 July 2019 at 7.00pm in Elton Community Centre.

PRESENT: Cllrs Steve Serna, Margaret Lockhart, Maureen Wilson, Martin Dickinson, Pauline O'Reilly, Nigel Goodliffe, Stephen Garrity, Andy Canham, Lynne Williams and Ron Reading.

ALSO PRESENT: Ward Cllr Graham Heatley and Cheshire West & Chester Planning Officer Robert Charnley

Members of the public: Vicki Serna and Sarah Gorst and 14 other members of the public who did not give their names.

19.104 APOLOGIES FOR ABSENCE

Ward Cllr Margaret Parker

19.105 DECLARATIONS OF INTEREST

Cllr Reading declared an interest in items 11 and 12 of the Agenda.

19.106 PUBLIC SPEAKING

- (1) A member of the public enquired about what was happening with the defibrillator that the Council had advised they were getting 16 months ago. Cllr Lockhart advised that the Council are in the process of having one installed at the shopping precinct outside the Spar.
- (2) A member of the public raised the recent water supply issues regarding loss of pressure and contamination. The Chair advised that as a Parish Council we did not hold any authority with the water provider and although we could write to them with our concerns it would be more beneficial if residents affected could contact the water provider individually to raise their concerns. It was agreed that the Council would write to Severn Trent Water.
- (3) Vicki Serna raised the Scouts' Lease. The Chair advised that this would be discussed later in the meeting. Vicki Serna advised that 1st Ince & Elton Scouts would be holding a 70th Anniversary BBQ on Friday 12 July 2019 7-9pm and the Parish Council were invited and as are all residents of the Village.
- (4) Sarah Gorst raised her concerns regarding Elton Community Centre and referenced the email she had sent to the Parish Council. Her concerns are that Elton Community Centre is not being used for community projects.

19.107 MINUTES

A motion to approve the minutes of 10 June 2019 was made by Cllr Reading and seconded by Cllr Williams – it was resolved that the Minutes were therefore approved.

19.108 PLANNING

(1) **Applications** received by CWAC since the last meeting of the Parish Council. Cllr Garrity declared an interest as he is a neighbour.

19/01595/FUL	2 The Old Works Barn Anvil Close Elton Chester Cheshire CH2 4LE – Installation of gate, fence, dog kennel and hardstanding (in retrospect). Closing date for commenting is 22 July 2019 – No Comment
19/00805/LBC	2 The Old Works Barn Anvil Close Elton Chester Cheshire CH2 4LE – Installation of gate, fence on existing boundary wall (in retrospect). Closing date for commenting is 22 July 2019 – No Comment

(2) **Decisions** made by CWAC since the last meeting of the Parish Council

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(3) **Appeals** made to CWAC since the last meeting of the Parish Council

None	
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(4) **Appeals** made to the Planning Inspectorate since the last meeting of the Parish Council

None	
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(5) **Decisions** made by the Planning Inspectorate since the last meeting of the Parish Council

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(6) To note the Planning Committee Meeting on 2 July 2019 in relation to:-
Proposal: Creation of a geological research facility including the formation and operation of 50 number monitoring boreholes across 14 locations, a central telemetry mast, with associated infrastructure (including monitoring equipment, in-field data centre, access tracks, telemetry and fencing); together with formation of temporary access, temporary construction compounds, temporary fencing with a lifetime of 20 years allowing for construction, operational period and decommissioning.

Location: Land at Ince Marshes Lordship Lane Frodsham Cheshire.

Planning Officer, Rob Charnley, answered questions relating to planning. Rob confirmed that Encirc had been granted Planning Permission by CWAC to the Application to extend the packaging area. However, in relation to Encirc's Application to install a fence along the whole length of Ash Road at a height of 3 metres and the increase to HGV movement these had both been refused on the grounds of unsuitability. Rob advised Encirc could revise their applications.

Cllr Canham enquired on the criteria regarding noise impact, pollution and visual impact. Rob reassured everyone that the Planning Procedures were in place and explained planning procedures.

A member of the public raised the issue of Woodlands on Old Hall Lane (previously know as Previn Place). Recent engineering work in relation to excavation of a parcel of land adjacent to Woodlands had raised concerns by residents. Rob advised that this matter was in hand by the Planning Department. They had served an Enforcement Notice relating to this on the owner of the adjacent traveller site as they had shown signs of previous occupation. Rob advised that when questioned as to why they had excavated the site it had been cited that they were clearing the land as the area had been subject to tipping. A member of the public stated that he didn't think it would be long before there was concrete poured on the excavated land and caravans place on it. Rob reassured residents that the Planning Department would enforce where possible and that as there had not been an Appeal then the Planning Department could now prosecute if any development of the land took place.

It was suggested that as the land was unadopted that the Parish Council could make claim to this piece of land. However, Rob advised that the responsibility and costs of evicting the occupiers of the land would then fall to the Parish Council as would the legal complexities.

Rob advised that if the Parish Council wished to claim ownership of the land then they would need to take legal advice.

Rob advised that it was best to go through Highways as there would there would not be an issued with going through the planning procedure.

A resident advised that people had been working on the site again today.

Cllr Garrity suggested that the Parish Council should form a committee to work with residents to formulate a list of sites within the Village which residents felt had been developed and which sites had been absolved without consideration to ownership. Rob advised that the best route to take in relation to this would be through Highways as a different set of rules applied.

Rob advised that residents should contact the Planning Department as soon as they witnessed any activity on sites that they considered hadn't had planning permission on planningenforcement_west.

19.109 CHAIR REPORT

The Chair reported (to follow)

19.110 POLICE REPORT

Cllr Lockhart gave apologies on behalf of the PCSO's as they had been called out on a job. Cllr Lockhart will forward the Clerk a copy of the police report once this has been received.

19.111 COUNCILLORS' REPORTS

To receive updates since the last Parish Council meeting from each of the working groups as follows:-

(1) ECO WORKING GROUP - MEETING NOTES

Cllr Canham wished to have his concerns noted that there had been no restrictions placed on the granting of this planning permission relating to the BGS Application. Environment Agency conditions relate and if there are contamination issues then these would need to be addressed through the Environment Agency.

(2) FINANCE WORKING GROUP

Cllr Garrity declared he wished to join the Finance Working Group and Cllrs Goodliffe proposed to approve and Cllr Lockhart seconded.

The Chair advised he had received a cheque from Protos Community Benefit Fund in relation to their contribution to the inclusive play equipment which he passed to the Clerk for banking.

(3) CHILDREN'S PLAY AREA

Cllr Garrity wished his resignation from this working group to be noted.

Cllrs Reading and Dickinson will be attending training in October to undertake the playground inspections which will mean that the Council would be able to reduce the inspections carried out by the contractor and have more inhouse inspections carried out and this would therefore reduce costs in the long run. However, for the time being the monthly play inspections undertaken by the contractor would continue.

Cllr Lockhart shared picture of the new signs for the children's play area. There will be 2 x signs which will be 2ft x 2ft in dimension.

(4) DOG PARK

The new sign has been ordered. Cllr Lockhart also said that a sign had been ordered for the Village Green in relation to dog fouling.

The Chair thanked local resident Andy Gorst for giving his time free of charge to install a spring on the dog park gate. Cllr Lockhart asked if Andy could return to make some adjustments to which he agreed.

It was agreed that Cllr Lockhart would meet with the contractor who carried out the dog park works earlier this year to discuss the fencing and get a quote for remedying the issues with the fencing.

(5) JUBILEE FIELD / PARISH FIELD

Nothing further to Report.

(6) LEGAL & POLICIES

Nothing to report.

(7) PUBLIC TRANSPORT

Cllr Garrity wished his resignation from this working group to be noted.

Cllr Canham advised he had contacted North West Rail Users Group. The Chair of the group had expressed an interest in attending a Parish Council meeting as a guest speaker. It was suggested by Ward Cllr Heatley that contact should be made with the Strategic Officer at Cheshire West & Chester and that he should also be invited alongside the Chair of the North West Rail Users Group. It was also suggested that the local MP, Justin Madders, be invited. The Chair advised Cllr Canham to invite the Chair of the North West Rail Users Group to a meeting and to co-ordinate this with inviting the CWAC Strategic Officer and MP Justin Madders. Cllr Canham will advise the Clerk when a date had been fixed for all three to attend.

It was agreed that Cllr Goodliffe would put a link on the Parish Council Website to the bus and train timetables.

(8) COMMUNITY EVENTS

Cllr Garrity expressed an interest in joining this working group. It was proposed by Cllr O'Reilly that Cllr Garrity join the working group and this was seconded by Cllr Lockhart.

Cllr Williams expressed an interest in joining this working group. It was proposed by Cllr O'Reilly that Cllr Williams join the working group and this was seconded by Cllr Lockhart.

A member of the public, Vicki Serna, said that she would liked to be involved as she has lots of ideas. This was welcomed by the working group and they will liaise with her directly.

Cllr O'Reilly advised that a meeting of the Community Events Working Group would be arranged in the very near future.

Lots of ideas and plans for the Christmas Lights Switch On. Cllr O'Reilly has recently attended Helsby Parish Council's meeting which had discussed the planned dates for their switch on. Dates and times of the Helsby event are now known and this will enable Elton Parish Council to avoid a clash of events. Dates for the switch on of the lights in Elton will be discussed

further at the working group meeting which Cllr O'Reilly will advise shortly.

Cllr Dickinson mentioned that a local resident, Steve Yendell, had expressed to him that he would like to hold a "coppicing event". Some discussion ensued relating to insurance. It was agreed that this should be looked into further by Cllr Dickinson.

(9) FUNDRAISING

The Chair stated that there were funding opportunities available for projects and that we should all be looking to think of projects that we would like to apply for funding.

There are Grants and funds that the Parish Council can apply for.

The Chair requested everyone think about what they would like to have as a Parish Council and we will work together to raise funds.

(10) PLANNING

Discussed previously.

(11) ELTON & HELSBY GP SURGERY

Cllr Wilson advised that she had held a meeting with the Practice Managers. They have emailed a response to her to the queries she had raised with them but due to IT issues Cllr Wilson had not received this report and she had requested that it be sent to the Parish Clerk. The Clerk had not yet received this report. Cllr Wilson advised that she would update the Council at the next meeting in September. Cllr Wilson advised that the Surgery Practice Manager was happy to attend the next meeting to update on the changes that the practice would be implementing. Unfortunately, Cllr Wilson had been advised during her meeting with the Practice that they would not be looking to extend the Surgery opening hours to an afternoon service.

Cllrs Williams and Dickinson requested that Cllr Wilson advise them of the next meeting that is held with the GP Practice as they would wish to attend. At this point the Chair requested approval from the Parish Councillors to continue with the meeting past 9pm. Everyone was happy to do this so the meeting continued.

19.112 FINANCE

- (1) It was resolved to approve the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices:-
 - a. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
 - b. We took all reasonable steps to assure ourselves that there are no

matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.

- c. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
 - d. We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
 - e. We maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems.
 - f. We took appropriate action on all matters raised in reports from internal and external audit.
 - g. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and where appropriate have included them in the accounting statements.
- (2) It was resolved that the Annual Governance Statement for 2018-2019, which forms part of the Annual Return to the external auditor is approved.
- (3) It was resolved to approve the continued use of BACS payments for 2019-2020 of under the Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 provided the opportunity for Parish Councils to make payments by BACS transfer provided such payments were authorised by the Parish Council.
- (4) To note/approve payments made in June 2019 - noted

Date	For	Amount
03.06.19	ChALC – Chairmanship Training	£35.00
07.06.19	Northwich Town Council – Supply and install anti-wrap chains and swing to children's play area to replace broken swing.	£163.20
14.06.19	Hammer & Tongs – New chain and padlock for Jubilee Field	£18.89
15.06.19	Staff Salaries	£1129.76
15.06.19	HMRC - PAYE	£167.80
25.06.19	Peninsula Business	£131.56
27.06.19	Northwich Town Council – Planters x 10	£712.80
27.06.19	ChALC – Clerk Training	£35.00
30.06.19	Bank Quarterly Service Charge	£18.00
	Total	£2,412.01

- (5) To note income for June 2019 - noted

Date	For	Amount
04.06.19	Elton Community Centre (Peninsula contribution June 2018 to 31 March 2019)	£400.00
14.06.19	SP Manweb Plc - Wayleave	£12.52
	Total	£412.52

- (6) It was noted that the balance in Bank as at 30 June 2019 £61,878.34. This didn't take into consideration the expenditure for the new installations at the Play Area which amounted to in excess of £21,000. It also did not take into consideration a cheque for £4,000 from the Protos Community Benefit fund which had been handed to the Chair recently.

19.113 JUBILEE FIELD

It was resolved that the previous resolution taken at the Parish Council meeting held on 10 June 2019 in relation to the choice of contractor chosen to undertake the construction of the pathway in the Jubilee Field be revoked.

Some discussion in relation to the materials used; grit -sand or tarmac shavings.

The new comparable quotations from Mid Cheshire Maintenance and A J Eardley were given consideration. It was agreed that as the specifications on the quotes were unclear a decision on which contractor to instruct could not be made and therefore no resolution could be made. It was therefore agreed that it would be prudent to call an extraordinary meeting to discuss the Jubilee Field and Dog Park. In the meantime, Cllr Dickinson would get detailed like for like quotes on the specifications of the works needed for the Jubilee Field from the two contractors already in consideration. Cllr Canham proposed that a third quote be obtained from Countrywide and this was seconded by Cllr Lockhart. A vote of 9 Cllrs in favour and 1 abstained.

Cllr Garrity advised that during his meeting with one of the contractors they had advised that the spraying of weeds was bad practice and that in the interests of biodiversity it was best practice not to spray. This should be noted when instructing a new contractor.

Following consideration of the quotations received it was proposed by Cllr Canham to agree to instruct Countrywide in relation to the grass cutting for 2019/20. This was seconded by Cllr Lockhart and a vote of 9 in favour and 1 abstention. Motion carried.

It was agreed that the Clerk would contact the current contractor, whom we had served 3 months' notice in June, that the Council would wish them to continue with their services for the remainder of the season if they were happy to do this.

19.114 ELTON COMMUNITY CENTRE

Cllr Reading left the room as he had declared an interest as Vice Chair of Elton Community Centre.

Discussion ensued relating to the continued use by the Parish Council of Elton Community Centre as a base for the Parish Council was discussed. It was agreed that the preferred choice for the Parish Council was the Community Centre as this was a central location for all residents to be able to attend the monthly meetings. However, it was stated that following several meetings with the Chair of the Community Centre, it was felt that the Parish Council was not welcome. Therefore, it was felt that the Parish Council should explore other options of a venue to hold their monthly meetings, storage of files and postal address for the Clerk. It was therefore agreed that the Parish Council would look

at other venues for their meetings as a back-up. The Parish Council could also look at having a contract with the Community Centre Committee to rent the room on a weekly basis (Mondays 6.30pm to 9.30pm).

Agreed that the Parish Council should go through all the archived files stored at the Community Centre. Possibly a working group should be formed.

It was discussed whether or not the Parish Council will be making an annual donation to Elton Community Centre or if the Parish Council will pay for the room and the storage space on a session basis like other end users. This will be discussed at the Policies and Legal working group and a date would be agreed in order to do this.

It was discussed that if the Parish Council decided they are not going to use Elton Community Centre then where would the Parish Council hold their meetings, store paperwork and use as a mailing address for the Parish Clerk.

Also discussed was the Parish Council financial support to the Community Centre in relation to paying half of their insurance. This would cease if the Parish Council would be renting the room the Community Centre on the basis of them becoming a hirer of the room.

Agreed Cllr Wilson will liaise with Elton Community Centre in relation to the continued use by the Parish Council for their meetings.

Member of the public also stated that this was part of her concerns relating to her complain about the Community Centre.

19.115 LEASES FOR ELTON COMMUNITY CENTRE AND SCOUT HUT

It was agreed that the Lease for the Community Centre be put on hold until the new constitution had been seen. The old constitution would need to be revised and the consensus from the Parish Council agreed that this played a huge part in agreeing a new Lease that Elton Community Centre would need to move forward with the CIO.

Cllr Lockhart expressed concerns that Cllr Wilson had not been invited to the Community Centre AGM.

Cllr Canham suggested a meeting with the Parish Council and Elton Community Centre to discuss concerns by local residents.

It was agreed that in relation to the Community Centre Lease that this be put on hold as the Parish Council would wish to liaise with the Community Centre Committee in relation to their constitution and the interaction with the community.

Cllr Reading re-entered the room.

In relation to the Lease for the Scout Hut it was resolved to instruct solicitors to act on behalf of the Parish Council to draft a new Lease. It was agreed to discuss the "ideal model Lease" the Scouts had put forward and decide if the working group was happy or not with it and report back to the next full Council meeting in September 2019.

19.116 GRASS AND PLANTER MAINTENANCE CONTRACT

3 quotations have been received in relation to the grass cutting. A motion to enter into a new contract with Countrywide for the grass cutting at the end of the notice period with the current contractor was made Cllr Canham and seconded by Cllr Lockhart. A vote was taken with 9 in favour and 1 who abstained.

19.117 LAND OFF OLD HALL LANE

Concerns have been raised by residents in relation to the current situation with a parcel of land off Old Hall Lane which has recently been excavated. This matter had been discussed earlier in the meeting with Planning Officer Rob Charnley. Rob had advised that previously a planning application had been made by the owners of the Woodlands (previously known as Previn Place). This Planning Application had been refused and then the applicant had the option to appeal. Because there had been no appeal then the Planning Office could enforce any development of the site.

19.118 CHILDREN’S PLAY AREAS AT SORBUS CLOSE AND REDWOOD DRIVE

It was noted that the Clerk had emailed Cheshire West & Chester Localities Officer and Ward Cllrs Graham Heatley and Margaret Parker in connection with the dilapidated state of these two play areas and asked them if they have any plans to renovate them. A reply has been received stating that the matter has been passed to the play and open spaces team to see if they have any plans. However, if there are aspirations from residents to improve the play areas this may be something that could be explored by looking at any funding potential within the local area and carrying out a consultation. Cheshire West & Chester are aware that there have been some anti-social behaviour issues near the play areas and this could form part of the plan to address these concerns.

Ward Cllr Heatley advised that he was liaising with the Localities Manager and he would report back to the Parish Council.

19.119 COMMUNITY CENTRE WEBSITE

It was noted that following the Parish Council meeting on 10 June 2019 the Clerk has discussed the matter with ChALC who have advised that the decision to pay for the Community Centre Website should not have been taken without a full Council vote. However, they do not believe it would be in the Parish Council’s interest to take the matter any further as there would be nothing to be gained. The Chair stated that is important that the Parish Council learns from this.

The Chair stated that in now way was blame apportioned to Elton Community Centre in relation to the Website issue. The Community Centre had in fact requested an invoice in relation to their share of the Website in April 2019. ChALC had also recommended moving forward and not dwelling on this issue. It was agreed to add the issue of an invoice to the Legal & Policieis working group for them to discuss the Community Centres’ contribution. Cllr Garrity also wished it noted on the record that he in no way holds the Community Centre responsible for this issues arising from the amalgamation of the Community Centres and the Parish Council’s website. However, Cllr Garrity wished it to be on record that he

felt due process had not been exercised regarding the amalgamation of the costs of the Community Centre Website and the Parish Council's Website.

19.120 CORRESPONDENCE

It was noted that following the last meeting the Clerk wrote to J H Willis & Son raising residents' concerns about the speed of tractors going through the village and tractors being left unattended with engines running outside the shops. A swift response was received advising that "Mr Willis is currently addressing the matter with his staff and trusts that residents will notice improvements".

Parish Councillors felt concerned that they had personally witnessed speeding and abandonment of tractors with engines running within the last few days and disputed that the matter had been resolved.

The Chair advised Councillors and residents to monitor the situation and keep a running record and video instances which could provide evidence to Willis' in future.

19.121 MATTERS TO BE CONSIDERED FOR THE NEXT AGENDA

Matters proposed for the next Agenda are:-

- Thornton Research Centre – Cllr O'Reilly wished to know why the Parish Council had not received an invitation to a meeting.
- Lids for bins – Cllrs Serna and Dickinson to obtain quotes for the next meeting in September.
- The Chair invited Councillors to a BBQ at his home on 3 August 2019.

The Chair Closed the Open meeting and requested that members of the public leave as there was to be a closed session.

AGENDA PART 2 – MATTERS TO BE CONSIDERED IN THE ABSENCE OF THE PRESS AND THE PUBLIC

19.122 INCREASING THE MINIMUM WAGE FOR PARISH COUNCIL STAFF

To discuss increasing the minimum wage for Parish Council staff to the Local Living Wage of £9.00 per hour – deferred to the next meeting.

19.123 DATE AND TIME OF THE NEXT MEETING

Monday 9 September 2019 at 7.00pm in the Elton Community Centre. The Chair closed the meeting at 9.50pm.