



Minutes of the of the Parish Council meeting held on 11 November 2019 at 7.00pm in Elton Community Centre.

**PRESENT:** Cllrs Steve Serna (Chair), Margaret Lockhart (Vice Chair), Maureen Wilson, Martin Dickinson, Pauline O'Reilly, Stephen Garrity, Andy Canham and Lynne Williams.

**ALSO PRESENT:** Ward Cllr Graham Heatley, PCSO Caitlin and PC Wendy Leeson.  
Members of the public: Vicki Serna, Sarah Gorst, Andrew Gorst, Christine Leith and members of Elton Allotment Committee.

**19.182 APOLOGIES FOR ABSENCE**

Cllr Reading and Ward Cllr Margaret Parker

**19.183 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**19.184 PUBLIC SPEAKING**

- (1) A resident stated she was concerned in relation to the development of Prevan Place over the last 12 months. These concerns were heightened following the recent application to vary the conditions in relation to previous planning applications. The resident confirmed she had liaised with Cheshire West & Chester Planning Officer, Rob Charnley, with whom she has raised her concerns regarding development of the site. She advised that Rob has said he will have a look on Google Earth to ascertain if development had taken place. The resident also raised her concerns in relation to a side road that runs between Old Hall Lane and the A5117. This was a road that was used by residents but has recently been "conned off". It is believed to have been done so by the residents of Prevan Place. Ward Councillor Heatley advised he will speak to the directly and take up the matter with both the Planning and Highways Departments at Cheshire West & Chester.
- (2) Members of Elton Allotment Committee advised that they had an issue with a nearby resident who had undertaken building works and disposed of waste by the allotments. They had approached the resident who had advised that the waste would be removed but it had been some time now and the waste remained. The Chair advised that they should contact the Environment Agency. They should also send details to the Parish Clerk who would contact the resident directly.
- (3) Christine Leith raised the issue of dog fouling in the Village, in particular on the Village Green. The Clerk advised Christine that following the September

meeting she had contacted Cheshire West & Chester Council regarding by-laws believed to be in place on the Village Green and that once clarification had been received regarding the legal position then residents would be advised and if appropriate signs could be placed on the Village Green. Cllr Lockhart advised that she would be starting a “pink poo” campaign but in the meantime if residents had complaints/concerns then they should contact the Dog Warden. If residents had photographic evidence, then this could be used to prosecute offenders.

- (4) Christine Leith raised the issue of some of the streetlights causing light pollution to nearby homes. Ward Cllr Graham Heatley advised that this was a matter he was dealing with.
- (5) Resident Sarah Gorst spoke about Remembrance Day Sunday. She said it was well attended and it was a shame that the laying of wreaths at the Memorial Garden outside Elton Community Centre was not better co-ordinated with the other commemorations organised as there had been two separate ceremonies. Cllr Wilson asked that comments be directed to the Chair of Elton Community Centre.

**19.185 MINUTES**

- (1) The minutes of 7 October 2019 were approved but Cllr Dickinson wished it to be noted that some of the saplings planted in the Jubilee Field had not survived following their removal in preparation of the footpath works. Cllr Serna pointed out that Cllr Dickinson had been the project lead in relation to the Jubilee Field and that Cllr Dickinson had received sufficient notice in relation to the works taking place in order for him to remove the saplings in preparation of the work. Cllr Serna further stated that Cllr Dickinson was responsible to ensure matters on the project were managed effectively and he should have ensured the saplings had been removed prior to works commencing.
- (2) The Minutes of 14 October 2019 were approved by all present.

**19.186 PLANNING**

(1) **Applications** received by CWAC since the last meeting of the Parish Council.

19/03489/FUL - <b>Amended</b>	Area 10B Ince Resource Recovery Park Grinsome Road Ellesmere Port - Development of a hydrogen production facility and electricity generating plant, comprising of a waste reception and handling building, gasification facility, hydrogen production facility with associated/ ancillary infrastructure which includes access roads, weighbridge, fencing / gates, lighting, surface water drainage, and electricity distribution plan – <b>Comments by 27 November 2019 – Noted</b>
19/03963/S73	7 Prevan Place Old Hall Lane Elton Chester CH2 4NY - Variation of Condition 2 and Removal of Conditions 3, 4 and 5 of 06/01719/S73 (Appeal Ref

	APP/A0665/C/15/3129147) to allow for the increase of caravans on site from 2 to 7 of which no more than 3 shall be static mobile homes – <b>Comments by 27 November 2019 – It was proposed that the Parish Council should object due to overdevelopment of the site.</b>
19/03948/FUL	79 Holm Drive Elton Chester Cheshire CH2 4RR - Two storey side extension – <b>Comments by 28 November 2019 – Noted</b>

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

19/02317/FUL	12 Dalewood Crescent Elton Chester Cheshire CH2 4PR – 2 storey rear extension – Approved - <b>Noted</b>
18/04613/FUL	Laurel Farm, Ince Lane, Elton, Chester CH2 4LU - Single storey extension to side - amendment to application 17/05299/FUL – Withdrawn - <b>Noted</b>

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

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

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

None	
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(7) Matters before the Planning Committee

18/04671/WAS	Protos – Grinsome Road, Ellesmere Port CH2 4RB - Development of a Bio-Substitute Natural Gas Renewable Fuels Facility Location – <b>Committee Date 5 November 2019 - Noted</b>
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**19.187 CHAIR REPORT**

The Chair said that the Bonfire Event hosted by 1<sup>st</sup> Ince & Elton Scouts had been a resounding success again. The rain managed to stop at just the right time, giving a dry (albeit chilly) display. The Scouts also managed to raise over £1,000 in the process.

The Remembrance Day had received a very good turnout. Margaret Fletcher came out of retirement to take the service and as an ex-beaver leader herself,

she was very pleased to invest 10 new Beavers. They also ended up recruiting 2 new cubs and a scout on the day! The church was full, with a congregation of 176, which we believe was more than for the centenary event last year. The Parish Council also laid wreaths at the Community Centre and the Cenotaph in Thornton Le Moors. There was an evening Ince Service, which was attended by the Mayor of Chester.

The Chair offered congratulations to Cllr Lockhart who had received a nomination for Neighbourhood Watch Co-ordinator of the Year and attended a Ceremony at Police HQ in Winsford on 6 November 2019.

Regrettably, as we are all aware, Cllr Nigel Goodliffe had regretfully made the difficult decision to resign his position as Parish Councillor. It was a difficult decision for him but as he will now be unavailable for the next 5 monthly meetings, he felt it was the best option. Nigel would still like to remain actively involved with the Parish Council and if the Parish Council are happy to let him, he has offered his services to maintain the Parish Council website. The Chair also pointed out that, in-light of the General Election on 12 December 2019, everyone should be aware of the restrictions this placed on the Local and Parish Council in relation to the conduct of business.

We had a very well attended Finance meeting on 28 October 2019 which resulted in several recommendations being made to the Parish Council.

A General Election has also been called since the last meeting and whilst this should not directly affect the Parish Council it will, undoubtably slow down some of the projects that we are hoping to progress with Cheshire West & Chester Council.

Finally, the Chair advised that there was to be a joint festive dinner with the Parish Councillors from surrounding parishes; Ince and Thornton Le Moors on 7 December 2019 at the Duke of Wellington in Ince which Cllr O'Reilly is organising.

## **19.188 POLICE REPORT**

Discussions ensued relating to the deliberate damage of the gate at the bottom of Scout Hut lane. An incident report had been made and the Police were processing the matter.

## **19.189 COUNCILLORS' REPORTS**

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

### **(1) ECO WORKING GROUP**

Cllr Canham had been receiving the nitrous oxide readings from the Air Quality Officer at Cheshire West & Chester and was mapping these on a graph. The readings to date showed that the nitrous oxide in the atmosphere off Ash Road were well within acceptable levels although there does appear to be an increase in NO levels during the winter months.

**(2) FINANCE WORKING GROUP**

The Finance working group met on 28 October 2019. Recommendations were made and will be discussed later in the meeting.

**(3) CHILDREN'S PLAY AREA**

Cllr Dickinson has still not provided his completed application form for the children's play area inspection course scheduled for 4 and 5 December 2019.

**(4) DOG PARK**

Cllr Lockhart checks the dog park approximately 4 times a week. The current wet weather conditions meant the dog park was currently boggy and it may need to be closed if conditions didn't improve.

**(5) JUBILEE FIELD / PARISH FIELD**

Cllr Lockhart reported that due to all the wet weather the field was too wet for the contractor to progress work.

**(6) LEGAL & POLICIES**

Nothing to report.

**(7) PUBLIC TRANSPORT**

The Chair discussed the University of Chester site at the Thornton Research Site.

**(8) COMMUNITY EVENTS**

- (1) 1<sup>st</sup> Ince & Elton bonfire night on 1 November 2019 was a huge success despite the wet weather.
- (2) The next upcoming event would be the Elton Christmas Light's Switch-on which was to take place on Sunday 1 December 2019 at 4pm at Elton Shopping Precinct.

**(9) FUNDRAISING**

- (1) The Clerk advised that she had liaised with the Marshes Community Benefit Fund ("MCBF") to enquire why a representative from Elton was not on the Panel. The Clerk was advised that there has never been a member of Elton Parish Council sitting on the MCBF Panel. Applications to join the Panel should be made on an individual basis via the website by submitting a CV which provides details of skills and relevant experience together with a covering letter. However, the MCBF Panel does not currently have a vacancy.

- (2) Cllr O'Reilly, who has been organising the Village Christmas Lights Switch On Event, has secured donations as follows:
- a) Ward Cllrs Heatley and Parker had donated £500 each from their members budget.
  - b) CF Fertilisers - they kindly gave a donation of £500
  - c) Encirc possible donation of £500
  - d) Essar – kindly gave a donation of £300
  - e) Bookers Wholesale had kindly donated 200 hot dogs
  - f) Local businesses and 1<sup>st</sup> Ince & Elton Scouts have agreed to support the event by providing mince pies, hot beverages and food.

Jase Edwards would be comparing the event and the children of Elton Primary School Choir would be there to sing Christmas Carols.

#### **(10) PLANNING**

Nothing further to report other than that discussed above.

#### **(11) ELTON & HELSBY GP PRACTICE**

The Parish Council had donated £200 to support the Healthy Elton Event. Cllr Wilson reported that the event, which was put on by the Patient Participation Group, was well attended. It is hoped that it will be an annual event. Cllr Wilson advised that anyone can join the PPG.

#### **(12) ALLOTMENTS**

Elton Allotment Committee held their AGM on 4 November 2019. The Chair advised that, following the advice of the Parish Council's solicitor, there was no reason not to lift the restrictions on the height of structures above 1 metre providing the approval of the Parish Council was given to the structure.

### **19.190 FINANCE**

- (1) To note/approve payments made in October 2019 - **Noted**

<b>Date</b>	<b>For</b>	<b>Amount</b>
03.10.19	Ecofell Tree Surgery	£150.00
07.10.19	Information Commissioners Officer – Annual Fee	£35.00
07.10.19	CWAC Council Fund (Election Recharge)	£1168.75
07.10.19	Northwich Town Council (Sept Operational Play Inspection and grass cutting on 12 & 26 Sept 19)	£1042.20
07.10.19	PKF Littlejohn (External Audit AGAR)	£360.00
08.10.19	Elton & Helsby GP (Grant to the Patient Participation Group for the “Healthy Elton” event)	£200.00
15.10.19	Salaries	£1273.73

22.10.19	Peninsula Business (HR)	£131.56
23.10.19	ChALC (Training)	£75.00
23.10.19	A J Eardley – Dog Park Works	£575.00
23.10.19	Pursglove & Brown – Payroll	£72.00
23.10.19	Elton Community Centre – Room Hire	£396.00
28.10.19	Northwich Town Council (Aug Operational Play Inspection and grass cutting 1, 14 & 28 Aug 19)	£1251.00
	<b>Total</b>	<b>£6730.24</b>

(2) To note income for October 2019 - **Noted**

<b>Date</b>	<b>For</b>	<b>Amount</b>
10.10.19	Willis JH & Son (Donation for Christmas Event)	£200.00
10.10.19	A Engineering Ltd (Donation for Christmas Event)	£100.00
10.10.19	Elton Community Centre (Contribution to Peninsula HR April-June 2019)	£120.00
10.10.19	Elton Community Centre (Contribution to Peninsula HR July-Sept 2019)	£120.00
	<b>Total</b>	<b>£540.00</b>

(3) To note the balance in the Bank as at 31 October 2019 £34,608.61 - **Noted**

#### 19.191 CHAIR'S ALLOWANCE

The Chair's allowance currently stands at £500. The reason for having a Chair's Allowance was discussed at length in the Finance Working Group meeting. Cheshire Association of Local Councils' (ChALC) recommendation is that this should be between £100-£250 per annum. The recommendation of the Finance Working Group to reduce the Chair's allowance to £150 per annum payable to the Chair in May was agreed unanimously.

#### 19.192 JUBILEE FIELD PROJECT

Moving forward with this project it was resolved unanimously to have a Jubilee Field Committee instead of the current working group.

#### 19.193 CHILDREN'S PLAY AREA

A play area inspection has been carried out by Northwich Town Council and a quotation received from them for £1507.43 plus VAT in relation to remedial works to ensure that the play area is safe. Following consideration of the quotation it was resolved unanimously to instruct Northwich Town Council to carry out the work in relation to the supply and installation of hanging hoops to trim trail at a cost off £788.68 plus VAT. It was agreed to seek a quotation from a local contractor in relation to the other works.

#### 19.194 WEBSITE

It was resolved unanimously to pay the invoice from Thenmedia for hosting the Parish Council Website from 1 November 2019 to 31 October 2020 in the sum of

£352.80

**19.195 ELTON COMMUNITY CENTRE PROPOSED NEW CONSTITUTION**

On 15 November 2019 an around the table meeting took place with the Trustees of Elton Community Centre, Cllrs Serna and Lockhart on behalf of the Parish Council and both parties' solicitors also attended.

The Community Centre Trustees requested a contribution to their solicitors' fees in the sum of £500 plus VAT be made by the Parish Council. The recommendation from the Finance Working Group meeting is that each party should bare their own solicitor's costs. It was resolved that the Parish Council would not make a contribution to Elton Community Centre and that both parties should bare their own costs.

**9.00pm - The Chair requested the permission of Councillors to continue the meetings past 9pm. Councillors agreed unanimously to continue.**

**19.196 LEASES FOR ELTON COMMUNITY CENTRE AND SCOUT HUT**

- (1) The Lease for Elton Community Centre is on hold until the new constitution has been agreed.
- (2) Scout Hut Lease – the Scouts are waiting to hear back from their insurers regarding approval of the Lease, however it is hoped the Lease will be signed in the near future.

**9.10pm - Cllr Dickinson exited the meeting without explanation.**

**19.196 UPDATE ON THE ADOPTION OF THE TWO CHESHIRE WEST & CHESTER CHILDREN'S PLAY AREAS IN THE VILLAGE**

Due to the General Election adoption of the Children's Play Areas at Redwood Drive and Sorbus Close were on hold due to Purdah.

**19.197 CORRESPONDENCE**

- (1) The Clerk has received a request from Elton Allotment Association for a grant of £330 towards the purchase of their eco-loo. They have already received a grant of £1000 from Protos. It was resolved with 6 in favour to make a grant of £330 to Elton Allotment Association.
- (2) The Clerk has received a request from the Trustees of Elton Community Centre ("the Centre") for a 50% contribution of £750 towards the Centre's annual insurance. This matter is deferred to the next meeting.
- (3) The Clerk has been contacted by the Clerk to Dunham Hill and Hapsford Parish Council who has enquired if Elton Parish Council have been consulted on the following applications:

19/03489/FUL – Development of a hydrogen production facility and electricity generation plant – Resource Recovery Park, Grinsome Road, Ellesmere Port.

18/04671/WAS – Development of a Bio-Substitute Natural Gas Renewable Fuels Facility – Grinsome Road, Ellesmere Port.



Dunham Hill Parish Council would like to know if Elton Parish Council would be willing to share their opinions of these applications as joint support (for or against the applications) as it may carry more weight if Parishes join forces.

It was resolved that the Parish Council Planning Group would make contact with Dunham Hill Parish Council to share their views of the above planning applications.

#### **19.198 THORNTON SCIENCE PARK**

The Chair has been contacted by the CEO of Thornton Science Park who is asking for the Parish Council's support in relation to planning permission to enable them to educate students on site. If students are educated on site, it could prove beneficial to the residents of Elton as there would be a greater demand for public transport and this would give more weight to the Parish Council's requests for better transport links in the village. It was resolved that the Chair would write to Cheshire West & Chester Planning Department in support of Thornton Science Park's Planning Application.

#### **19.199 ELTON ALLOTMENT ASSOCIATION**

- (1) Following on from the meeting on 7 October 2019, to receive and consider the proposals put forward by Elton Allotment Association in relation to the Parish Council sponsoring a community plot, which could be used by Elton Primary school – Cllr Canham advised that at this time Elton Primary School could not commit to such a project.
- (2) Following on from the meeting on 7 October 2019 in relation to the placing of potting sheds on the Allotments – the Chair confirmed that subject to approval by the Parish Council there was no legal reason that sheds in reasonable repair could not be placed on the allotments.

#### **19.200 GREENWAY MARSH LANE (ALSO KNOWN AS POGO'S WOOD)**

Due to a General Election there was no update due to Purdah.

#### **19.201 MANCHESTER AIRPORT FUTURE AIRSPACE**

Cllr Garrity reported that aircraft would be passing over Elton at over 10,000ft and any changes would be unlikely to affect Elton. He felt greater concern in relation to aircraft from Liverpool John Lennon Airport who were also reviewing their flight paths and airspace but they had not made contact with Elton Parish. Cllr Garrity advised that he will contact LJL Airport to ascertain their plans.

#### **19.202 ELTON PARISH COUNCIL'S POLICY DECISION REGARDING PLANNING APPLICATION RESPONSES.**

Following a meeting of the Eco Working Group on 17 October 2019 (see minutes attached) and agreed unanimously that there be an implementation of a policy decision regarding planning application responses involving carbon neutral or carbon proposals in order to meet the Government 2050 deadline was discussed.

#### **19.203 NOTICE OF CASUAL VACANCY**

Following the resignation of Cllr Nigel Goodliffe the vacant position for a Parish Councillor has been notified to the Returning Officer at Cheshire West & Chester

Democratic Services and following a period of 14 working days' notice, if a bi-election has not been called, then Parish Councillors can move to co-opt. The vacancy has been advertised on both the Parish Council's notice boards and on the website with a closing date of Midnight on 10 November 2019. Interested parties have been asked to complete an application form but the earliest that a co-option can take place will be Friday 15 November 2019. It is therefore proposed and agreed unanimously that an Extraordinary Parish Council meeting be held on Monday 18 November 2019 to co-opt a suitable candidate.

#### **19.204 MATTERS ARISING FOR THE NEXT MEETING**

- (1) Multipay card with the Parish Council's bank.
- (2) Fencing of the Parish Field

**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**

#### **19.205 CLERKS HOURS AND PAYSCALE**

Discussion to resolve whether to follow the recommendations of ChALC and the Finance Committee (Minutes 28 October 2019):

- (1) It was resolved unanimously to increase the Clerk's contractual hours to 12 hours per week. This would be reviewed again once the Parish Council adopted the 2 additional children's play areas and Pogos Wood.
- (2) It was resolved unanimously to follow the recommendations made by the Finance Committee and ChALC's recommendation in relation to the Clerk's pay scale, which would be new SCP LC2 (24-28) specifically SPC 26, which would be reviewed annually in November.

#### **19.206 MAINTENANCE TECHNICIAN**

It was resolved unanimously to instruct a local contractor to carry out regular general maintenance within the village on a regular basis. It was agreed that by doing this the Parish Council could make a vast saving on maintenance costs. This would be reviewed again in April 2020.

#### **19.207 REPORT FROM THE STANDARDS COMPLAINTS PANEL HEARING**

The Parish Council had received a Decision Notice from the Standards Complaints Panel Hearing which took place on 28 October 2019 at Chester Town Hall in which it was advised to put into place the Panel's recommendations as set out in the Decision Notice to Elton Parish Council.

The Monitoring Officer has advised that it is a matter for the Parish Council on whether they chose to keep this matter confidential or if it wishes to make the matter public.

It was agreed that currently the matter was best being dealt with in-house but should the situation change then the Parish Council reserved the right to take whatever measures needed to resolve the matter in future.

It was agreed, following the recommendation of the Standards Complaints Panel, that the Parish Council would write to the Councillor concerned to request that he issue a written letter of apology to his fellow Councillor within 28 days. Failure of the Parish Councillor to issue the apology would result in the Parish Council reporting back to the Standards Complaints Panel of his failure to comply. The Parish Council also reserved the right to take further action concerning the Councillor if he failed to follow the Standards Complaints Panel recommendation.

In relation to mediation between the parties it was agreed, following a discussion, that at the current time mediation was not suitable. This would be revisited at a later date.

**19.208 DATE AND TIME OF THE NEXT MEETING**

Monday 9 December 2019 at 7.00pm in the Elton Community Centre. The Chair closed the meeting at 10.10pm.