

Dear Councillor

You are HEREBY SUMMONED to attend a meeting of the Parish Council to be held on **Monday 10 February 2025** at **7.00pm** at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob

4 February 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. 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 (to follow)

4.2 Members of the Public

4.3 Presentation by Northern Rail on proposed outdoor gym

4.3 CWaC Ward Councillors Report

4.4 Elton Allotments

5. Minutes

To agree that the minutes of the meeting held on 13 January 2025 are a true record and on resolution be signed by the Chair (enclosed).

6. Planning

6.1 Applications received for comment:

(Details of the applications were circulated on receipt)

None to date.

6.2 Applications decided by Cheshire West and Chester Council:

24/03213/FUL

20 Anvil Close Elton Chester CH2 4LA

Proposal Replacement windows and doors

Decision Approval

Decision Issued Date Fri 17 Jan 2025

7. Finance

7.1 To note any income received.

7.2 To note the payments made since the last meeting, details appended (invoice pack enclosed).

7.3 To resolve the payments to be made following the meeting, details appended (invoice pack enclosed):

7.4 To note the following:

Bank Reconciliation:	Carry Forward	31/12/24	18, 027.05
	Add: Income		500.00
	Less: Expenditure (Jan 25)		5667.14
	Closing Balance	31/01/25	12,859.91

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)

7.5 To receive the Budget Monitoring document up to end January 2025 (enclosed)

8. Parish Council Land and Assets

8.1 To discuss the quotation and specification of works for the next growing season (enclosed)

8.2 To receive an update on the Jubilee Field.

8.2 Play Areas:

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

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

8.3.1 To discuss the information [if] received for the proposal to light wrap the Millenium Tree on Greenbank

8.3.2 To discuss the quotations [if] received and information about the proposal for planting a real Christmas Tree at the Greenbank open space.

8.4 To discuss the quotation [if] received for the spring planting of the planters by Elton Allotment Association or to agree a maximum spend.

8.5 To receive any updates on the Dog Park.

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

9. Events

9.1 **To receive** any updates on planned events.

9.2 **To note** that the insurance company advised that the Christmas Tree was covered by our Public Liability Insurance when it is sited on private land so long as the parish council maintain responsibility and do not transfer responsibility to the private landowner.

10. Information on dog waste disposal

To consider the information provided by Cllr. Hardman (enclosed)

11. Outside Bodies and Councillor Portfolios/Working Groups

11.1 **To discuss** the draft Protocol on attendance at Outside Bodies. (enclosed)

11.2 **To consider** the discussion paper on Committees, Working Groups and Councillor Portfolios. (enclosed)

11.3 **To agree** the formation of the Public Transport Working Group and agree the group's Terms of Reference. (enclosed)

12. Newsletter

To discuss the issue of a parish newsletter.

13. Governance

12.1 **To review** the Asset Register (enclosed)

12.2 **To consider** the draft Risk Management Policy and the Risk Management Register. (enclosed)

14. Cheshire West and Chester Consultations

To consider responses to the following consultations:

On customer service - <https://www.smartsurvey.co.uk/s/231TD2>

15. Reports from councillors

To receive any reports from councillors, including any feedback from parish council surgeries held.

16. Future Agenda Items

To note any matters for consideration at the next meeting.

17. Date and Time of next meeting

To agree that the next meeting will be held on Monday 10 March 2025 at 7.00 pm.

18. 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 showing payments made in December and payments to be approved for January 2025

	PAYMENTS MADE JAN 2025				
15 Jan	Staff Salaries	January 2025	£1646.41	£0.00	£1646.41
15 Jan	Northwich Town Council	Instal/remove 13 Xmas Motifs	£2,210.00	£442.00	£2652.00
15 Jan	Northwich Town Council	Hire of Heras fencing	£298.00	£59.60	£357.60
15 Jan	Sutcliffe Play Ltd	Top and Bottom bearing for spinner on multi-gym	£762.60	£152.53	£915.13
15 Jan	Haines Watts	Quarterly payroll services	£75.00	£15.00	£90.00
31 Jan	Unity Trust Bank	Monthly bank charges	£6.00	£0.00	£6.00
			£4998.01	£669.13	£5667.14
	TO BE AUTHORISED				
154Feb	Staff Salaries	February 2025	TBC		TBC
14 Feb	Councillor Reimbursement	Purchase of tap	13.68	0.00	13.68
14 Feb	Helsby Town Council	Play Area Inspection Training Fees	488.75	0.00	488.75
14 Feb	Tom Gibbon Contracting	Playing Field Hedge Cut with tractor	£225.00	£45.00	£270.00
28 Feb	Unity Trust Bank	Monthly bank charges	£6.00	£0.00	£6.00