



Dear Councillor

You are HEREBY SUMMONED to attend the ANNUAL MEETING of the Parish Council to be held on **Monday 20 May 2024** at **7pm**, at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob

14 May 2024

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. Code of Conduct, Register of Interests and Declarations of Interest

4.1 To agree that the Code of Conduct to be adopted will be that issued by Cheshire West and Cheshire (enclosed)

4.2 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.

4.3 *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 8 April 2024 are a true record and on resolution be signed by the Chair (**enclosed**).

8. Matters to note or resolve from other meetings

8.1 **To note** the minutes of the Staffing Committee meeting held on 8 April 2024 (**enclosed**).

8.2 **To consider** the recommendation at minute 6.2 that a Homeworking Allowance of £26 per month is paid to the clerk at six monthly intervals (£156 in September 2024 and £156 in March 2025).

8.3 **To consider** the recommendation at minute 7.1 that the Appraisal Policy is adopted (**enclosed**).

9. Reports

9.1 Chair

9.2 Councillors

9.2.1 Cllr Lockhart – a) report on parish council surgeries held at the shops in the last month; b) report on the Patient Participation Group.

9.2.2 Jubilee Field – to receive an update on progress

9.2.3 Other Councillors Reports

10. Planning

10.1 Applications received for comment:

(Details of the applications were circulated on receipt)

None to date.

10.2 Applications decided by Cheshire West and Chester Council:

23/02328/FUL 15 Holm Drive Elton Chester CH2 4RJ

Proposal Two storey side extension, single storey part two storey front extension and single storey rear extension. Erection of side garage.

Withdrawn Wed 10 Apr 2024.

11. Finance

11.1 **To note** the receipt of the precept from Cheshire West and Chester Council - £54,105.00 and from HMRC VAT Refund (April 2023 to March 2024) of £3,194.31.

11.2 **To note** payments of £2665.33 (details appended below) made since the last meeting (invoice pack **enclosed**).

11.3 **To resolve** the payments (details appended below) to be made following the meeting (invoice pack **enclosed**).

11.4 **To note** the following:

Bank Reconciliation:	Carry Forward 31/03/24	10, 176.
	Add: Income	57,299.41
	Less: Expenditure	2,665.33
	Closing Balance 30/04/24	64,812.48

A councillor who is not a signatory to the bank account to verify these figures by signature on the statements presented.

11.5 **To receive** the Budget Monitoring document up to end April 2024 (**enclosed**)

12. **Audit 23.24**

12.1 **To receive and respond** to the Report from the Internal Auditor, reporting on financial year 1 April 2023 to 31 March 2024 (**enclosed**)

12.2 **To review** the Annual Governance Statement and the Accounting Statements for the financial year to 31 March 2024, Part 3 Section 1 and 2 (**enclosed**) by:

12.2.1 **Considering and responding to** the nine statements in Section 1 – The Annual Governance Statement 2023/24 (**enclosed**) and

12.2.2 **Considering and confirming** the figures entered in Section 2 - The Accounting Statements 2023/24 (**enclosed**)

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

12.4 **To consider** the offer by the Allotment Association to fill the planters with seasonal plants and maintain them during the growing season at a cost of £35 per planter.

13. **Dates of meetings for civic year 2024 to 2025**

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.

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

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

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

15. **Appointment of Committees and Members**

To agree the Committees and members thereof for civic year 2024 to 2025 (**list of current arrangements enclosed**)

16. **Appointment of representatives to Outside Bodies**

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

17. **Assignment of Portfolios**

To agree the areas that councillors will take oversight of during civic year 2024 to 2025 (**list of current arrangements enclosed**)

18. **Memberships**

18.1 **To consider** the annual membership of ChALC at a cost of £979.26.

18.2 **To consider** annual membership of the Rural Village Services Group at a cost of £50.

19. **Parish Council Land and Assets**

19.1 **To receive** an update on the installation of the new cctv cameras at the Community Centre.

19.2 **To receive** an update on the annual inspection of play areas.

19.3 **To discuss** the equipment ideas for Sorbus Close, prepared by Sovereign Play (**enclosed**).

19.4 **To discuss** the condition of the community centre car park

19.5 **To consider** if the cutting of the dog park areas can be managed by the Community Payback Team and removed from the existing grounds maintenance contract.

19.6 **To consider** the purchase of litter pickers and bag hoops at a cost of £11.99 per litter picker and £11.99 per hoop.

19.7 **To note** that a successful grant application has been made to Protos for the provision of additional benches and the establishment of a bench trail (£4608.59) and **to approve** the prepayment of the order for seven benches (£3733.66 +VAT).

20. Events

To consider the recommendations of the D-Day Commemoration Working Group.

21. Grants

To consider a grant request from Elton Allotment Committee (**enclosed**).

22. Future Agenda Items

To note any matters for consideration at the next meeting.

23. Staffing Matters

To confirm the conclusion of the probationary period of the clerk, Lara Jacob.

24. Date and Time of next meeting

Monday 10 June 2024 at 7pm

25. 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

Paid	Payee	Goods or Service provided	Net	VAT	Gross
	PAID APRIL 2024				
31 March	Unity Trust - DD	Quarterly Charges	18.00	0.00	18.00
12 April	Staff Salaries	April 2024	1475.26	0.00	1475.26
12 April	AJGIBL (Insurance)	Administration Fee	50.00	0.00	50.00
12 April	SLCC Membership	Clerk's annual membership	85.75	0.00	85.75
12 April	Npower	Previous unpaid balance	27.82	0.00	27.82
18 April	P O'Reilly	Easter Eggs Expenses Reclaim	133.05	0.00	133.05
22 April	Peninsula	HR Support Monthly Charge	122.73	23.18	145.91
		TOTAL PAID APRIL 2024	1912.61	23.18	1935.79
	FUTURE PAYMENTS				
15 May	Staff Salaries	May 2024	TBA		TBA
22 May	Haines Watts	Payroll Fees	80.00	16.00	96.00
22 May	JDH Business Services Ltd	Internal Audit fee 23.24	396.00	79.20	475.20
22 May	Community Centre	Refreshments for Community Payback Group	36.40	0.00	36.40
22 May	Peninsula	HR Support Monthly Charge – FINAL PAYMENT	122.73	23.18	145.91
22 May	Broxap	30 Cast Iron Bollards	5,466.00	1,093.20	6,559.20
22 May	Cestrian Signs	Car Park Signage	402.00	80.40	482.40
22 May	TDP (if agreed at meeting)	7 Benches and fixings	3733.66	746.73	4480.39
22 May	ChALC (if agreed at meeting)	Annual Membership fee	979.26	0.00	979.26
22 May	Rural Villages Services Group (if agreed at meeting)	Annual membership	50.00	0.00	50.00