



Dear Councillor

You are HEREBY SUMMONED to attend a meeting of the Parish Council to be held on **Monday 9 September 2024** at **7.00pm** at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob

3 September 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. 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 Rob Charnley, CWaC Planning and Place Making

4.3 Members of the Public

4.4 CWaC Ward Councillors Report

4.5 Elton Allotments

5. Minutes

To agree that the minutes of the meeting held on 8 July 2024 are a true record and on resolution be signed by the Chair (enclosed).

6. Reports from councillors

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

7. Planning

7.1 Applications received for comment:

(Details of the applications were circulated on receipt)

24/01225/FUL 15 Holm Drive Elton Chester CH2 4RJ

Proposal Two storey side and front extension and alterations to existing windows and doors to front and rear

7.2 Applications decided by Cheshire West and Chester Council:

24/01540/FUL 35 Parkland Drive Elton Chester CH2 4PG

Proposal Single storey rear extension

Status Decided

Decision Approved

Date of Decision 5 July 2024

24/01611/FUL 26 Dove Close Elton Chester CH2 4RD

Proposal Two storey side extension and single storey rear extension to replace existing conservatory

Status Decided

Decision Approved

Date of Decision 16 July 2024

24/01312/FUL Glebe House Ince Lane Elton Chester CH2 4LU

Proposal Demolition of existing conservatory, erection of single storey rear extension and additional rear dormer

Decision Approval

Decision Issued Date Thu 01 Aug 2024

24/01225/FUL 15 Holm Drive Elton Chester CH2 4RJ

Proposal Two storey side and front extension and alterations to existing windows and doors to front and rear elevations.

Decision Refusal

Decision Issued Date Wed 28 Aug 2024

8. Finance

8.1 **To note** that a grant of £1000 from Essar has been received.

8.2 **To note** the payments made since the last meeting, details appended (invoice pack enclosed). In addition, an invoice for £695.00 from AJE Landscaping had been received.

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

8.4 To note the following:

Bank Reconciliation:	Carry Forward 30/06/24	43, 844.26
	Less:	
	Bank charges unrepresented	18.00
	Add: Income	1, 000.00
	Less: Expenditure (July)	6, 86634.05
	Less: Expenditure (Aug)	3, 012.88
	Closing Balance 29/08/24	34, 947.33

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

8.5 **To receive** the Budget Monitoring document up to end August 2024 (**enclosed**)

8.6 **To receive** and **discuss** the report of the External Auditor (**enclosed**)

9. Parish Council Land and Assets

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

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

9.3 **To receive** an update on the repairs carried out following the annual safety inspection report as follows:

9.3.1 **To note** that the bracken in the hedging on the parish field has been dug out; that the old bench and litter bin has been removed at a cost of £400 and £95 as previously agreed in July

9.3.2 **To note** that Northwich Town Council had increased their initial quote of £50 for the agreed repairs and installation of bird wire to equipment to £90.

9.3.3 **To note** that the cost of the bearing for the repair of the low-level roundabout had been quoted as £2043.00 with carriage charged at £204.30 and an additional installation cost of £1315 (which had not be quoted initially). This brought the quotation over the delegated amount of £3000 agreed at the July meeting. The Chair and Deputy were asked to consider this and, due to the urgency of the repair, agreed that the repair should be ordered.

9.3.4 To note that a quotation for the repair of the Pump Track was received from the original supplier of the Pump Track at £350 and, in consultation with the Chair and Deputy Chair, as the quote was less than discussed at the July meeting, it was accepted with work to commence in September.

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

9.5 **To consider** the quotation for cutting the perimeter hedging on the parish field, including the lane to the Scout Hut. (to follow)

9.6 To note that the tree reported as diseased and leaning over on Greenbank was considered a priority and has been removed at a cost of £200.

9.6 **To consider** the proposal by Network Rail to site the outdoor gym equipment on the parish field.

9.7 **To consider** a request from the Scouts to use the parish field for the annual Fireworks Display.

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

10. Grant request

To consider the request for a grant from the Scouts of £500 to help fund the annual fireworks event.

11. Conference attendance

To consider the request from the Clerk to attend the Cheshire Branch Conference to be held in Middlewich on Thursday 26 September at a cost of £35.

12. Provision of Grit Bins

To consider the information drafted to support the community-led gritting scheme and to consider the arrangements necessary to run the scheme. (enclosed)

13. Governance

To consider the adoption of the following policies: Data Protection; Data Retention; Privacy Policies; Subject Access Request Policy.

14. Consultations

To consider a response to CWAC's [Housing Strategy Consultation](#).

15. Future Agenda Items

To note any matters for consideration at the next meeting.

16. Date and Time of next meeting

To agree that the next meeting will be held on Monday 14 October 2024 at 7.00 pm.

17. 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 July and August and payments to be approved for September 2024

Paid	Payee	Goods or Service provided	Net	VAT	Gross
	PAID JULY 2024				
15 July	Staff Salaries	July 2024	5870.53	0.00	5870.53
12 July	Clays Gardening Services	June Monthly Maintenance	887.54	0.00	887.54
12 July	S Serna	Reimburse Weed Suppress Membrane	14.98	3.00	17.98
2 July	Haines Watts	Quarterly Payroll	75.00	15.00	90.00
		Total	6848.05	18.00	6866.05
	PAID AUGUST 2024				
15 Aug	Staff Salaries	August 2024	1681.57	0.00	1681.57
9 Aug	Clays Gardening Services	July Maintenance Invoice 116	13331.31	0.00	1331.31
	PAYMENTS TO AUTHORISE SEPT				
15Sept	Staff Salaries	September 2024	TBC	0,00	TBC
15 Sept	Clerk	Homeworking allowance (March to Sept 2024)	156.00	0.00	156.00
13 Sept	PFK Littlejohn	External Audit Fee	315.00	63.00	378.00
13 Sept	Morrel Play Service	Play Inspection 2023 Invoice #2062	95.00	19.00	114.00
13 Sept	Morrel Play Service	Play Inspection 2024 Invoice #2063	142.50	28.50	171.00
13 Sept	Sutcliffe Play	Bearing to repair roundabout	2247.30	449.46	2696.76
13 Sept	Clays Gardening Services	August Monthly Maintenance	887.54	0.00	887.54
13 Sept	AJE Landscaping and Groundworks	Works to play area – removing braken; removing bench and bin; Work to Greenbank – removing tree	695.00	0.00	695.00