UPTON BY CHESTER AND DISTRICT

PARISH COUNCIL

##### 

**18 Gladstone Road**

**Chester**

**CH1 4BY**

**07584415343**

**Email:** [**clerk@uptonbychester.org.uk**](mailto:clerk@uptonbychester.org.uk)

Minutes of the meeting of Upton by Chester and District Parish Council, held on Monday 6 July 2020, 7.30pm, via Cisco Webex – meeting no: 163 661 3103

Present: Cllr M Bryan, Cllr M Carter, Cllr J Egerton-Parry, Cllr T Egerton-Parry,

Cllr J Evans, Cllr P Greenhalgh, Cllr J Houlbrook, Cllr M Keenan, Cllr J Schmidt,

Cllr B Southward and Cllr B Walker.

In attendance: Suzi Bull (Clerk/Proper Officer).

**34.20 OPEN FORUM.**

No members of the public were in attendance.

**35.20 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Bennion, Cllr Booth, Cllr Hulmes,

Cllr Poulton and Cllr Samuel.

**Resolved: the apologies for absence were noted.**

**36.20 DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**Resolved: noted.**

The Chairman opened the meeting with thanks to the Clerk for accepting additional responsibility for the smooth running of the Parish Council during the lockdown period.

**37.20 CHAIRMAN.**

**Resolved: The current Chairman will remain in place until the Annual Meeting of 2021.**

**38.20 MINUTES.**

**Resolved: The Minutes of the meeting held on Monday 24 February 2020 were confirmed as a correct record and will be signed by the Chairman at the next physical meeting of the Parish Council.**

**Proposed by Cllr Houlbrook, seconded by Cllr Bryan. All agreed.**

**39.20. ANNUAL AUDIT.**

**Resolved: The internal audit report for 2019-20 from the internal auditors Dotty About Accounting Ltd was received. The recommendations and action plan therein were noted.**

**Resolved: The Annual Internal Audit Report 2018-19 from the Annual Governance and Accountability Return (AGAR) was received and approved.**

**Resolved: The Annual Governance Statement 2019-20 of the AGAR was received and approved. The Chairman and the Clerk/Responsible Financial Officer will sign to confirm compliance by way of a safe Covid-19 arrangement.**

**Resolved: Section 2 of the AGAR - Accounting Statements 2019-20 was received and approved. The Chairman and the Clerk/RFO will sign to confirm approval by way of a safe Covid-19 arrangement.**

**Resolved: The public inspection period (Notice of Public Rights) will be from Monday 7 July to Friday 8 August inclusive.**

**Proposed by Cllr Houlbrook, seconded by Cllr Bryan. All agreed.**

**40.20. FINANCE AND ACCOUNTS REPORTS**.

**Resolved: The payment of salaries and expenses, the payment of invoices for goods and services rendered were approved. Receipts and balances were noted.**

**Financial reports were received and will be part of the meeting Minutes.**

**41.20. NEIGHBOURHOOD DEVELOPMENT PLAN.**

It was reported that the draft plan has received some positive feedback, including comments from the CW&C Council planning officer who has been involved in the plan. Focus now will be on:

Designating green spaces.

An evidence summary.

Consultation regarding the future use of land at the Dale Barracks.

**Resolved: Thanks were extended to the Steering Group and especially to David Evans and Susan Stanley for their commitment and hard work.**

**42.20 PARISH COUNCIL BUSINESS.**

Action taken by the Clerk during lockdown has been logged and approved via email. It includes the management of staff, property and assets. The payment of invoices and responding to enquiries.

**Resolved: Noted and approved.**

**Resolved: The next steps will be to re-open Parish Council facilities and reinstate staff appropriately. Government guidelines for Covid 19 safety precautions will be followed at all times. Risk Assessments will be completed.**

**43.20 DATE OF THE NEXT MEETING.**

**Resolved: The date and time of the next meeting will be on Monday 24 August at 7.30pm, via Webex.**