



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD
07584415343

Email: clerk@uptonbychester.org.uk

Dear Member,

You are summoned to the Meeting of Upton-by-Chester and District Parish Council, to be held at 7.30 pm on Monday 17 July 2023 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

The business to be transacted at the meeting is detailed on the agenda below. Please note that Standing Orders will apply at this meeting. Members of the press and public are entitled to attend.

Signed *Suzi Bull* Clerk/ Proper Officer to the Parish Council 11.07.23.

AGENDA

1. OPEN FORUM.

Members of the public will be invited to comment on any items on the agenda before business commences.

(New business should be brought to the attention of the clerk one week prior to the next meeting).

2. APOLOGIES FOR ABSENCE.

To receive apologies for absence as reported to the clerk.

3. DECLARATIONS OF INTEREST.

Members are invited to declare any interests they may have in items on this agenda as per the Code of Conduct.

4. COMMUNITY SAFETY.

- To welcome a member of the Upton community safety team to the meeting.
- To receive a report on community safety. **Enc**

5. APPOINTMENT OF VICE CHAIRPERSON.

To receive nominations for and elect the Vice Chairperson of the Parish Council for the forthcoming year.

6. MINUTES.

To confirm as a true record the Minutes of the meeting held on Monday 12 June 2023. **Enc**

7. CLERK'S REPORT.

To receive and note a report from the Clerk on action taken on resolutions made at the last meeting and agree further action if necessary. **Enc**

8. COMMITTEE MINUTES.

To receive the Minutes of the Committee meetings held since the last meeting and approve any recommendations:

- Planning Committee 19.06.23.
- Community Engagement Committee 19.06.23
- Assets Management Committee 19.06.23.
- Employment Committee 10.07.23.
- Finance Committee 10.07.23.

9. FINANCE AND ACCOUNTS REPORTS.

- To approve the payment of invoices for goods and services rendered, to note any receipts and details of current balances. **Enc**
- To receive a budget variance report. **Enc**

10. BOROUGH COUNCILLORS' REPORT.

To receive information from Borough Councillors on matters which affect Upton.g

11. CORRESPONDENCE.

To receive correspondence and agree a response. **Enc**

12. PARISH PLAN.

To consider and agree a process to produce a Parish Plan for the next four years.

13. ASSET AVAILABLE FOR COMMUNITY ASSET TRANSFER.

To consider information made available from Cheshire West and Chester Council regarding the disposal of the youth club building and form a response as required.

14. ANNUAL FUN DAY.

To receive an update from the Fun Day Working Party and approve recommendations.

15. COMMITTEE MEMBERSHIP.

To receive and approve an updated committee membership list. **Enc**

16. WARD ALLOCATION – CO-OPTED COUNCILLORS.

To approve the ward allocation for newly co-opted councillors.

17. CO-OPTION.

To agree how to progress with filling the remaining vacancies on the Parish Council.

18. REMEMBRANCE PARADE.

To consider arrangements for the annual Remembrance Parade and ceremony.

19. POLICE AND CRIME COMMISSIONER'S MEETING.

To receive feedback on matters discussed at the PCC meeting.

20. DATE OF THE NEXT MEETING.

To confirm that the date and time of the next meeting will be on 18 September 2023 at 7.30pm.