



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD
07584415343

Email: clerk@uptonbychester.org.uk

Minutes of the Annual Meeting of Upton by Chester and District Parish Council held on Monday 15 May 2023, 7.00pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr M Bryan, Cllr M Carter, Cllr D Jenkins, Cllr A Lingard, Cllr S Stanley (Chair) and Cllr H Wilman.

All Declarations of Acceptance of Office were signed and witnessed by the Proper Officer (Clerk).

In attendance: Suzi Bull (Clerk/Proper Officer), Tom Egerton-Parry (Chairman of the previous council) and 6 members of the public.

70.23 APPOINTMENT OF CHAIRMAN.

The outgoing Chairman opened the meeting and called for nominations for the Chairperson.

A nomination was received for Cllr Stanley, proposed by Cllr Carter, seconded by Cllr Bryan.

No further nominations were received.

Vote for Cllr Stanley:

For - 6

Against - 0

Resolved: that Cllr Stanley is appointed as Chairperson of the Parish Council.

71.23 ACCEPTANCE OF OFFICE.

Resolved: that the elected Chairperson signed the Chairperson's Acceptance of Office, witnessed by the Proper Officer.

72.23 APPOINTMENT OF VICE CHAIRMAN.

A nomination was received for Cllr Jenkins, proposed by Cllr Bryan, seconded by Cllr Carter.

No further nominations were received.

Resolved: that Cllr Jenkins is appointed as Vice Chairman of the Parish Council.

73.23 APOLOGIES FOR ABSENCE.

Apologies for absence were reported to the Clerk as follows:

Cllr Akhtar and Cllr Corner.

As the above-named councillors have not signed a Declaration of Acceptance of Office, Members were asked to approve that this may be done at or before the next meeting of the Parish Council.

Resolved: That the apologies for absence are noted and the Declaration of Acceptance of Office may be signed at or before the next meeting of the Parish Council.

74.23 OPEN FORUM.

No members of the public present wanted to speak.

75.23 DECLARATIONS OF INTEREST.

No declarations of interest were made.

76.23 COMMUNITY SAFETY.

No member of the Upton community safety team attended the meeting.

It was noted that community speed watch data will continue to be passed on to be included in police reports.

Resolved: That the police report received on the day of the meeting be received and noted.

77.23 CO-OPTION.

The Parish Council filled eight of its sixteen seats by way of election, eight vacancies remain.

The criteria for using The General Power of Competence spending power, has not been met.

Filling the remaining vacancies through a further election to meet the criteria was discussed.

A meeting with a representative of the Cheshire Association of Local Councils and advice from the Clerk, provided members with information on additional, existing spending powers, including Section 137 'free' spending power calculated at a rate per elector.

Proposed by Cllr Bryan to co-opt without further discussion at this meeting from the applicants in attendance. Seconded by Cllr Carter.

Vote: For – 2, Against – 4.

Proposed by Cllr Bryan that the Parish Council will co-opt to fill the remaining vacancies and not attempt to bring about a further election. Seconded by Cllr Carter. All agreed.

Resolved: That the remaining vacancies will be filled as soon as practicable via a process of co-option. A working party will be convened and will meet remotely within the next week to create a list of specific questions to put to prospective candidates to ensure that a fair and equitable appointment of candidates with appropriate, identifiable skills takes place.

Existing applicants will be invited to add to their application but will not be asked to re-apply.

Applications will be requested by 4 June for consideration ahead of appointment at the next Parish Council meeting.

A further program of advertising as widely as possible will take place.

78.23 MINUTES.

Resolved: That the Minutes of the Parish Council meeting held on 17 April were received.

That the Chairman signed the Minutes.

79.23 COMMITTEE MINUTES.

Resolved: That the following committee meeting Minutes were received:

General Purposes Committee 24.04.23.

80.23 FINANCE AND ACCOUNTS REPORTS.

Resolved: that the payment of invoices for goods and services rendered for April were approved; receipts and current balances were noted. (see appendix 1 on P6)
Proposed by Cllr Carter, seconded by Cllr Bryan. All agreed.

A budget variance report will be added to this agenda item for each Parish Council meeting. All agreed.

81.23 BANK SIGNATORIES.

Resolved: That the Parish Council bank mandate will be amended to include: Cllr Lingard and Cllr Stanley; existing signatories will be removed as applicable. The management of banking arrangements will be referred to the Finance Committee.

82.23 CODE OF CONDUCT.

Resolved: That the UPC Code of Conduct was received and approved.

83.23 GENERAL DATA PROTECTION REGULATION.

Resolved: That the UPC Data Protection Regulation and Retention Policy was received.

This policy will be reviewed and updated along with the consideration of a data privacy notice.

84.23 STANDING ORDERS AND FINANCIAL REGULATIONS.

Resolved: That the UPC Standing Orders and Financial Regulations were received and approved.

85.23 PROPERTIES AND ASSETS REGISTER.

Resolved: That the following Parish Council owned properties were noted:

- Wealstone Lane Playing Fields
- Upton Pavilion
- Chemistry Pits Play Area
- Marl Heys Recreational Field
- The Village Pump
- The War Memorial and garden

The Chemistry Pits boundary will be reviewed through the relevant committee to assess which parts of the access paths sit within the bounds.

That the Assets Register was received and noted. This will be reviewed and amended as necessary.

86.23 RISK ASSESSMENT.

Resolved: That the UPC Risk Assessment was received and noted.

Once established, committees will take a relevant part of the Risk Assessment to review and update.

87.23 INSURANCE.

Resolved: That the following arrangements for insurance are in place:

The Parish Council is currently insured with Arthur J Gallagher Brokers, underwritten by Hiscox Insurance Company Ltd

Last year the Parish Council agreed to automatic renewal at a cost of £2,501.09 yearly until 2025.

A Pre-renewal Questionnaire has been received and should be completed and submitted by 2 June.

Insurance will be reviewed by the Finance Committee.

88.23 SUBSCRIPTIONS.

Resolved: That the following annual subscriptions were approved:

The Cheshire Association of Local Councils – annual fee for 2023 - £1510.87

Cheshire Community Action – annual fee £100.00

Society of Local Council Clerks – annual fee £296.00

89.23 COMMITTEES.

Members considered the existing UPC committee structure. A suggestion for restructuring was put forward as follows:

Assets Management, Community Engagement, Employment, Finance and Planning.

Resolved: That the committees put forward are agreed.

Councillors will put themselves forward to be members of committees via the Clerk.

Parish Council meetings will be held on the third Monday of each month; Finance Committee meetings will be held on the second Monday of each month.

Further details regarding the frequency of committee meetings will be considered.

The Clerk will re-draft the full meeting schedule, taking into account what has been agreed so far.

90.23 ANNUAL FUN DAY.

The Clerk informed the council that due to a long-standing project plan to carry out drainage works on the QE II Playing Field, it may be necessary to cancel or relocate the Upton Annual Fun Day.

An officer of CW&C Council will attend the Parish Council meeting in June to provide an update on the project.

Resolved: That alternative venues will be looked into.

91.23 ANNUAL ASSEMBLY.

Resolved: That the Parish Council will not convene an Annual Assembly Meeting this year. Further consideration of the format of the meeting will take place ahead of a meeting to be held during the appropriate period in 2024.

92.23 DATE AND TIME OF THE NEXT MEETING AND ALL OTHER MEETINGS.

Resolved: That the date and time of the next meeting will be Monday 12 June at 7.30pm. But will move to the third Monday of the month from July.

This meeting closed at 8.20pm.

RECEIPTS, PAYMENTS AND BALANCES - APRIL 2023

MINS APPENDIX 1

PAYMENTS**Admin**

Microsoft	11.28	
Yorkshire Bank	28.98	Charges

SumUp	35.79	Fee
Pocket	1.99	Fee
Stripe	13.40	Fee
GoCardless	0.93	Fee
Ignition Pay	45.00	Payroll serv

Community Events

Costco	97.30	Car Boot supp
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Community Eng

TMSD	300.00	Traff Man
Royal Brit Legion	115.59	Coronation

Employment

Salaries/Pen/HMRC	6565.45	
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Environment

Botanica Landscape	1978.63	Contractor
Newton Landscapes	0.00	Contractor

Facilities

Essell Cleaning Supp	32.51	Cleaning
Essell Cleaning Supp	50.28	Refresh Supp

Projects

G Stevenson	3720.00	Pond Fence
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Utilities

Water Plus	28.19	Water
BT	13.73	Mobile ph
Octopus Energy	669.38	Electricity

PETTY CASH EXP

Tesco	3.50	Supplies
Booker	56.15	Supplies
Costco	123.77	Supplies Cleaning
Rightway	4.99	Supp
Tesco	3.30	Petrol
Tesco	5.60	Equip
Tesco	3.30	Supplies
B&Q	44.86	Maint Equip
B&Q	15.75	Maint Equip

RECEIPTS

SumUp	2121.82	Pavilion Rec
GoCardless	24.00	
Stripe	303.00	
Car Boot Sale	20.00	
Car Park Hire	80.00	
Room Hire	36.00	
Bank Credit	1.49	
Bank Interest	463.29	
Cash Receipts	1235.00	Pavilion Rec
Precept - CW&C C	151,383.00	

BALANCES

Yorkshire Bank	255284.27
Petty Cash	110.53