UPTON BY CHESTER AND DISTRICT

 PARISH COUNCIL

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Minutes of the Meeting of Upton by Chester and District Parish Council held on

20 May 2019, 7.00pm, at Upton Pavilion, Upton, Chester.

Present: Cllr A Bennion (Chair), Cllr S Booth, Cllr M Bryan, Cllr M Carter,

Cllr J Egerton-Parry, Cllr T Egerton-Parry (Vice Chair), Cllr J Evans,

Cllr P Greenhalgh, Cllr J Houlbrook, Cllr G Hulmes, Cllr M Keenan, Cllr N Poulton, Cllr F Samuel, Cllr J Schmidt, Cllr B Southward and Cllr B Walker.

In attendance: 1 member of the public and Mrs S Pollard (Clerk).

**50.19 APPOINTMENT OF CHAIRMAN.**

A nomination was received for Cllr J Evans, proposed by Cllr Bryan, seconded by

Cllr Southward.

A further nomination was received for Cllr Bennion, proposed by Cllr Houlbrook, seconded by Cllr T Egerton-Parry.

Vote: for Cllr Evans 8, for Cllr Bennion 8.

The retiring Chairman used a casting vote for Cllr Bennion.

**Resolved: that Cllr Bennion is appointed as Chairman of the Parish Council.**

**51.19 ACCEPTANCE OF OFFICE.**

**Resolved: that the elected Chairman signed the Chairman’s Acceptance of Office, witnessed by the Proper Officer (clerk).**

**52.19 APPOINTMENT OF VICE CHAIRMAN.**

A nomination was received for Cllr Evans, proposed by Cllr Bryan, seconded by

Cllr Southward.

A further nomination was received for Cllr T Egerton- Parry, proposed by

Cllr Houlbrook, seconded by Cllr Hulmes.

Vote: for Cllr Evans 8, for Cllr T Egerton-Parry 8.

The Chairman used a casting vote for Cllr T Egerton-Parry.

**Resolved: that Cllr Tom Egerton-Parry is appointed as Vice Chairman of the Parish Council.**

**53.19 APOLOGIES FOR ABSENCE.**

No apologies for absence were received. All present.

**54.19 OPEN FORUM.**

No members of the public requested to speak.

**55.19 DECLARATIONS OF INTEREST.**

**Resolved: that no Declarations of Interest were given.**

56.19 COMMUNITY SAFETY.

No members of the Community Safety Team were present at the meeting.

A written report had been previously circulated.

57.19 GENERAL POWER OF COMPETENCE (Localism Act 2011).

Resolved: the Parish Council meets the GPoC criteria:

1. Electoral mandate – minimum two thirds of the Council elected.
2. That the Clerk holds a nationally recognised qualification.

**58.19 SUBSCRIPTIONS AND DONATIONS.**

**Resolved: membership to affiliate bodies is as follows:**

**Cheshire Association of Local Councils £1470.04**

**Cheshire Community Action £100.00**

**Cheshire Playing Fields Association £20.00**

**Society of Local Council Clerks £220.00**

**59.19 PROPERTIES AND ASSETS REGISTER.**

**Resolved: the Parish Council owns the following properties:**

**Wealstone Lane Playing Fields**

**Upton Pavilion**

**Chemistry Pits Play Area**

**Marl Hey Recreational Field**

**The Village Pump**

**The War Memorial and grassed area to front**

**The Assets Register was received and approved.**

The clerk will ensure that the bus shelter is included in the register.

**60.19 REPRESENTATIVES TO OUTSIDE BODIES.**

**Resolved: the following members will represent the Parish Council to the Cheshire Association of Local Councils:**

**Cllr Evans**

**Cllr Bryan**

Upton Youth Club no longer exists, therefore no Parish Council representative is required and no further reference will be made.

**61.19 STATUTORY DOCUMENTS.**

**Resolved: the Standing Orders, Financial Regulations and the Publication Scheme were approved.**

**The reference to Members standing whilst proposing a motion will be removed.**

**62.19 RISK ASSESSMENTS.**

**Resolved: the Risk Assessment was approved.**

**63.19 INSURANCE.**

**Resolved: the clerk informed Members that the insurance is due for renewal in July; adjustments will be made to include the storage of fuel and chemicals.**

**This matter will be referred to the Finance Committee.**

**64.19 THE GENERAL DATA PROTECTION REGULATION.**

**Resolved: the GDPR policy and practices were approved.**

**65.19 DELEGATED POWERS.**

**Resolved: the delegated powers for Parish Council Committees were approved.**

**66.19 COMMITTEE MEMBERSHIP.**

**Resolved: membership to the Parish Council Committees and Sub-Committees was agreed as follows:**

**Communications – Cllr Southward, Cllr Evans, Cllr J Egerton-Parry and Cllr T Egerton-Parry.**

**Emergency – Cllr Greenhalgh, Cllr Houlbrook, Cllr Bryan and Cllr Evans.**

**Employment – Cllr Houlbrook, Cllr Evans, Cllr Booth, Cllr Keenan and Cllr Hulmes.**

**Finance – Cllr Greenhalgh, Cllr Bennion, Cllr Evans, Cllr Poulton, Cllr T Egerton-Parry and Cllr Houlbrook.**

**General Purposes – Cllr Southward, Cllr Hulmes, Cllr Samuel, Cllr Evans, Cllr Carter and Cllr Bennion.**

**Neighbourhood Development Plan – Cllr Evans, Cllr Houlbrook, Cllr Greenhalgh,**

**Cllr T Egerton-Parry and Cllr Schmidt.**

**Pavilion Fun Day – Cllr Houlbrook, Cllr Bennion, Cllr Samuel, Cllr J Egerton-Parry, Cllr Poulton and Adrian Walmsley.**

**QE II Playing Fields sub-committee – Cllr Bennion, Cllr Houlbrook, Cllr Evans and Cllr Hulmes.**

**67.19 MINUTES.**

**Resolved: the Minutes of the Parish Council meeting held on 1st April were approved as a correct record and signed by the Chairman.**

**Proposed by Cllr Houlbrook, seconded by Cllr Evans.**

**68.19 CLERKS REPORT.**

**Resolved: the Clerk’s Report with details of action taken on the resolutions made at the last meeting was approved.**

**69.19 COMMITTEE MINUTES.**

**Resolved: the Minutes of the following committees were received:**

**QE II sub-committee 29th April.**

**70.19 NEIGHBOURHOOD DEVELOPMENT PLAN.**

**Resolved: the Minutes of the meeting held on 29th April were received. The Chairman of the Steering Group gave a verbal report on the progress of the NDP.**

**71.19 MONTHLY ACCOUNTS REPORT.**

**Resolved: the payments for salaries, goods and services were approved; receipts and balances were received and noted.**

**Proposed by Cllr Evans, seconded by Cllr Houlbrook.**

**A copy of the Pavilion Monthly Summary will be circulated.**

**72.19 ANNUAL AUDIT.**

**Resolved: the internal audit report for 2018-19 from the internal auditors Dotty About Accounting Ltd was received; the recommendations and action plan therein were noted and will be referred to the Finance Committee.**

**Resolved: the Annual Internal Audit Report 2018-19 from the AGAR was received and approved.**

**Resolved: the Annual Governance Statement 2018-19 of the AGAR was received and approved. The Chairman and the Clerk/Responsible Financial Officer signed to confirm compliance.**

**Resolved: section 2 of the AGAR - Accounting Statements 2018-19 was received and approved. The Chairman and the Clerk/RFO signed to confirm approval.**

**Resolved: the public inspection period (Notice of Public Rights) from Monday 3 June to Friday 12 July inclusive was approved.**

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

**73.19 DATE AND TIME OF THE NEXT MEETING AND ALL OTHER MEETINGS.**

**Resolved: the date and time of the next meeting of the full Parish Council and of Committees and Sub-Committees for the period 2019/20 were approved.**

**Meetings schedule for16 December will be re-scheduled due to a conflict with the Annual Carol Singing Event.**

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**Pt II**

**74.19 MINUTES OF THE LAST MEETING.**

**Resolved: the PtII Minutes of the meeting held on 1 April were confirmed as a correct record and signed by the Chair.**

**Proposed by Cllr Houlbrook, seconded by Cllr Evans.**

**The meeting closed at 7.50pm.**