UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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Minutes of the Annual Meeting of Upton by Chester and District Parish Council held on 21 May 2018, 7.00pm, at Upton Pavilion, Upton, Chester.

Present: Cllr T Bartliff, Cllr A Bennion, Cllr M Bryan, Cllr S Eardley, Cllr J Evans,

Cllr D Ford, Cllr J Houlbrook, Cllr J Lee, Cllr M Lloyd, Cllr S Lloyd, Cllr H McNae,

Cllr A Paddock, Cllr F Samuel, Cllr B Southward, Cllr K Vaughan and

Cllr A Walmsley (Chairman).

In attendance: Mrs S Pollard (Clerk).

**214.18 APPOINTMENT OF CHAIRMAN.**

A nomination was received for Cllr Walmsley, proposed by Cllr Houlbrook, seconded by Cllr M Lloyd.

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

Vote: for Cllr Walmsley 11, for Cllr Evans 5.

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

**215.18 ACCEPTANCE OF OFFICE.**

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

**216.18 APPOINTMENT OF VICE CHAIRMAN.**

A nomination was received for Cllr Bennion, proposed by Cllr Vaughan, seconded by Cllr M Lloyd.

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

Vote: for Cllr Bennion 11, for Cllr Evans 5.

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

**217.18 APOLOGIES FOR ABSENCE.**

No apologies for absence were received – all present.

**218.18 OPEN FORUM.**

No members of the public attended the meeting.

**219.18 DECLARATIONS OF INTEREST.**

**Resolved: no declarations of interest were made by Councillors, as per the Code of Conduct, for any items on this agenda.**

220.18 COMMUNITY SAFETY.

No members of the community safety team were present at the meeting.

It was reported that due to staff absence, remaining staff were unable to commit the time required to attend the Parish Council meeting.

**221.18 SUBSCRIPTIONS AND DONATIONS.**

**Resolved: the Parish Council will renew its membership and pay subscriptions to the following affiliate bodies:**

Cheshire Association of Local Councils £1,470.

Cheshire Community Action £100.

Cheshire Playing Fields Association £20.

**222.18. PROPERTIES.**

**Resolved: properties owned by the Parish Council were confirmed as:**

Queen Elizabeth II Playing fields.

Chemistry Pits Playing Field.

Marl Heys Recreational Field.

The Village Pump.

The War Memorial, gardens and grass verge to the front.

The bus shelter on Upton Lane.

**Consideration of the ownership of the bus shelter in Upton Lane (whether it should be handed back into the care of CW&C Council) will be referred to the General Purposes Committee.**

**223.18. REPRESENTATIVES TO OUTSIDE BODIES.**

**Resolved: the Parish Council representatives to Upton Youth Club and the Cheshire Association of Local Councils are as follows:**

ChALC – Cllr Walmsley, Cllr Evans and the Clerk.

It was reported that Upton Youth Club is not currently in existence; the Youth Club building is closed due to its poor condition.

**Resolved: Cllr Houlbrook will continue to liaise with CW&C Council regarding any changes to the provision of the Youth Club.**

**224.18 STATUTORY DOCUMENTS.**

**Resolved: the Parish Council Financial Regulations and Publication Scheme were approved without amendments. Standing Orders will be amended in line with the new NALC model document and brought back to the next meeting for approval.**

**Standing Orders will also be amended to include an order regarding the cancellation of meetings; this was agreed as being the Chairman of the Parish Council, the Chairman of the committee and the Vice Chairman of Committee**

**In addition Councillors will review NALC amendments to the model Standing Orders in detail.**

**225.18 RISK ASSESSMENT.**

**Resolved: the Parish Council Risk Assessment, including updates was approved.**

**226.18 DELEGATED POWERS.**

**Resolved: the existing Delegated Powers for Parish Council Committees were approved.**

**A section regarding the delegated powers of the Planning Committee will be added and brought back for approval.**

**227.18 COMMITTEE MEMBERSHIP.**

To agree membership to the Parish Council Committees and Working Parties:

* Communications
* Emergency
* Employment
* Finance
* General Purposes
* Neighbourhood Development Plan
* Pavilion Fun Day
* QE II Playing Fields sub-committee

**Resolved: that membership of the above committees will remain the same with the following amendments:**

**Cllr Paddock and Cllr Southward will be removed from the Neighbourhood Plan Steering Group.**

**Members were asked to consider putting themselves forward for the now vacant places on the NDP Steering Group.**

**228.18 MINUTES.**

**Resolved: the Minutes of the Parish Council meeting held on 9th April were approved as a correct record and signed by the Chairman. Proposed by Cllr Houlbrook, seconded by Cllr Bennion.**

**229.18 CLERKS REPORT.**

Weston Grove car parking –Cllr Evans gave apologies for not yet arranging a meeting with CW&C Council Highways regarding a proposal to improve car parking at Weston Grove. It was confirmed that Cllr Houlbrook will be included in the meeting along with Cllr Samuel.

It was reported that the latest newsletter appears to have been distributed satisfactorily.

Repairs to the Pavilion patio have not yet been carried out; broadly the options are for the original contractor to return and carry out ad hoc repairs to the patio that appears to be a poor standard of work. Alternatively, the patio could be re-laid by a new contractor at a cost of approx. £3,500.

The Silent Soldier is not yet in place; the clerk has applied to purchase one and will chase up the application.

The Chairman and clerk reported on the current condition of the bowling green which is not considered to be very good.

Much advice and information has been taken in the process of trying to bring the standard of the green to a better level, work will continue throughout the summer.

**Resolved: the Weston Grove car park item will be put on the next agenda.**

**The clerk will make arrangements for Best Construction to return to site to carry out repairs to the patio.**

**A reconsideration of the grounds maintenance contract for the bowling green will take place in the autumn.**

**The remainder of the Clerk’s Report was received and noted.**

**230.18 COMMITTEE MINUTES.**

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

**QE II sub-committee 30th April.**

**231.18 NEIGHBOURHOOD DEVELOPMENT PLAN.**

**The Chairman of the NDP Steering Group gave a verbal update on the progress of the Neighbourhood Plan, including:**

* There has been good participation from Upton High School pupils to the ‘Fake News’ consultation.
* The group is satisfied it is GDPR compliant.
* New Upton residents have recently joined the Steering Group.
* Sanctuary Housing is involved in informing the proposed Housing Policies.
* New promotional banners will be used on a stand at the forthcoming Upton Fest.

**232.18 BOROUGH COUNCILLORS REPORT.**

Cllr Houlbrook and Cllr Bryan provided a summary of the no: 1 bus service public meeting.

It was reported that a planning application will be submitted for a maintenance warehouse at Chester Zoo. This is expected to cause some concern to neighbours. Cllr Bryan will ‘call in’ the application.

**Resolved: the Parish Council will convene once the application is presented. The remainder of the Borough Councillors’ Reports were received.**

**233.18 MONTHLY ACCOUNTS REPORT.**

**Resolved: that the payment of salaries and expenses, the payment of invoices for goods and services rendered be approved. That receipts and details of current balances are noted.**

**Proposed Cllr Walmsley, seconded by Cllr Bennion.**

**234.18 ANNUAL SUMMARY OF ACCOUNTS.**

**Resolved: the Annual Summary of Accounts was approved.**

**235.18 ANNUAL GOVERNANCE STATEMENT.**

**Resolved: the annual Governance Statement was approved and signed by the Chairman of the Parish Council.**

**236.18 ANNUAL STATEMENT OF ACCOUNTS.**

**Resolved: the Annual Statement of Accounts was approved and the Annual Return signed by the Chairman of the Parish Council, to be submitted for auditing.**

**237.18 DATE AND TIME OF THE NEXT MEETING.**

**Resolved: the date and time of the next meeting will be on 2nd July; the meeting schedule for the year ahead was approved.**

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