

# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL



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**Minutes of the Upton by Chester and District Parish Council's Assets Management Committee Meeting held on Monday 27 November 2023, 7.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.**

**Present:** Cllr Jackson, Cllr Lingard, Cllr Morgan (Chairperson) and Cllr Stanley.

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

## **1. APOLOGIES FOR ABSENCE.**

None received.

Cllr Carter and Cllr Jeffery were absent from the meeting.

## **2. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

## **3. MINUTES.**

**Resolved:** That the Chairperson signed the Minutes of the meeting of 25 September 2023 and 23 October 2023.

## **4. CLERK'S REPORT.**

**Resolved:** The Clerk's Report on actions taken on the resolutions of the last meeting was received and noted.

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At this point the Chairperson requested that Standing Orders be suspended to allow for a member of the public to join the meeting.

**Resolved:** agreed.

## **5. PLAYING FIELD FLOODING.**

The committee received and considered information relevant to the recent site visit to the playing field, attended by CW&C Flood Officer, members of the Parish Council, staff and a resident.

A summary of the meeting was provided along with the recommendations of the Flood Officer.

Points 1 and 2 of the summary report from the CW&C Council Flood Officer (as below), were considered.

- 1) Parish Council to arrange for the existing pond to be bunded asap in order to provide protection for properties on Upton Park. The effectiveness of this measure is to be monitored over time. If this measure proves successful then no further action should be required, however, if surface water continues to cause issues for residents, then the site should be reassessed and solution modified. Possible future measures may include; pond lining to protect against seepage and extending the pond to provide increased capacity (in this case extension of the bund will also be required).
- 2) A regular inspection schedule will need to be implemented by the Parish Council to routinely assess the integrity of the bund to ensure it remains effective and ensure it is not allowed to erode over time. In addition, the PC will need to ensure regular maintenance of the pond itself to remove any silt build up over time which could reduce capacity.

It was also reported that the Flood Officer has agreed to supply a specification for the proposed bund.

**Resolved:**

**When the specification has been received from the Flood Officer the Clerk will seek quotations for the cost to put in a bund. Also, for the additional cost for the inclusion of lining material and maintenance.**

**The Flood Officer's report will be retained for further development of the playing field.**

At this point Standing Orders were reinstated.

## **7. ASSETS COMMITTEE WALK-ROUND.**

The committee reviewed notes from a working party walk-round of the Pavilion and QE II Playing Field.

It was acknowledged that due to time limits, a limited portion of the Parish Council's assets were included in the initial walk-round.

**Resolved: The actions noted in the walk-round notes will be compared to and cross-checked with the Health & Safety audit report. This item will be put back onto the next Assets Management committee agenda.**

**Immediate actions agreed:**

**A full electric wiring inspection at Upton Pavilion.**

**A fire drill to be actioned at the Parish Council meeting on 11 December.**

**An emergency lighting check to be carried out.**

## **8. CHEMISTRY PITS.**

Members reviewed events since the last meeting, including:

- The footpath edging removal – no further action.
- Dog nuisance reported by resident.

The Clerk reported that information regarding reporting out of control dogs has been passed on to the resident who reported the incident on Chemistry Pits.

**Resolved: No further action at this time; Chemistry Pits will be included on the next meeting agenda.**

#### **9. GRASS VERGE AT WAR MEMORIAL.**

The committee was asked to approve action to maintain the grass verge adjacent to the war memorial. If agreed the work will be added to the grounds maintenance schedule at an additional cost of £60 per month.

**Resolved: approved. The clerk will request permission from CW&C Highways and notify the grounds maintenance contractor.**

#### **10. BUDGET.**

The committee considered expenditure within the remit of the committee Terms of Reference. The Clerk advised that annual maintenance expenditure will be included by the RFO and Finance Committee.

Capital expenditure was considered.

**Resolved: The following request will be put forward to the Finance Committee for inclusion in the budget for the period 2024/25:**

**Shop and office refurbishment £30,000**

**Play equipment for Chemistry Pits £30,000**

#### **11. DATE AND TIME OF THE NEXT MEETING.**

**Resolved: The date and time of the next meeting will be 22 January 2024 at 7.30pm.**