 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

2nd December 2019, 7.00pm, at Upton Pavilion, Upton, Chester.

Present: Cllr A Bennion (Chairman), Cllr M Carter, Cllr J Egerton-Parry,

Cllr T Egerton-Parry, Cllr J Evans, Cllr P Greenhalgh, Cllr G Hulmes, Cllr N Poulton, Cllr J Schmidt and Cllr B Walker.

In attendance: PCSO Cain Jones, PCSO Steve Parr and Ms S Bull (Clerk and Proper Officer).

**129.19 OPEN FORUM.**

No members of the public were present at the meeting.

**130.19 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Booth, Cllr Houlbrook, Cllr Keenan, and Cllr Southward.

Cllr Bryan and Cllr Samuel were also absent from the meeting.

**Resolved: noted.**

**131.19 DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**132.19 COMMUNITY SAFETY.**

Members welcomed new PCSO Cain Jones and PCSO Steve Parr to the meeting and received an update on crime in the Upton area.

**133.19 WEBSITE.**

The web designer was unable to attend the meeting.

**Resolved: this item will be deferred to a later meeting.**

**134.19 EXTRAORDINARY ITEM.**

The Chairman of the Parish Council reported that she has been mobilised into the regular army for up to 12 months, commencing in January 2020.

The Chairman requested approval to take leave of absence for up to 12 months. It was proposed that the Vice Chairman will step up to the duties of the Chairman until May 2020 when the annual re-election of the Chairman takes place.

**Resolved: that the parish council approves the Chairman’s leave of absence for 12 months; the seat on the Parish Council will be held. All agreed.**

**The Vice Chairman to step up to carry out the duties of the Chairman. All agreed.**

**An additional Vice Chairman will be elected at the next meeting.**

**135.19 MINUTES.**

**Resolved: It was noted that Cllr Poulton agreed to join the QE II Sub-Committee but that this had not been included in the Minutes.**

**After which the Minutes of the meeting held on Monday 21 October 2019 were confirmed as a correct record and signed by the Chairman.**

**Proposed by Cllr Hulme, seconded by Cllr Carter.**

**136.19 CLERK’S REPORT.**

**Resolved: The Clerk’s Report was received and noted.**

**137.19. COMMITTEE MINUTES.**

**Resolved: The Minutes of the committees held since the last meeting were received.**

QE II Sub-Committee 28 October.

NDP Steering Group 28 October.

Employment Committee 11 November.

General Purposes Committee 11 November.

**The following actions from the recommendations of the committee Minutes were approved:**

* **Tennis Court refurbishment – a technical report will be commissioned from Labosport at a cost of £1,500.**
* **Playing field drainage – the Clerk reported that in consultation with drainage experts, it will not be possible to carry out drainage work on the playing field. The QE II Committee will concentrate efforts to make improvements to the children’s playground and tennis courts.**
* **Multi-purpose track – the installation of a multi-use track on the playing field will be put on hold until further notice.**
* **Staff pay increase (recommendations to be received and considered in Pt II)**
* **Business Directory / Questionnaire – work to create an Upton Business Directory by way of a questionnaire was approved.**

**138.19 BOROUGH COUNCILLORS’ REPORTS.**

**Resolved: A report from Cllr Houlbrook was received.**

**139.19 NEIGHBOURHOOD DEVELOPMENT PLAN.**

The Chairman of the NDP Steering Group reported that the plan is progressing steadily.

In consideration of cycle routes infrastructure, the Borough Council should be reminded of its statutory duty.

Informed/guided access to the Dale Barracks site is being investigated for the purpose of including the area within the NDP policies.

**Resolved: Consideration of additional cycle racks to be installed at the Pavilion will be referred to the General Purposes Committee.**

**140.19 FINANCE AND ACCOUNTS REPORTS**.

**Resolved: The payment of salaries and expenses, the payment of invoices for goods and services rendered were approved. Receipts and balances were noted, and Financial Reports were received.**

**Proposed by Cllr Evans, seconded by Cllr T Egerton-Parry.**

**141.19 BUDGET.**

**Resolved: It was noted that the draft budget will be finalised by the Finance Committee and brought to the next meeting for approval.**

**142.19 FLOODING – CHEMISTRY PITS.**

A complaint from a resident regarding surface water flooding from Chemistry Pits playing field was received.

Since carrying out repairs and maintenance to the path at Chemistry Pits, rainwater is pooling and then running into an adjacent neighbour’s garden causing flooding.

**Resolved: The clerk will arrange for the building contractor to attend a site visit to discuss how this may be put right.**

**143.19 UPTON EVENTS - CHRISTMAS MARKET / CAROL SINGING.**

The Chairman reported on the Christmas Market; this was not a large event and not as well attended as last year.

The Clerk reported that planning for the Carol Singing event is complete. This will take place on Wednesday 11th December at 6.30pm, two local school choirs will attend along with the Royal Buckley Town Band and members of Upton Choir. Complimentary refreshments will be provided by the Parish Council. All Councillors are welcome.

**Resolved: Next year the Christmas Market and Carol Singing events will be combined.**

**144.19 TRADEMARK APPLICATION.**

The Clerk reported that in order to add the Parish Council logo to the trademark application (as agreed at the last meeting), it is necessary to make a new application at a cost of £170.

**Resolved: A new application will be submitted to include both the original wording and the logo – the clerk will telephone the contact at the Intellectual Property Office before a further application is submitted, to ascertain if this is likely to lead to a successful trademark.**

**145.19 YOUTH CLUB.**

Councillors received feedback from Members who attended a meeting regarding youth club provision in Upton.

It was reported that Cllr Keenan has agreed to join the working party (made up of all interested parties), to offer employment law advice.

Contact is being made with the Charity Commission to register the youth club as a charity. A constitution is to be drafted and a competition to design the youth club logo has been set up with local schools.

A treasured will be appointed.

It is expected that the club will be running by September 2020 and will initially be aimed at school years 6 and 7.

**Resolved: Noted.**

**146.19 DATE OF THE NEXT MEETING.**

**Resolved: The date and time of the next meeting will be January 20th, 2020 (not 13th January as scheduled).**