



# 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 Monday 7 December 2020, 7.30pm, via Cisco Webex

**Present:** Cllr A Bennion (Chairman), Cllr S Booth, Cllr M Bryan, Cllr M Carter, 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:** Suzi Bull (Clerk/Proper Officer) and 9 members of the public.

## Part I

### 77.20 OPEN FORUM.

Members of the public and Upton community group raised the following matters with the Parish Council:

Regarding the work of the Sustainable Transport Task Force; how will Upton have its voice heard?

Recommendation for a named Upton resident to represent the Parish Council at the STTF meetings.

Low Traffic Neighbourhoods – a resident has been campaigning for the local MP and CW&C Council to put Upton forward as an early adopter of this scheme.

In support of the Parish Council proposal to survey Upton residents for their opinion on a 'cleaner, quieter Upton'. Request for a working party to be set up to create the survey and drive this scheme once the survey has been carried out.

Chester Cycling Campaign – a request for the Parish Council to lead on a project for Upton to join up with other parishes in SE Cheshire to create a cycling plan.

Road Safety Report – a group of volunteers are currently undergoing training to carry out speed watch activities in Upton. A report will be provided to the Parish Council for the purpose of providing solutions to issues that may arise.

Community Speed Watch – volunteer group not up and running yet due to pending training with the PCSO; once the training is complete, easy access to the speed monitoring device will be required.

#### **78.20 APOLOGIES FOR ABSENCE.**

**Resolved: It was noted that Cllr T Egerton-Parry and Cllr J Egerton-Parry will be late joining the meeting, however, both councillors were absent from the meeting; no further apologies for absence were given.**

#### **79.20 DECLARATIONS OF INTEREST.**

**Resolved: It was noted that no declarations of interest were given.**

#### **80.20 COMMUNITY SAFETY.**

No members of the local policing team were in attendance. A crime report for Upton was circulated to Councillors prior to the meeting and will be posted onto the Parish Council website.

**Resolved: noted.**

#### **81.20 SUSTAINABLE TRANSPORT TASK FORCE.**

Members welcomed CW&C Council's Sean Traynor to report on the work of the STTF. A presentation of the aims of the task force was received.

It was confirmed that there will be an open dialogue with Sean Traynor and the Task Force.

**Resolved: Sean Traynor will consult with the Chairman of the Task Force to ascertain whether it is possible for an Upton resident to join either on behalf of Upton residents or in lieu of and to represent the Parish Council which previously declined to attend. At the next meeting of the Parish Council, it will consider whether to co-opt the resident to the task force (if it is possible).**

#### **82.20 MINUTES.**

**Resolved: The Minutes of the meeting held on Monday 26 October 2020 were confirmed as a correct record and will be signed by the Chairman at the next opportunity.**

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

#### **83.20. CLERK'S REPORT.**

**Resolved: The Clerk's Report was noted.**

#### **84.20 COMMITTEE MINUTES.**

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

Finance Committee 5 October and 2 November.

General Purposes Committee 2 November.

Extraordinary Parish Council 9 November.

Communications Committee 9 November.

QE II Sub-Committee 23 November.

**The following matters were further discussed or confirmed:**

Item 8 General Purposes - The community notice board has been purchased; unfortunately, due to fixing issues causing a delay this will now be in place by the end of next week. The keys will be held by a member of the community group who will have free choice regarding the content.

Item 73.20 Full Parish Council - It is not yet confirmed by the developer when or how many additional trees will be planted on Parish Council green space.

**85.20 BOROUGH COUNCILLORS' REPORTS.**

**Resolved: the written report from Cllr Houlbrook was received and noted. A verbal report was given by Cllr Bryan and also noted.**

**The Clerk will bring this matter back to the next Parish Council meeting for consideration of whether a verbal or written report is preferable.**

**86.20 FINANCE AND ACCOUNTS REPORTS.**

**Resolved: The list of monthly receipts and payments and details of balances was received.**

**Payments were approved and receipts and balances were noted.**

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

**87.20 DRAFT BUDGET.**

**Resolved: The draft budget was received and approved in principle, however, this may require adjusting when the tax base information is available.**

**88.20 NEIGHBOURHOOD DEVELOPMENT PLAN.**

The Chairman of the NDP Steering Group recommended the Draft NDP be approved.

The Regulation 14 Consultation Strategy be approved.

The Parish Council action list be approved.

The Minutes of the meeting held on 23 November be received.

The Clerk advised that as the Action List document has only recently been circulated to Council for consideration and due to its potentially onerous burden of responsibility on the Parish Council, that more consideration should be given to its content.

**Resolved: The draft Neighbourhood Development Plan is approved to go forward for consultation. The Regulation 14 Consultation Strategy is approved.**

**The Parish Council Action List is noted.**

**Proposed by Cllr Bryan, seconded by Cllr Houlbrook. Carried.**

**A formal complaint against a Councillor was put forward due to 'unnecessary and insulting interruption'. This will be processed by the Clerk.**

**89.20 VIRTUAL MEETINGS / LIVE STREAM MEETINGS.**

**Resolved: Full Parish Council meetings will be live-streamed from January 2021. Cllr Walker will arrange to set this up.**

**Proposed by Cllr Bennion, seconded by Cllr Keenan. Carried.**

**90.20 PUBLIC SPEAKING AT COMMITTEE MEETINGS.**

Members considered amending UPC Standing Orders to permit members of the public to speak at Committee Meetings.

**Resolved: A public speaking time agenda item will remain in place for full Parish Council meetings; Committee and Sub-Committee meetings will remain open to the public to attend and observe.**

**Public or other advisors may be co-opted onto committees and/or sub-committees for a temporary period to inform or assist in the work of the committee.**

**91.20. ACTIVE SAFE TRAVEL.**

A motion has been put to consider consulting with the Upton community (including the unparished area of the Upton Ward), on their views on active and safe travel in Upton. By way of a survey being delivered to each household and to present to the CW&C Council Sustainable Transport Task Force.

**Resolved: An Active Safe Travel survey will be conducted after the NDP consultation survey has taken place.**

**Proposed by Cllr Houlbrook, seconded by Cllr Bryan. Carried**

**92.20 FLOODING AT MARL HEYS.**

Members of the Parish Council considered a request for action from residents at Marl Heys regarding water surface flooding to properties adjacent to the playing field.

**Resolved: The Clerk will liaise with Sanctuary Housing to find a solution (properties adjacent are under the ownership and management of SH). The Parish Council can offer no practical course of action to divert the surface water run-off, however, tree planting will be put forward to mitigate against the flooding.**

**93.20 CYCLING PLAN FOR UPTON.**

Information on the Chester Cycling Campaign was previously circulated to Members for consideration.

**Resolved: To be referred to the General Purposes Committee.**

**94.20 CHRISTMAS.**

**Resolved: Spending for Christmas as per the report from the Communications Committee and as shown in the accounting reports was approved.**

**95.20 DATE OF THE NEXT MEETING.**

**Resolved: The date and time of the next meeting will be on Monday 18 January 2020 at 7.30pm.**

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Meeting ended at 10.38pm