

UPTON BY CHESTER AND DISTRICT PARISH COUNCIL



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Minutes of the Upton by Chester and District Parish Council Meeting held on Monday 12 June 2023, 7.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr S Akhtar, Cllr M Bryan, Cllr M Carter, Cllr A Lingard, Cllr S Stanley (Chair) and Cllr H Wilman.

Cllr Akhtar signed the Declarations of Acceptance of Office, witnessed by the Proper Officer (Clerk).

In attendance: Suzi Bull (Clerk/Proper Officer), 3 members of the public.

The Chairman made the following statement:

The written resignation of Cllr Doug Jenkins has been received. Mr Sam Corner has not signed a Declaration of Acceptance of Officer and therefore not taken up office with the Parish Council.

93.23 OPEN FORUM.

No members of the public wished to speak at the meeting.

94.23. APOLOGIES FOR ABSENCE.

No apologies for absence were received, all members were present.

95.23 DECLARATIONS OF INTEREST.

No declarations of interest were made.

96.23 COMMUNITY SAFETY.

No one from the community safety team attended the meeting.

Resolved: A report from PCSO Williams was received and noted.

97.23 MINUTES.

Resolved: That the Minutes of the meeting held on Monday 15 May 2023 were confirmed as a true record and signed by the Chairman.

Proposed by Cllr Bryan, seconded by Cllr Carter. Approved.

98.23 CLERK'S REPORT.

Resolved: That a report from the Clerk on action taken on resolutions made at the last meeting was received and noted.

99.23 COMMITTEE MINUTES.

Resolved: that the following scheduled committee meetings did not take place:

- Employment Committee 05.06.23 – Inquorate, no business transacted.
- Finance Committee 05.06.23 - Inquorate, no business transacted.

The Committees Terms of Reference proposed at the last meeting were approved.

A proposal to set up a working party to consider urgent matters related to the Finance Committee, including amendments to the Risk Assessment was put forward. The Clerk advised that the working party will have no decision-making authority.

Resolved: That the proposal was not approved.

100.23 UPTON TENNIS CLUB.

A representative of Upton Tennis Club attended the last meeting to ask the Parish Council to reconsider the resolution to increase fees.

Resolved: That the Parish Council will retain the £3/hour court fee for this season. This matter will be further reviewed by the Asset Management Committee.

101.23 FINANCE AND ACCOUNTS REPORTS.

See appendix 1.

Resolved: That details of payments of invoices for goods and services rendered are approved. Receipts and current balances are noted.

Proposed by Cllr Wilman, seconded by Cllr Lingard. Approved.

102.23 ANNUAL AUDIT.

Resolved: That the independent inspection report for 2022-23 from the internal auditors UHY Hacker Young was received and noted.

That the Annual Governance Statement 2022-23 of the AGAR was received. The Chairman and the Clerk/Responsible Financial Officer signed to confirm compliance. Proposed by Cllr Carter, seconded by Cllr Bryan. Approved by a majority.

That section 2 of the AGAR - Accounting Statements 2021-22 was received and signed by the Chairman and the Clerk/RFO. Proposed by Cllr Bryan, seconded by Cllr Carter. Approved by a majority.

That the public inspection period (Notice of Public Rights) from 30 June to 10 August inclusive was approved. Proposed Cllr Bryan, seconded by Cllr Akhtar. Approved.

103.23 GENERAL DATA PROTECTION REGULATION.

Resolved: That the UPC Data Protection Regulation and Retention Policy and Privacy Statement will be reviewed by the Community Engagement Committee.

104.23 CHESHIRE ASSOCIATION OF LOCAL COUNCILS – AGM.

Resolved: That the appointment of Cllr Stanley to represent the Parish Council at meetings of the Cheshire Association of Local Councils was approved.

The following proposal for a motion to be put to the ChALC AGM was approved:

"Upton-by-Chester and District Parish Council calls upon the Cheshire Association of Local Councils to lobby the appropriate authority to amend the criteria set to qualify for the General Power of Competence from two thirds elected members to one half."

105.23 POLICE AND CRIME COMMISSIONER'S MEETING.

Resolved: That an invitation to a meeting with the Police and Crime Commissioner was received.

Cllr Wilman is approved to represent the Parish Council at the meeting.

The questions related to the following issues will be put to the PCC before the meeting:

- **Online reporting of road offences.**
- **Local community policing; retention of the PCSO.**

The above matters will be referred to Community Engagement Committee for further consideration.

Details of the meeting with the PCC will be circulated via social media and residents will be invited to submit further questions ahead of the meeting.

106.23 CAR BOOT SALE.

Resolved: That the next scheduled car boot sale due to be held on 15 July will not go ahead. This matter will be referred to the Community Engagement Committee for further consideration.

107.23 ANNUAL FUN DAY.

The Clerk provided an update on the football pitch drainage project; this will not go ahead as planned in the late summer of this year due to agreements between all parties not being in place.

Resolved: That due to the cancellation of the proposed football pitch drainage project, the playing field will be available for events and usual activities for the remainder of the year; the Upton Annual Fun Day event will be held as scheduled on Saturday 9th September.

A working party was agreed to work with UPC staff and will include Cllr Stanley and Cllr Akhtar; additional members from the council will be required.

108.23 ANNUAL MEETING SCHEDULE.

Resolved: That the Annual Meeting Schedule is approved.

109.23 CO-OPTION.

The Chairman explained the process for co-option.

It was proposed to nominate all applicants to be voted on. Proposed by Cllr Bryan, seconded by Cllr Carter. All agreed.

A vote took place by way of ballot slips for each applicant, in alphabetical order:

Resolved: That John Ebo, Chris Jeffery, Rod Lee, Helen Morgan, Richard Wild-Jones and Keith Williams are co-opted.

Allocation of wards will be confirmed at the next meeting.

The new members present signed a Declaration of Acceptance of Office, witnessed by the Clerk, then joined the meeting. Absent members will sign a Declaration of Acceptance of Office at or before the next meeting.

110.23 COMMITTEE MEMBERSHIP.

Resolved: That the following appointments to committees were approved:

ASSETS MGMT (7)	COMM ENGMT (7)	EMPLOYMENT (5)	FINANCE (7)	PLANNING
Cllr Carter	Cllr Lingard	Cllr Akhtar	Cllr Lingard	Cllr Akhtar
Cllr Lingard	Cllr Stanley	Cllr Lingard	Cllr Stanley	Cllr Lingard
Cllr Stanley	Cllr Wilman	Cllr Stanley	Cllr Wilman	Cllr Stanley
		Cllr Wilman		

The committees Terms of Reference will be circulated to new council members who will confirm their preferences to the Clerk; further appointments will be approved at the next meeting.

111.23 DATE OF THE NEXT MEETING.

Resolved: That the date and time of the next meeting will be on 17 July 2023 at 7.30pm.

This meeting closed at 21.02

RECEIPTS, PAYMENTS AND BALANCES - MAY 2023

MINS APPENDIX 1

PAYMENTS			PETTY CASH EXP		
Admin			Tesco	3.30	Supplies
Microsoft	11.28		Morrison	7.18	Petrol
Yorkshire Bank	31.12	Charges	Argos	45.00	Equip Cleaning
SumUp	55.61	Fee	Asda	25.60	Supp
Pockit	1.99	Fee	Bookers	26.04	Supplies
Stripe	0.00	Fee	Costco	159.82	Supplies
GoCardless	0.93	Fee	Tesco	3.30	Supplies
Ignition Pay	45.00	Payroll serv	B&Q	8.60	Equip
Amazon	35.97	Stationery	Tesco	1.65	Supplies
Adobe	21.14	IT Software	Tesco	3.30	Supplies
Post Office	22.60	Postage			
Eventbrite	39.22	Training Course			
Employment			RECEIPTS		
Salaries/Pen/HMRC	7481.22	Employment	SumUp	3247.32	Pavilion Rec
Environment			GoCardless	24.00	
Botanica Landscape	1978.63	Contractor	Stripe	1184.71	
Newton Landscapes	370.00	Contractor	Car Boot Sale	265.00	
Amazon	86.98	Equipment	Car Park Hire	60.00	
Facilities			Room Hire	36.00	
Essell Cleaning					
Supp	63.44	Cleaning	Bank Credit	0.78	
L Lewis	328.35	Refresh Supp	Pavilion		
L Lewis	463.98	Refresh Supp	Receipts	660.00	
			Bank Interest	619.68	
Play Point Sports	181.11	Tennis Coach			Pavilion Rec
Play Point Sports	240.10	Tennis Coach	Cash Receipts	1232.75	
Play Point Sports	398.29	Tennis Coach	BALANCES		
L Lewis	415.03	Refresh Supp	Yorkshire Bank	246434.28	
L Lewis	426.10	Refresh Supp	Petty Cash	124.75	
L Lewis	484.99	Refresh Supp			
Projects					
Cheshire LTA	2000.00	Loan Repay			
Utilities					
Water Plus	33.18	Water			
Water Plus	37.28	Water			
BT	13.73	Mobile ph			
Octopus Energy	538.26	Electricity			
		Sewerage			
Welsh Water	96.30	Serv			

