



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD  
07584415343

Email: [clerk@uptonbychester.org.uk](mailto:clerk@uptonbychester.org.uk)



Minutes of the meeting of Upton by Chester and District Parish Council, held on Monday 12 July 2021, 7.30pm, United Reformed Church, Heath Road, Upton.

**Present:** Cllr S Booth, Cllr M Bryan, Cllr M Carter, Cllr J Egerton-Parry, Cllr T Egerton-Parry, Cllr J Evans, Cllr P Greenhalgh, Cllr J Houlbrook (Chairman), Cllr M Keenan, Cllr F Samuel and Cllr Walker.

**In attendance:** Suzi Bull (Clerk/Proper Officer) and 2 members of the public.

## **84.21. OPEN FORUM.**

A member of the public attended to support action that may be taken under item 16 on the agenda – to improve access to the children's playground from Wealstone Lane.

A written proposal with a layout plan was provided for consideration by the Council.

## **85.21 APOLOGIES FOR ABSENCE.**

The following apologies for absence, with reasons, were received:

Cllr Bennion – work.

Cllr Southward – medical.

Cllr Poulton – personal.

Cllr Schmidt – personal.

Cllr Hulmes – work.

**Resolved: noted.**

## **86.21 DECLARATIONS OF INTEREST.**

No declarations of interest were given.

**Resolved: noted.**

#### **87.21 COMMUNITY SAFETY.**

No members of the local community police team attended the meeting, a written report was requested but not provided.

**Resolved: The Chairman will contact local police to follow up on this matter.**

#### **88.21 MINUTES.**

**Resolved: The Minutes of the meeting held on Monday 14 June 2021 were confirmed as a correct record and signed by the Chairman.**

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

#### **89.21 CLERK'S REPORT.**

**Resolved: The Clerk's Report on action taken on resolutions made at the last meeting was received and noted.**

#### **90.21 COMMITTEE MINUTES.**

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

Communications Committee 7 June.

Finance Committee 7 June.

General Purposes Committee 21 June.

Employment Committee 28 June – cancelled.

QE II Sub-Committee 28 June – cancelled.

Communications Committee 5 July – cancelled.

Finance Committee 5 July - cancelled.

**Resolved: That the General Purposes Committee's recommendation to hold a bowling event on the same day as the community picnic (11 September), was approved. A working party will be set up to make arrangements for this event.**

The General Purposes Committee's recommendation to purchase poppies to put on lampposts ahead of this year's Remembrance Day was further discussed.

Cllr Houlbrook declared an interest in this item due to membership of the Royal British Legion.

**Resolved: The Parish Council will donate £100 to the Royal British Legion. Poppy seeds will be sown in the War Memorial garden. Schools will be invited to assist. This will be referred back to the General Purposes Committee.**

#### **91.21. NEIGHBOURHOOD DEVELOPMENT PLAN.**

The Chairman of the NDP Steering Group reported;

Additional officer hours from Cheshire Community Action have been required for the analysis of data from the statutory consultation (payment will be approved retrospectively in monthly accounts).

In consultation with CW&C Council planning officer, some changes and additions will be made to the draft policies.

An 'action list' for the Parish Council has been created. Based on comments from residents during the consultation process, that do not fit into the parameters of the Neighbourhood Plan.

Members were asked to offer assistance with the final stages of the plan.

Thanks were extended to Members of the Steering Group, Cllr Evans, Sue Stanley and David Evans, also planning officer Catherine Morgetroyd and CCA officer Lucy Hughes.

**Resolved: A working party will be set up to review the Parish Council 'action list'.  
The latest draft of the action list will be sent to the Clerk for circulation.**

#### **92.21 BOROUGH COUNCILLORS' REPORTS.**

**Resolved: a written report from Cllr Houlbrook was received and noted. A verbal report from Cllr Bryan was received.**

#### **93.21 FINANCE AND ACCOUNTS REPORTS.**

**Resolved: The payment of salaries and expenses, invoices for goods and services rendered were approved. Current balances were noted.**

**Proposed by Cllr T Egerton-Parry, seconded by Cllr Greenhalgh. All agreed.**

The Clerk reported that Cllr Bennion has been overseeing the accounts to identify errors carried over from the last financial year. These were small errors that have now been rectified.

Full bank reconciliation reports will be provided shortly.

**Resolved: noted.**

#### **94.21 ASSETS REGISTER, RISK ASSESSMENT AND INSURANCE.**

**Resolved: The Clerk reported that insurance with Pen has just been renewed for the last of a three-year fixed term.**

**The Parish Council risk assessment was approved without amendment but will be reviewed and updated. A rolling program of policy review will be set up.**

**The War Memorial will be added to the asset register.**

#### **95.21 SECTION 106 MONEY.**

A report was received from the Chairman of the QE II Sub-Committee; a bid for grant funding from FCC, for the improvement, repair and extension to the playground has not been successful. The playground surface needs to be replaced as soon as possible, some equipment requires repair and maintenance.

Three further aspects of the playground project have been identified as priorities: the extension to include play equipment for older children, the addition of an activity/walking trail for the sensory impaired and the provision of accessible swing seats.

A clear and comprehensive financial report was provided to identify available section 106 funding and UPC ring-fenced sums.

**Resolved: The action recommended by Cllr Bennion, to apply for some of the available section 106 funding to carry out part of the playground project as outlined above was approved.**

**Proposed by Cllr Bryan, seconded by Cllr Houlbrook. All agreed.**

**96.21 BROADCASTING PARISH COUNCIL MEETINGS.**

Members were asked to consider if Parish Council meetings should broadcast.

Proposed: that Parish Council meetings should not be broadcast.

Proposed by Cllr Greenhalgh, seconded by Cllr T Egerton-Parry.

A request to amend the proposal was put forward too late and not accepted by the Chairman.

Vote: for 6, against 4, abstentions 1.

**Resolved: The Parish Council will not broadcast meetings unless directed to by legislation with appropriate guidelines and safeguards in place.**

**97.21 STANDING ORDERS, FINANCIAL REGULATIONS AND POLICIES.**

**Resolved: UPC Standing Orders, Financial Regulations and current policies were approved without amendment.**

**A rolling program of policy review will be set up.**

**98.21 COMMEMORATIVE BENCH.**

The Parish Council has been asked to place a large stone memorial bench on the QE II playing field.

**Resolved: On behalf of the Parish Council the Clerk will politely decline the request but make an offer to the family of the deceased for a memorial plaque to be added to one of the playing field's existing wooden seats.**

**99.21 ACCESS TO THE PLAYGROUND AND PLAYING FIELD.**

The Parish Council has received a request to consider safer access to the playground and playing field by families with young children.

**Resolved: The Parish Council will review the proposed plan offered to the meeting, consult with CW&C Highways department and liaise with the correspondent to consider how safer access may be put in place.**

**Costs will be brought back to the next meeting.**

**100.21 DATE OF THE NEXT MEETING.**

**Resolved: The date and time of the next meeting will be held on 13 September 2021 at 7.30pm. The meeting will be held at the Pavilion.**

.....