



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD
07584415343

Email: clerk@uptonbychester.org.uk



Minutes of the Meeting of Upton by Chester and District Parish Council held on Monday 14 November 2022, 7.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr Bennion, Cllr J Egerton-Parry, Cllr T Egerton-Parry (Chairman), Cllr Greenhalgh, Cllr Houlbrook, Cllr Jenkins, Cllr Keenan, Cllr Poulton and Cllr Samuel.

In attendance: Suzi Bull, Clerk/Proper Officer, PCSO Beth George, PCSO Ava Williams and 2 members of the public.

160.22 OPEN FORUM.

Members of the public raised the following issues:

- The Pavilion building alarm has been sounding without apparent cause recently, to often, too high-pitched and for too long.
- External building lighting – waste of money, light pollution, (also lighting at the adjacent library building).
- Logistics management on Wealstone Lane – the Pavilion car park overhead barrier causes traffic chaos on Wealstone Lane due to delivery vehicles unloading from the roadside.

Resolved: noted, appropriate immediate action will be taken as required. Other matters will be brought to the Parish Council for consideration.

161.22 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllr Booth, Cllr Carter, Cllr Evans, Cllr Hulmes, Cllr Walker.

Resolved: That the apologies for absence be noted. The continued absence of Cllr Southward was approved.

Cllr Bryan was also absent from the meeting.

162.22 DECLARATIONS OF INTEREST.

Cllr Keenan and Cllr Poulton declared an interest in agenda item 12 (Min no: 170.22), The Heath Youth Club, due to being club trustees.

163.22 COMMUNITY SAFETY.

The Chairman welcomed Upton's new PCSO Eva Williams to the meeting. Information regarding forthcoming police surgeries and the use of the speed camera was provided.

It was further reported that an additional set-up point for community speed watch is due to be assessed shortly.

Resolved: noted.

164.22 MINUTES.

Resolved: That the Minutes of the meeting held on Monday 26 September 2022 as amended, were confirmed as a correct record and signed by the Chairman.

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

The Minutes of the meeting held on Monday 17 October 2022 will be further amended at 150.22 and be brought back to the next meeting for approval.

165.22 CLERK'S REPORT.

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

166.22 COMMITTEE MINUTES.

Resolved: That the Minutes of the Committee meetings held since the last meeting were received.

The following recommendations of the QE II Sub-Committee 31.10.22 were approved:

- Pond – to erect a small fence and gate around the pond to avoid disturbance to the pond and encourage wildlife.
- Teen Provision – a consultation evening including pizza at the pavilion will be held in the new year.
- Tennis Courts – a small 'grand opening' event for the floodlights and to promote the extended playing hours at the tennis courts will be held.

167.22 FINANCE AND ACCOUNTS REPORTS.

Resolved: That the payments of invoices for goods and services rendered were approved; receipts and details of current balances were noted.

Proposed by Cllr Bennion, seconded by Cllr Greenhalgh. All agreed.

See Appendix 1

168.22 CAR BOOT SALE.

Members reviewed the recent car boot sale event and considered requests for future car boot sales.

It was acknowledged that the event had been a success and well attended. Some traffic management issues were recognised. Feedback from those in attendance has indicated that the community would like further, regular car boot sales.

Resolved: That the Parish Council will host a car boot sale on a quarterly basis. This item will be referred to the General Purposes Committee to set the dates and agree details.

0169.22 INCLUSIVE PARISH COUNCIL MEETINGS.

Members considered how meetings of the Parish Council may be more inclusive to members of the public.

The Chairman asked for the Council to suspend Standing Orders so that a member of public in attendance could contribute to this item. Approved.

Resolved: That to avoid speaking towards the back of Councillors, members of the public who wish to address the Parish Council will be invited to the table during that item of business.

170.22 THE HEATH YOUTH CLUB CROWD FUND.

A request for the Parish Council to make a financial contribution to the new youth club's first year running costs was considered.

Resolved: That the remaining £500 small grants fund will be contributed to the youth club fund.

171.22 RECRUITMENT.

Documents related to the recruitment of an Assistant Clerk were considered.

Resolved: That all documents are approved. The Clerk will commence the advertising process. The closing date for application will be on 12 December at 5pm. A shortlisting and interview panel consisting of the Chairman, the Chairman of the Employment Committee, the Clerk and one other Councillor will be convened, date to be confirmed.

172.22 PARISH SURVEY.

The Parish Council considered how it would identify potential action to be taken from information provided in the parish survey – data is available as a source of information.

Resolved: That a working party of Cllr T Egerton-Parry, Cllr Houlbrook and Cllr Greenhalgh will convene to draft an action list.

173.22 DATE OF THE NEXT MEETING.

Resolved: That the date and time of the next meeting will be on Monday 12 December 2022 at 7.30pm.

RECEIPTS, PAYMENTS AND BALANCES - OCTOBER 2022

MINS APPENDIX 1

PAYMENTS

Admin

| | | |
|----------------|-------|---------|
| Microsoft | 11.28 | |
| Yorkshire Bank | 33.17 | Charges |
| SumUp | 18.96 | Fee |
| Pockit | 1.99 | Fee |

Employment

| | | |
|-------------------|---------|--|
| Salaries/Pen/HMRC | 9053.17 | |
|-------------------|---------|--|

Environment

| | | |
|--------------------|---------|-----------|
| Botanica Landscape | 0 | |
| Newton Landscapes | 370.00 | |
| Last Branch Tree | 1350.00 | Fell Tree |

Facilities

| | | |
|------------------|---------|----------|
| Clear Drains | 144.00 | |
| A C Electrical | 1797.60 | CCTV |
| Essells | 19.88 | Cleaning |
| Essells | 50.28 | Supplies |
| L Lewis | 173.02 | Stock |
| L Lewis | 193.40 | Stock |
| L Lewis | 215.50 | Stock |
| L Lewis | 263.25 | Stock |
| | | Tennis |
| Play Point Sport | 565.78 | coa |
| | | Tennis |
| Play Point Sport | 825.41 | coa |
| Amazon | 35.98 | Stock |

Utilities

| | | |
|-------------|---------|--|
| Bulb Energy | 1003.48 | |
| Water Plus | 26.9 | |
| BT | 27.37 | |
| Welsh Water | 89.45 | |
| BT | 435.82 | |

PETTY CASH EXP

| | | |
|-------------------|--------|------------|
| Tesco | 1.75 | Milk |
| Bromborough Paint | 52.91 | Paint |
| Toolstation | 40.76 | Tools |
| Tesco | 1.75 | Milk |
| Morrisons | 22.25 | Petrol |
| Tesco | 1.75 | Milk |
| G Ryder | 6.00 | Repairs |
| Costco | 91.20 | Car Boot |
| Costco | 208.99 | Stock |
| Co-operative | 3.60 | Milk |
| Ryman | 24.98 | Stationery |
| Asda | 8.00 | Cleaning |
| Tesco | 1.65 | Milk |
| Tesco | 3.30 | Milk |

RECEIPTS

| | |
|---------------|---------|
| SumUp | 1127.41 |
| GoCardless | 23.07 |
| Stripe | 253.85 |
| Room Hire | 1937.00 |
| Bank Credit | 0.04 |
| Bank Interest | 89.41 |
| Cash Receipts | 1090.00 |
| CIL | 8982.22 |
| Car Boot Sale | 85.00 |

BALANCES

| | |
|----------------|-------------------|
| Yorkshire Bank | 140,782.52 |
| Petty Cash | 111.20 |