



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 16 January 2023, 7.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr Bryan, Cllr Carter, Cllr T Egerton-Parry (Chairman), Cllr Greenhalgh, Cllr Houlbrook, Cllr Jenkins, Cllr Poulton and Cllr Walker.

In attendance: Suzi Bull, Clerk/Proper Officer, PCSO Eva Williams, PCSO James Carpenter and 3 members of the public.

01.23 OPEN FORUM.

A member of the public made the following comments:

Agenda item 10 (Budget): surprise that the proposed precept will not lead to an increase in the Upton element of the council tax.

Also questions related to the following:

The use of Parish Council reserve balances.

Funding for repairs to the path at Chemistry Pits.

Funding for the removal of the outdoor gym equipment.

Funding for an extension to the pedestrian footpath at the Pavilion.

Resolved: thank you and noted. A response will be provided after consideration.

02.23 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllr Bennion, Cllr Booth, Cllr J Egerton-Parry, Cllr Hulmes, Cllr Keenan, Cllr Samuel and Cllr Southward.

Cllr Evans was also absent from the meeting.

Apologies for late arrival were received from Cllr Bryan.

Resolved: the apologies for absence were noted.

03.23 DECLARATIONS OF INTEREST.

No declarations of interest were made.

04.23 COMMUNITY SAFETY.

PCSO Williams reported that the Christmas period was quiet, with only two incidents of anti-social behaviour. Also a few incidents of 'cold callers' to properties.

A written crime report has been submitted to the Parish Council which has been circulated and posted on the Parish Council website.

PCSO Williams will be attending weekly speed enforcement sessions and several bike marking events.

The Clerk reported that recent criminal damage to trees on the playing field have been reported but not investigated, which means that no crime reference has been issued.

Resolved: that the information provided was noted. The Clerk will pass on the criminal damage reference number to PCSO Williams who will investigate.

Cllr Bryan arrived at the meeting.

05.23 MINUTES.

Resolved: That the Minutes of the meeting held on Monday 12 December 2022 were confirmed as a correct record and signed by the Chairman.

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

06.23 CLERK'S REPORT.

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

07.23 COMMITTEE MINUTES.

Resolved: that the following committee Minutes were received:

- Finance Committee 19.12.22

08.23 FINANCE AND ACCOUNTS REPORTS.

Resolved: The payment of invoices for goods and services rendered were approved, receipts and current balances were noted. See appendix A

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

09.23 FCC GRANT.

It was reported that the approved grant of £12,072 towards the cost of the Playground Project Ph2 was withdrawn due to errors in the grant process ahead of the final sign-off from FCC. Funding previously set aside for the project has been used.

The Chairman of the Finance Committee confirmed that this matter had been put to the committee and investigated. The grant application process was unclear.

Resolved: Noted.

10.23 DRAFT BUDGET.

Members considered the draft budget as proposed by the Finance Committee. Several matters were raised, and information was provided.

Resolved: That the draft budget as proposed by the Finance Committee 0be approved.

A precept request of £151,383, supported by the draft budget, will be submitted.

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

11.23 CAR BOOT SALE.

**Resolved: that due to low uptake, the car boot sale event will be cancelled.
The next event will be referred to the General Purposes committee for consideration.**

12.23 CAR PARKING/TRAFFIC FLOW/LIGHTING AT THE PAVILION.

The Parish Council considered issues raised at the November Parish Council meeting regarding the impact of car parking on Wealstone Lane and external lighting at Upton Pavilion.

**Resolved: The complaints from a resident were noted by the Parish Council.
External lighting on the Pavilion building will remain as it is considered appropriate from a public liability and security point of view. It also serves to show where the defibrillator is situated.**

**The Parish Council agreed that community events traffic is managed well.
It was noted that when Pavilion staff are on site, the overhead barrier is open for delivery vehicles which limits the occasions of obstruction on Wealstone Lane.**

13.23 PLANNING COMMITTEE.

The Parish Council considered how to structure the Planning Committee along with the new sub-committee set up to monitor the Neighbourhood Plan.

Resolved: All Members will continue to be notified of planning applications in Upton and may request that a Planning Committee meeting is convened.

All councillors will continue to be members of the Planning Committee.

The Planning Sub-Committee will meet monthly to consider applications against the Neighbourhood Plan policies and to carry out work and make recommendations to comply with the approved NP Action List.

The Clerk is authorised to submit comments to the Planning Authority, on behalf of the Parish Council.

14.23 HIS MAJESTY KING CHARLES III CORONATION.

The Parish Council considered how to celebrate His Majesty King Charles III coronation.

Resolved: That the new wildlife pond and edible woodlands on the QE II Playing Field will be dedicated to His Majesty King Charles at his coronation.

This matter will be referred to the General Purposes Committee for further consideration.

15.23 CAR PARKING AT WESTON GROVE.

Members received information on the options available to amend car parking at Weston Grove.

Resolved: Noted.

16.23 COUNCILLOR RESIGNATION FROM FINANCE COMMITTEE.

Resolved: Cllr Poulton will cease to be a member of the Finance Committee.

17.23 POLICE AND CRIME COMMISSIONER MEETING.

The Parish Council received an invited to attend a meeting with the PCC (to be held at the same time as this meeting). It was proposed to consider questions to be put to the PCC in lieu of attending the meeting.

Members were informed that the PCC meetings are set at quarterly intervals.

Resolved: That questions on behalf of the Parish Council will be put forward to the next meeting. The Clerk will check the date of the next meeting.

Cllr Bryan temporarily left the meeting.

18.23- REPRESENTATION AT CW&C PLANNING COMMITTEE MEETING.

Planning application 22/03028/OUT has been further amended and circulated to Councillors. This application is due to be determined by the CW&C Council Planning Committee on 8 February. The Parish Council may make representation. Previous detailed objects have been submitted and will stand against the latest amended application.

Resolved: Cllr T Egerton-Parry will attend the CW&C Council planning committee meeting on 8 February, to represent the Parish Council.

19.23 TREE VANDALISM AT QE II PLAYING FIELD.

Members were informed of acts of vandalism to young trees on the QE II playing field over the Christmas period.

The incident has been reported to the police. Working in partnership with the CW&C Council Environment team, the trees will be replaced; this action was taken by the Clerk as part of operational procedures and approved by the Parish Council retrospectively at this meeting.

Resolved: That the trees will be replaced. Extended CCTV coverage will be costed and considered.

Cllr Bryan left the meeting due to ill-health.

20.23 RECRUITMENT.

The vacancy for the Assistant Clerk will be re-advertised. The Clerk reported on action taken so far and requested approval for funding to use a recruitment agency.

Resolved: The job vacancy will be re-worded and continue to be advertised on the Parish Council website, social media and notice boards, on the Job Centre Plus website, a link from the CW&C Council vacancies page for 4 weekly cycles until the position is filled.

The vacancy advertisement will include details of informal 'drop-in' sessions, to meet and greet Councillors and the Clerk.

21.23 BOROUGH COUNCILLOR'S REPORTS – additional agenda item

A written report on borough council matters affecting Upton was received from Cllr Houlbrook and previously circulated.

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Cllr Houlbrook was thanked for an interesting and informative report.
No report was received from Cllr Bryan.

Resolved: A link to the CW&C Council fault reporting web page and app will be added to the Parish Council website.

The Clerk will send a request to Cllr Bryan that as per the Parish Council Standing Orders, he sends a written report to each Parish Council meeting.

22.23 DATE OF THE NEXT MEETING.

Resolved: That the date and time of the next meeting will be on 13 February 2023 at 7.30pm.

RECEIPTS, PAYMENTS AND BALANCES - DECEMBER 2022

MINS APPENDIX 1

PAYMENTS

Admin

Microsoft	11.28	
Yorkshire Bank	27.35	Charges

SumUp	5.92	Fee
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Pockit	1.99	Fee
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Stripe	1.94	Fee
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GoCardless	0.93	Fee
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LTA	120.00	Ann sub
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One.com	190.02	Ann sub
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Community Eng

Christmas	33.18	Supplies
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Christmas	78.16	Supplies
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Christmas	196.00	Tree
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Christmas	50.97	Supplies
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Christmas	66.95	Supplies
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Christmas	7.98	Supplies
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Employment

Salaries/Pen/HMRC	5456.32	
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Environment

Botanica Landscape	1798.75	Contractor
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Newton Landscapes	370.00	Contractor
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Botanica Landscape	1644.00	Wildlife area
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Facilities

Initial Rentokil	26.92	Services
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Essell Cleaning Supp	54.88	Supplies
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Amazon		Supplies
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Play Point Sport	314.29	Contractor
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CIA Fire and Security	721.68	Annual Maintenance
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Utilities

BT	185.80	Pavilion
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Water Plus	30.32	Water
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BT	5.41	Mobile ph
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PETTY CASH EXP

Go Outdoors	35.00	Footwear
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Wirral Tool Hire	49.20	Tool hire
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Computer Buddies	29.00	Services Cleaning
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Morrisons	3.40	supp
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Tesco	17.84	Batteries
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Tool Station	3.34	Tools
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RECEIPTS

SumUp	351.20	Pavilion Rec
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GoCardless	23.07	
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Stripe	32.06	
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Room Hire	66.00	
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Bank Credit	3.71	
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Bank Interest	196.88	
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Cash Receipts	470.00	Pavilion Rec
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HMRC	12255.42	VAT
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City Fibre	500.00	Grant
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Upton Tennis Club	3432.00	Ann fee
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BALANCES

Yorkshire Bank	132170.40	
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Petty Cash	203.30	
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