

UPTON BY CHESTER AND DISTRICT PARISH COUNCIL



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Upton
Chester
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Minutes of the Upton by Chester and District Parish Council Meeting held on Monday 17 July 2023, 7.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr S Akhtar, Cllr M Bryan, Cllr M Carter, Cllr Ebo, Cllr C Jeffery, Cllr R Lee, Cllr A Lingard, Cllr S Stanley (Chairperson) and Cllr H Wilman.

In attendance: Suzi Bull (Clerk/Proper Officer).

The Chairperson stated that following on from the co-option process at the last meeting, Richard Wild-Jones will not take up office. Cllr Keith Williams has resigned his position.

112.23 OPEN FORUM.

No members of the public were present at the meeting.

113.23 APOLOGIES FOR ABSENCE.

No apologies for absence were received.

Cllr Morgan was absent from the meeting.

Resolved: Noted.

114.23 DECLARATIONS OF INTEREST.

Cllr Wilman declared a personal interest in agenda item 8, Committee Minutes, where the Finance Committee will report on aspects of the audit complaint.

Resolved: Noted.

115.23 COMMUNITY SAFETY.

PCSO Eva Williams sent her apologies for being unable to attend the meeting. A monthly police report was circulated to Councillors.

Resolved: Noted. The monthly report was received in time to be circulated with meeting documents.

116.23 APPOINTMENT OF VICE CHAIRPERSON.

A nomination for Cllr Lee was received. Proposed by Cllr Lingard, seconded by Cllr Bryan. No further nominations were received.

Resolved: Cllr Lee will be the Vice Chairperson of the Parish Council for the forthcoming year.

117.23. MINUTES.

Resolved: That the Minutes of the meeting held on Monday 12 June 2023 were confirmed as a correct record and signed by the Chairperson.

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

118.23 CLERK'S REPORT.

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

119.23. COMMITTEE MINUTES.

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

Planning Committee 19.06.23.

It was reported that comments have been submitted for planning application 23/01444/FUL. A telephone meeting with the developer's agent has taken place, with the opportunity for further input from the Parish Council being taken into consideration. The developer will be informed.

Community Engagement Committee 19.06.23.

Assets Management Committee 19.06.23.

Employment Committee 10.07.23.

Finance Committee 10.07.23. – Cllr Wilman left the meeting for this item.

Resolved: That Cllr Lee will be the third authorised person on the bank account to approve payments (along with previously agreed Cllr Stanley and Cllr Lingard).

The Finance Committee will consider the appointment of a new Internal Auditor.

The Finance Committee will submit amended Financial Regulations for approval at the next meeting.

120.23 FINANCE AND ACCOUNTS REPORTS.

Resolved: That the payment of invoices for goods and services rendered were approved. Receipts and balances were noted. See appendix 1.

A Net Position Report was received and noted.

Proposed by Cllr Ebo, seconded by Cllr Bryan - In future the Clerk will report this information to the Finance Committee, the Chair of the Finance Committee will report to the full Parish Council meeting.

A vote took place:

8 for 1 against.

Resolved: The proposal is approved.

121.23 BOROUGH COUNCILLORS' REPORT.

A verbal report from Upton Borough Councillors was given on matters which affect Upton.

Resolved: That Upton Borough Councillors will provide written 'bullet-point', 'headline' reports to the Parish Council at the meeting and for inclusion on the Parish Council website.

122.23 CORRESPONDENCE.

Items of correspondence were circulated prior to the meeting. The council considered each item.

- Car parking at the Pavilion – action has been taken to meet with all users to determine priority parking, this is ongoing. The Clerk has relayed this information to the correspondent.
- Anti-social behaviour Marl Heys – an arrangement will be made for the dog warden to attend to ensure that dogs are being kept under control. Sanctuary Housing will be notified.
- A request for permanent goal posts will be referred to the Assets Management Committee.
- A complaint regarding car parking on grass verges will be referred to the Assets Management Committee.
- A complaint from a resident regarding the poor visual appearance of a neighbouring property will be passed on to Cllr Bryan to deal with in his capacity as a Borough Councillor.

Resolved: The responses above will be actioned. All correspondence will be filtered by the Clerk, responded to appropriately and referred to the committees for further consideration as required.

123.23 PARISH PLAN.

The Council considered the requirement of a Parish Plan, to set out the aims and objectives of the Council for the next four years.

Resolved: That it was agreed in principle to create a Parish Council Plan. A proposal will be brought back to the next meeting; the proposal will be considered by the Chairperson and Vice Chairperson.

124.23 ASSET AVAILABLE FOR COMMUNITY ASSET TRANSFER.

Members considered information made available from Cheshire West and Chester Council regarding the disposal of the youth club building; the following response was agreed:

Resolved: That the Clerk will respond on behalf of the Parish Council to state that any future use of the site should include the use of the existing basketball pitch for all, to be preserved as a sports facility for the youth. Also, the Parish Council will consider offering access to and use of the playing field to the organisation that purchases and develops the site.

125.23 ANNUAL FUN DAY.

A verbal update was provided from a member of the Fun Day Working Party, including:

- That the Risk Assessment and Event plan will be submitted shortly.
- The working party is liaising with local police.
- The Parish Council will not serve alcohol or food, this will be provided by outside caterers.
- A confirmed list of 30 attractions is in place.

- A climbing wall activity will be offered free of charge, paid for by the Parish Council.
- 6 councillor volunteers are confirmed.
- Training sessions for marshal duties will take place in August.
- Raffle prizes are being collected.

126.23 COMMITTEE MEMBERSHIP.

The following committee membership was approved:

ASSETS MGT (7)	COMM ENGMT (7)	EMPLOYMENT (5)	FINANCE (7)	PLANNING
Cllr Carter	Cllr Ebo	Cllr Akhtar	Cllr Ebo	Cllr Akhtar
Cllr Jeffery	Cllr Lee	Cllr Lee	Cllr Lee	Cllr Lingard
Cllr Lingard	Cllr Lingard	Cllr Lingard	Cllr Lingard	Cllr Stanley
Cllr Morgan	Cllr Morgan	Cllr Stanley	Cllr Stanley	
Cllr Stanley	Cllr Stanley	Cllr Wilman	Cllr Wilman	
	Cllr Wilman			

127.23 WARD ALLOCATION – CO-OPTED COUNCILLORS.

Newly co-opted Councillors will represent the wards as follows:

Cllr Jeffery, Cllr Morgan and Cllr Lee – Upton Heath. Cllr Ebo – Upton Park.

Resolved: That this information will be passed on to and recorded by the Monitoring Officer.

128.23 CO-OPTION.

The recent casual vacancy has been notified for the statutory period, no election was called and the Parish Council may now fill the Upton Grange seat by co-option. Vacancies remain as follows:

Upton Grange 2 (plus one above), Upton Heath 1, 1 in Moston and Bache 1.

Resolved: That the Clerk will notify Democratic Services of the remaining vacancies, statutory notices will be supplied and posted for the corresponding period, after which the Council may co-opt further Councillors.

Further consideration of how to progress with filling the remaining vacancies will be deferred to the next Parish Council meeting in September.

129.23 REMEMBRANCE PARADE.

The Parish Council considered arrangements for the annual Remembrance Parade and ceremony.

Resolved: That the Parish Council will take up the offer to consult with a member of the last parish council who has previously organised this event. Cllr Lingard and the Clerk will take appropriate action. This will be a multi-faith event.

130.23 POLICE AND CRIME COMMISSIONER'S MEETING.

Resolved: That this item is deferred to the next meeting.

131.23 URGENT ITEM FOR CONSIDERATION – DAMAGED PLAYGROUND GATE.

Members were asked to approve a course of action to replace the playground gate and to consider options regarding the closure of the playground. Comments

regarding the decision to take temporary action to close the playground have indicated that residents would like the playground to stay open.

Resolved: That a replacement gate will be purchased from the contractor used to supply and install playground equipment during the recent playground project.

The damaged gate will be locked open to allow access to the playground. A notice to say no dogs allowed will be put in place; staff will be vigilant in carrying out daily playground inspections.

131.23 DATE OF THE NEXT MEETING.

Resolved: That the date and time of the next meeting will be on 18 September 2023 at 7.30pm.

This meeting closed at 9.36pm

RECEIPTS, PAYMENTS AND BALANCES - JUNE 2023

MINS APPENDIX 1

PAYMENTS

Admin

Microsoft	11.28	
Yorkshire Bank	43.33	Charges
SumUp	54.93	Fee
Pockit	1.99	Fee
GoCardless	0.62	Fee
Ignition Pay	45.00	Payroll serv
UHY Hacker Young	246.00	Audit serv
Ches Assoc LC	1510.87	Subscription
WH Smith	17.69	Stationery
Ches Comm Action	100.00	Subscription
Asda	8.30	Stationery
Alsager TC	35.00	CPD
Hadfield Photography	195.00	IT Supp Serv

Employment

Salaries/Pen/HMRC	7619.17	Employment
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Environment

Botanica Landscape	1978.63	Contractor
Newton Landscapes	370.00	Contractor

Facilities

Essell Cleaning Supp	30.42	Cleaning
L Lewis	407.29	Refresh Supp
L Lewis	30.12	Refresh Supp
Essell Cleaning Supp	35.20	Refresh Supp
Essell Cleaning Supp	15.08	Refresh Supp
Initial Hygiene	26.92	Waste Serv
L Lewis	359.67	Refresh Supp
L Lewis	451.56	Refresh Supp
Bostock Air Cond	96.00	Servicing
Playpoint Sports	242.19	Tennis Coach
Amazon	109.99	Equipment
Clear Drain Services	108.00	Cleaning
KD Roberts	200.00	Servicing
L Lewis	351.85	
L Lewis	386.94	

Utilities

Water Plus	39.60	Water
BT	13.73	Mobile ph
Octopus Energy	510.68	Electricity

PETTY CASH EXP

Tesco	3.30	Supplies
Morrison	6.50	Petrol
Costco	159.74	Supplies
Bookers	31.18	Supplies
Bookers	116.65	Supplies
Costco	310.22	Supplies
Tesco	3.30	Supplies
Tesco	3.30	Supplies
Tesco	4.40	Supplies

RECEIPTS

SumUp	3265.80	Pavilion Rec
GoCardless	16.00	
Stripe	919.04	
Room Hire	468.00	BACS only
Bank Credit	0.76	
Bank Interest	623.37	
Cash Receipts	718.10	Pavilion Rec
Credit - BT error	328.26	

BALANCES

Yorkshire Bank	236689.55
Petty Cash	85.97