

# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL



Upton Pavilion  
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**Minutes of the Upton by Chester and District Parish Council Meeting held on Monday 18 September 2023, 7.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.**

**Present:** Cllr J Ebo, Cllr C Jeffery, Cllr R Lee, Cllr A Lingard, Cllr H Morgan, Cllr S Stanley (Chairperson) and Cllr H Wilman.

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

## **136.23 OPEN FORUM.**

No members of the public were present at the meeting.

## **137.23 APOLOGIES FOR ABSENCE.**

Apologies for absence, with reasons, were received from Cllr Akhtar, Cllr Bryan and Cllr Carter.

**Resolved: noted.**

## **138.23 DECLARATIONS OF INTEREST.**

Cllr Stanley declared a personal interest in agenda item 11 (Minute no:146.23) due to being a resident in Mill Lane.

## **139.23 COMMUNITY SAFETY.**

No member of the Upton policing team was in attendance; apologies for absence were received from PCSO Eva Williams.

**Resolved: An Upton police report was received and noted.**

## **140.23 MINUTES.**

**Resolved: That the Minutes of the Parish Council meetings held on Monday 17 July and 21 August 2023 were signed by the Chairperson.**

## **141.23. CLERK'S REPORT.**

**Resolved: A report from the Clerk on action taken on resolutions made at the last meeting, also at the Extraordinary Meeting held on 21 August was received and noted.**

**The following further action was agreed:**

**Action regarding requesting the involvement of the Dog Warden will be followed up.**

**A link to dog fouling reporting via the CW&C Council Report It app will be posted onto the Parish Council website and social media.**

An update on planning for the Remembrance Parade was provided.

#### **142.23 HEALTH AND SAFETY.**

The annual health and safety audit will take place on 14 November. The Clerk and the Pavilion Supervisor will attend. Council considered a representative of the Council be present.

**Resolved: Cllr Morgan and Cllr Lee will attend the review.**

#### **143.23 COMMITTEE MINUTES.**

**Resolved: The Minutes of Committee meetings held since the last meeting were received and noted.**

- Assets Management 24 July
- Community Engagement 24 July
- Planning 14 August
- Employment 11 September
- Finance 11 September

#### **The following recommendations were considered:**

Assets Management Committee; GDPR, a Privacy Notice and Data Protection Policy and Data Collection Audit approved at the committee meeting and recommended for approval by the full Parish Council.

A link to the Privacy Notice will be included on all councillor's email, along with a signature and sign off. A template will be provided by Cllr Wilman.

The policy and privacy notice will be posted on the Parish Council website.

**Resolved: All approved.**

Planning Committee; a recommendation to appoint Cllr Jeffery to be a member of the Planning Committee.

Due to the low number in this committee and to ensure quoracy a proposal to allow 'co-option' at each Planning Committee to be written into the UPC Standing Orders.

**Resolved: All approved.**

Employment Committee; a recommendation for all UPC staff to be employed in line with the NJC pay structure.

**Resolved: Approved.**

#### **144.23 FINANCE AND ACCOUNTS REPORTS.**

**Resolved: A list of payments for goods and services and details of receipts and balances were received and noted – see appendix 1.**

**A budget variance report was received and noted.**

It was confirmed that an outturn forecast report will be provided for the next Finance Committee meeting.

#### **145.23. BOROUGH COUNCILLORS' REPORT.**

**Resolved: A report from Cllr Akhtar on matters which affect Upton was received and noted.**

It was noted that road flooding adjacent to the war memorial at the junction of Wealstone Lane and Heath Road may have been reported. The Clerk will check and report if required.

#### **146.23 CORRESPONDENCE.**

The Parish Council has been copied into email correspondence regarding road excessive traffic speed on Mill Lane.

Upton Ward Councillors have already been contacted by the resident. The Council considered how it may assist in resolving this issue.

**Resolved: That this matter will be raised with Upton Ward Councillors by the Parish Council. Generally, traffic speed limits will be included in the proposed strategic plan of the Parish Council.**

**A further response will be made to the resident who raised the issue.**

**A request for details of recent traffic speed data for Upton will be made to the Ward Councillors.**

#### **147.23 STRATEGIC PLAN.**

A proposal was put forward to create a strategic plan for Upton Parish Council.

**Resolved: A working party will be set up to work with the Clerk and each committee Chairperson.**

**There will be a standing item on full Parish Council agendas to receive progress reports.**

**The working party will consist of Cllr Lee, Cllr Lingard, Cllr Morgan, Cllr Stanley, Cllr Wilman and the Clerk.**

**The working party will meet monthly commencing 2 October at 7pm.**

#### **148.23 CO-OPTION.**

No applications for co-option were received.

#### **149.23 JUDICIAL REVIEW OF NEIGHBOURHOOD PLAN.**

**Resolved: A verbal report of the decision of the judge to refuse the application for a judicial review of the Neighbourhood Plan process was received and noted.**

#### **150.23 PLAYGROUND GATE.**

The Council received and considered two additional quotes for the replacement and installation of the playground gate.

**Resolved: That Groundworks and Leisure will be appointed to supply and fit a replacement gate at the playground and at the playing field entrance where the pedestrian gate was recently damaged.**

#### **151.23 DATE OF THE NEXT MEETING.**

**Resolved: The date and time of the next meeting will be on 16 October 2023 at 7.30pm.**

**Meeting closed at 21.25pm**

# RECEIPTS, PAYMENTS AND BALANCES - JULY 2023

## MINS APPENDIX 1

### PAYMENTS

#### Admin

Microsoft	11.28	Mthly fee
Yorkshire Bank	38.56	Charges
SumUp	38.18	Fee
Pockit	1.99	Fee
GoCardless	2.43	Fee
Ignition Pay	45.00	Payroll serv
PKF Littlejohn	3063.00	Audit serv
Ches Assoc LC	75.00	CPD
Ches Assoc LC	25.00	CPD
Ches Assoc LC	50.00	CPD
Amazon	28.48	Office supp
Amazon	51.99	Office / Stat
Amazon	10.49	Stationery
LT Print	81.60	Stationery
Gallagher	3350.04	Insurance

#### Community Events

LT Print	66.00	Banner slips
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#### Employment

Salaries/Pen/HMRC	6779.87	Employment
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#### Environment

Botanica Landscape	1978.63	Contractor
Newton Landscapes	185.00	Contractor

#### Facilities

		Refresh
L Lewis	315.79	Supp
		Refresh
L Lewis	56.43	Supp
Essell Cleaning Supp	32.98	Cleaning
		Refresh
Essell Cleaning Supp	61.16	Supp
		Refresh
L Lewis	158.73	Supp
Amazon	33.23	Equipment

#### Utilities

Water Plus	41.32	Water
BT	13.73	Mobile ph
Octopus Energy	287.57	Electricity

### PETTY CASH EXP

Tesco	3.10	Supplies
Morrison	7.35	Petrol
Costco	101.26	Supplies
B&Q	50.78	Maint supp
Costco	116.90	Supplies
Costco	223.55	Supplies
Tesco	2.65	Supplies
Tesco	4.65	Supplies

### RECEIPTS

SumUp	2224.92	Pavilion Rec
GoCardless	109.57	
Stripe	885.86	
Room Hire	215.00	BACS only
Upton Bowling Club	504.00	Annual Fee
Car Park Hire	60.00	
Car Park Hire	80.00	
Fun Day	120.00	Pitch fee
Bank Credit	0.51	
Bank Interest	693.01	
Cash Receipts	755.40	Pavilion Rec

### BALANCES

Yorkshire Bank	224896.98
Petty Cash	173.74

# **RECEIPTS, PAYMENTS AND BALANCES - AUG 2023**

## MINS APPENDIX 1

### **PAYMENTS**

#### **Admin**

Microsoft	11.28	Mthly fee
Yorkshire Bank	37.10	Charges
SumUp	37.54	Fee
Pockit	1.99	Fee
GoCardless	0.93	Fee
Ignition Pay	45.00	Payroll serv
Plastic Card Factory	51.92	ID Cards
Ches Assoc LC	50.00	CPD
St John Ambulance	198.00	CPD (DF)
Ches Assoc LC		CPD
Amazon	28.99	Stationery

#### **Community**

#### **Engage**

Amazon	26.99	Flip Chart
Keys PCE Ltd	321.00	Climbing Wall
Vista Print	47.49	Banners
Quantum T M	384.00	Traffic Man
UK Planning Maps	57.29	Site Plan
Amazon	42.98	Anemometer
Amazon	83.99	Megaphone
Cash	170.00	Cash Float
Amazon	162.95	FD Supplies
CW&C Council	21.00	Temp Event

#### **Employment**

Salaries/Pen/HMRC	8314.87	Employment
Other Staff Costs	34.70	Gift
Other Staff Costs	18.87	Gift

#### **Environment**

Botanica	1978.63	Contractor
Landscape		
Newton	335.00	Contractor
Landscapes		

#### **Facilities**

S Love	30.00	Pond Sign
L Lewis	320.71	Refresh Supp
Essell Cleaning	50.28	Refresh Supp
Supp		
Essell Cleaning	50.28	Refresh Supp
Supp		
L Lewis	381.94	Refresh Supp
Essell Cleaning	10.87	Cleaning
Supp		Supp

### **PETTY CASH EXP**

Tesco	3.10	Supplies
Morrison	7.85	Petrol
Asda	46.40	Supplies
Bookers	97.72	Supplies
Costco	309.87	Supplies
Tesco	3.10	Supplies

### **RECEIPTS**

SumUp	2233.50	Pavilion Rec
GoCardless	24.00	
Stripe	790.00	
Room Hire	836.00	BACS only
Pavilion Receipts	1446.75	Cash
Car Park Hire	80.00	
Amazon	33.23	Refund
Fun Day	90.00	Pitch fee
Virgin Money	0.48	Bank Credit
Upton Tennis Club	1950.00	Annual Fee
Virgin Money	696.67	Bnnk Int

### **BALANCES**

Yorkshire Bank	217023.66
Petty Cash	303.71

Essell Cleaning Supp	81.86	Cleaning Supp
Play Point Sports	349.29	Tennis Coach
Play Point Sports	387.00	Tennis Coach
Geffrey Collins	695.00	Pavilion Door
Tesco	4.65	Refresh Supp
<b>Utilities</b>		
Water Plus	43.63	Water
BT	13.73	Mobile ph
Octopus Energy	432.00	Electricity