 UPTON BY CHESTER AND DISTRICT

 PARISH COUNCIL

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Minutes of the Meeting of Upton by Chester and District Parish Council held on

20th January 2020, 7.00pm, at Upton Pavilion, Upton, Chester.

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, Cllr G Hulmes, Cllr N Poulton, Cllr F Samuel, Cllr J Schmidt and Cllr B Southward.

In attendance: Ms S Bull (Clerk and Proper Officer).

**01.20 OPEN FORUM.**

No members of the public were present at the meeting.

**02.20 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Ben Walker and Cllr Mike Keenan.

Cllr Bennion was absent as approved in Minute no:134.19

**03.20 DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**04.20 COMMUNITY SAFETY.**

A crime report from the Community Safety team was circulated. Members were pleased with the detailed account.

**Resolved: The police crime report was received and noted.**

**05.20 MINUTES.**

**Resolved: The Minutes of the meeting held on Monday 2 December 2019, Pt1 and Pt2**

**were confirmed as a correct record and signed by the Vice Chairman.**

**Proposed by Cllr Evans, seconded by Cllr J Egerton-Parry.**

**06.20 CLERK’S REPORT.**

**Resolved: The Clerk’s Report was received and noted.**

**The Parish Council will re-issue the invitation to CW&C Council Highways Officer, Mark Brazil, to attend a Parish Council meeting to discuss highways issues in Upton-by-Chester.**

**07.20 COMMITTEE MINUTES.**

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

Finance Committee 9 December.

QE II Sub-Committee 16 December.

**08.20 BOROUGH COUNCILLORS’ REPORTS.**

It was further reported that the maintenance of land adjacent to the highway, belonging to Chester Zoo is due to be tidied up shortly with ongoing maintenance plans.

**Resolved: the Upton Borough Councillors Reports were received.**

**09.20 NEIGHBOURHOOD DEVELOPMENT PLAN.**

The Chairman of the NDP Steering Group reported on the following:

The Housing Needs Report, provided by Cheshire Community Action, will be available shortly and will be circulated by the Clerk.

It is apparent that there is a lack of low-cost housing in Upton.

A tour of the Dale Barracks site, along with an architect and a planner has taken place.

**Resolved: the CW&C Council ‘Walking and Cycling Strategy’ will be circulated to all and considered as part of the NDP process.**

**10.20 FINANCE AND ACCOUNTS REPORTS**.

**Resolved: the payment of salaries and expenses, the payment of invoices for goods and services rendered were approved. Balances were noted.**

**Proposed by Cllr Houlbrook seconded by Cllr Evans.**

**The Annual Audit Report was approved and noted.**

**Proposed Cllr Poulton seconded by Cllr Bryan.**

**11.20 TENNIS COURTS.**

Members were asked to approve a recommendation from the QE II Sub-Committee, to allocate funds (previously ringfenced for a cycle track) towards the cost of the tennis courts refurbishment.

It was reported that due to insurmountable drainage problems on the playing field, it will not be a viable option to install a concrete cycle/multi-use track.

**Resolved: approved.**

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

**12.20 BUDGET.**

**Resolved: the draft budget, as prepared by the Finance Committee, was approved.**

**Proposed by Cllr Evans, seconded by Cllr Houlbrook.**

**13.20 PRECEPT.**

**Resolved: an application for a precept of £112,260 for the period 2020/2021 will be submitted to CW&C Council by 31 January 2020.**

**Proposed by Cllr Poulton, seconded by Cllr Carter.**

**14.20 BANK MANDATE.**

The Finance Committee reported that due to changes in membership, the bank mandate requires to be updated. One further member is requested to put themselves forward as a signatory on the Parish Council bank account.

The current signatories on the bank account are Cllr Bennion (who is on long term leave) and Cllr Houlbrook. Cllr Tom Egerton-Parry will be added, along with Cllr Poulton (both of the Finance Committee).

The Clerk will remain as a manager on the account.

**Resolved: that Cllr Evans will be added to the bank mandate.**

**15.20 FOOD POVERTY.**

Members received an invitation to attend a workshop to discuss food poverty and received some background information. The workshop will take place on Thursday 23 January, 10am to 1pm, at the URC church in Upton.

**Resolved: Cllr Bryan and Cllr Houlbrook and Cllr Evans will attend and report back to the Parish Council.**

**16.20 DATE OF THE NEXT MEETING.**

**Resolved: the date and time of the next meeting will be February 24th, 2020 at 7.00pm.**