

# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL



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**Minutes of the Upton by Chester and District Parish Council Meeting held on Monday 20 November 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).

## **157.23 OPEN FORUM.**

One member of the public was in attendance but did not wish to speak at the meeting.

## **158.23 APOLOGIES FOR ABSENCE.**

Apologies for absence, with reasons, were reported to the clerk as follows:  
Cllr M Bryan, Cllr M Carter.

**Resolved: noted.**

Cllr Akhtar was also absent from the meeting.

## **159.23 DECLARATIONS OF INTEREST.**

Cllr Morgan declared a personal interest in agenda item 16 (Minute no: 172.23).

## **160.23 COMMUNITY SAFETY.**

Apologies were received from PCSO Williams. Members received a police report for Upton.

**Resolved: The Clerk will request the following:**

- That the police report be made available one week prior to the scheduled meeting.
- That the PCSO provides a report to the next meeting to include information on traffic management on Wealstone Lane and near to Mill View School which is very congested.
- To request details of when traffic monitoring was last carried out in the vicinity of Mill View Primary School at school drop-off and pick-up times.

A letter on behalf of the Parish Council will be sent to the school to request details of the school's traffic plan at drop-off and pick-up time.

#### **161.23 MINUTES.**

**Resolved:** The Chairperson signed the Minutes of the meetings held on Monday 18 September 2023, Monday 16 October 2023 and the Extraordinary meeting held on Monday 30 October 2023.

#### **162.23 CLERK'S REPORT.**

**Resolved:** A report from the Clerk on action taken on the resolutions of the last meeting was received and noted.

Upton Ward Councillors will be asked to request additional highways data from CW&C Council to include origin and destination data for Mill Lane.

#### **163.23 HEALTH AND SAFETY.**

**Resolved:** Members received the draft Health and Safety Policy and Handbook. It was reported that the outdoor gym equipment has been removed as due to its poor condition it may no longer comply with required safety standards.

A Fire Risk Assessment has been carried out at the Pavilion; a written report is due shortly.

The Health and Safety audit was carried out on 14 November. The Assets Management Committee Chairperson attended for part of the audit and reported on the Worknest consultant's pragmatic approach to health and safety issues. A full written report will be issued in due course.

The new Upton Health & Safety Policy Statement will be signed and displayed. This will also be issued to all current and new members of staff.

Council was requested to approve the purchase of leaf blowing equipment for the safety of play surfaces.

**Resolved:** the purchase of the equipment was approved.

The Clerk will remove the existing entry from the Assets Register. The Assets Management Committee will review the Assets Register at a future meeting.

#### **164.23 COMMITTEE MINUTES.**

Members received the Minutes of committee meetings held since the last meeting:

- Assets Management 25 September
- Community Engagement 25 September
- Employment 9 October
- Finance 9 October
- Assets Management 23.10.23 – Meeting cancelled.
- Community Engagement 23.10.23 – Meeting cancelled.
- Employment 13.11.23
- Finance 13.11.23

**Resolved:** The following further action was identified and agreed:

- To follow up on the accuracy of the newsletter distribution.
- The Employment Committee and the Clerk are authorised to proceed with the recruitment of a permanent Pavilion Assistant.

**Resolved: The following recommendations from committees were approved:**

**Employment Committee:**

**The two days discretionary holiday entitlement will be taken by eligible staff between Christmas and New Year. The Pavilion will be closed between 24 December and 2 January 2024.**

**Finance Committee:**

**The draft Reserves Policy, Investment Policy and Procurement Policy were approved. UPC Financial Regulations (2019 edition), with some minor local amendments was approved.**

It was further explained that Financial Regulations are to be wholly reviewed by the National Association of Local Councils in 2024. The Parish Council will have the opportunity to submit comments.

It was reported that there has been no further progress with the Strategic Plan working party.

#### **165.23 FINANCE AND ACCOUNTS REPORTS.**

The Council received details of payments and receipts for October. Also, a budget variance report.

**Resolved: The reports were received and approved.**

#### **166.23 BOROUGH COUNCILLORS' REPORT.**

No Borough Councillors were present at the meeting and no reports were received.

**Resolved: A request will be made to the Borough Councillors, to provide the Parish Council with a written report, one week in advance of the next Parish Council meeting, on matters which affect Upton and matters in Chester that may affect Upton residents.**

**Parish Councillors would also like to receive information on the Borough Council's Transport Plan Consultation and the Upton Park and Ride.**

#### **167.23 CORRESPONDENCE.**

No correspondence requiring a decision of the Parish Council was received.

#### **168.23 PARISH COUNCIL MEETINGS.**

Members were asked to consider the number and frequency of Parish Council meetings. To reconsider the use of committees and to consider and agree on alternative ways of progressing parish council business.

**Resolved: A working party will be set up to consider options and set a proposal to be put to the next meeting.**

#### **169.23 AMENDMENT TO THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN.**

**Resolved: The amended AGAR was approved. Measures including the appointment of a new internal auditor and new processes in presenting audit documents to Council will assist in ensuring errors are avoided.**

**A vote took place: 5 for, 0 against. Carried.**

### **170.23 ADDITIONAL BANK ACCOUNTS.**

The Council received information to consider in relation to opening two additional bank accounts.

**Resolved: A new bank account will be opened with the Unity Trust Bank, also with Handelsbanken, subject to the expected follow-up call to Clerk that will state satisfactory interest rates.**

**A third option will be to open a 95-day account (reserves) with the Cambridge and Counties Bank.**

**The signatories on the new bank accounts will remain the same as with the existing Virgin Money account.**

### **171.23 QUESTIONS FOR THE POLICE AND CRIME COMMISSIONER.**

**Resolved: The Council agreed on the following questions to be put to the Police and Crime Commissioner at the next meeting due to be held on 29 November:**

1. What enforcement action is taken against drivers who are recorded as speeding by the PCSO's speed gun, on the 20mph roads in Chester?
2. People who ride bikes without lights in the dark are causing people concern. What action do Police undertake to encourage all cyclists to be safe at nighttime?

### **172.23 CO-OPTION.**

One application for co-option was received and considered. By way of a ballot, Members voted on the co-option of one candidate.

**Resolved: Helen Jackson is duly co-opted to serve on the Parish Council. The Declaration of Acceptance of Office was signed and witnessed by the Proper Officer.**

**Cllr Jackson will sit on the Assets Management Committee and the Community Engagement Committee.**

**The Clerk will notify Democratic Services.**

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

Members were asked to approve a proposal to re-schedule the date of the next meeting to 11 December 2023 at 7.30pm.

**Resolved: Approved**

**Meeting closed at 9.03pm**