UPTON BY CHESTER AND DISTRICT

 PARISH COUNCIL

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**18 Gladstone Road**

**Chester**

**CH1 4BY**

**07584415343**

**Email:** **clerk@uptonbychester.org.uk**

Minutes of the meeting of Upton by Chester and District Parish Council, held on Monday 26 October 2020, 7.30pm, via Cisco Webex

**Present:** Cllr A Bennion, Cllr M Bryan (joined but left due to technical issues),

Cllr M Carter, Cllr J Egerton-Parry, Cllr T Egerton-Parry, Cllr J Evans, Cllr P Greenhalgh, Cllr J Houlbrook, Cllr M Keenan, Cllr N Poulton, Cllr F Samuel (joined but left due to technical issues), Cllr J Schmidt, Cllr B Southward and Cllr B Walker.

**In attendance**: Suzi Bull (Clerk/Proper Officer) and 8 members of the public.

**58.20 OPEN FORUM.**

Several members of the public attended the meeting; the following matters were raised:

* New bus/cycle lanes on Liverpool Road and Boughton – objections to the road travel and transport solutions being put into force without prior consultation. Also perceived to be ill thought out.
* A request for a Road Safety Report to be included as a standing item on the Parish Council meeting agenda.

**59.20 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Hulmes; Cllr Booth was also absent from the meeting.

**Resolved: noted.**

**60.20 DECLARATIONS OF INTEREST.**

**Resolved: Cllr Houlbrook declared a personal interest in item 12.**

**61.20. CLERK’S REPORT.**

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

**Item 54.20, re-wilding, wildlife areas and pond, will be referred to the General Purposes Committee. Councillors who do not sit on a committee are encouraged to attend meetings in which they have an interest and join in debate** (it should be noted that those Councillors may not vote at the meeting).

**62.20 MINUTES.**

Resolved: The Minutes of the meeting held on Monday 7 September 2020 were confirmed as a correct record and will be signed by the Chairman at the next opportunity (post COVID).

**Proposed by Cllr Houlbrook, seconded by Cllr Carter, all agreed.**

**63.20 COMMITTEE MINUTES AND REPORTING.**

The Clerk reported that Committee Minutes had not been made available to Members for this meeting.

**Resolved: The Minutes of the Finance Committee of 5 October and the Employment Committee meeting of 20 October will be received at the next Parish Council meeting.**

**64.20 BUS LANES/HIGHWAYS ISSUES (this item was moved forward).**

As per Minute no: 52.20 of the last meeting. Comments regarding the new bus/cycle lanes have been passed to the Neighbourhood Plan Steering Group.

The Chairman of the NDP Steering Group reminded Members that the plan may only contain policies in line with national and local planning policy and to within the remit of neighbourhood planning guidelines; this does not include traffic management.

**Resolved: the NDP Steering Group will consider adding a supplementary plan to include traffic management.**

**65.20 COMMUNITY SAFETY.**

**Resolved: An Upton community crime report was received and noted.**

**66.20 FINANCE AND ACCOUNTS REPORTS**.

**Resolved: The payment of salaries and expenses, invoices for goods and services were approved. Receipts and balances were noted.**

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

**67.20 NEIGHBOURHOOD DEVELOPMENT PLAN.**

The Chairman of the NDP Steering Group reported on the progress of the project, including:

* The draft plan received approval from the Parish Council at the meeting held on 7 September.
* A grant has been received from Localities to pay for a ‘health check’ on the draft plan (to ensure it is sound and fit for purpose), prior to submitting the plan for consultation.
* Final consultation with key stakeholders such as Chester Zoo and the Countess of Chester Hospital is currently taking place.

**Resolved: noted.**

**68.20 UPTON LANE BUS SHELTER.**

A request was received to use the Parish Council owned bus shelter on Upton Lane for the purpose of displaying community notices.

**Resolved: This matter will be referred to the General Purposes Committee.**

**69.20 CHEMISTRY PITS.**

As per Minute no: 21.20, the Parish Council commissioned a land surveyor to carry out a survey of a section of Chemistry Pits playing field.

The surveyor’s report was circulated to Councillors and indicates that work to the path has not resulted in the increase in surface water flooding but rather it indicates that this is likely to be the result of heavy rainfall.

**Resolved: The Clerk will share the independent surveyor’s report with the resident. No further action will be taken.**

A resident has contacted the Parish Council to request that tree works are carried out on a large ash tree that overhangs their property, on the land border.

A site inspection shows that there are two trees close together, with only one being on the Parish Council side of the border and not the one that overhangs the neighbour’s property.

**Resolved: The clerk will arrange a site meeting with neighbours to discuss the tree work required. The clerk will source quotations for the cost of tree work on the Parish Council land. It was noted that it may be possible for the work to be carried out on both trees simultaneously with costs shared.**

**70.20 PAVILION ALTERATIONS.**

The clerk reported on the use of the pavilion. The new pavilion has been in use for 5 years and whilst much consideration was originally given to its internal layout, it has become apparent that some space is underused, and other areas need expansion or reconfiguration.

In consultation with a Councillors working party, pavilion staff and the Clerk, based on how internal space is used, a suggestion was put forward on how the internal space may be reconfigured to maximise use and income.

**Resolved: The Parish Council will carry out an assessment of both the cost of internal alterations and the potential increase in income and report back to the next meeting.**

**71.20 TENNIS COURT LIGHTING.**

At the request of Upton Tennis club, Members were asked to consider making a planning application for flood lights at the tennis courts ahead of planned refurbishment work in 2021.

**Resolved: this matter will be referred to the QE II Sub-Committee for which a meeting will shortly be convened.**

**72.20 REMEMBRANCE DAY.**

A working party previously considered the impact of COVID 19 restrictions on the annual Remembrance Day commemoration. The Clerk reported that contact had been made with Upton British Legion and it was understood that no parade will take place this year and residents will not be encouraged to attend at the War Memorial.

**Resolved: The Chairman of the Parish Council will lay a wreath on behalf of the Parish Council and attend whilst two minutes silence is observed.**

**The Clerk will investigate the cost of police assistance for next year’s parade when changes in policing policy will mean charges are made; this will be accounted for in the budget preparations.**

**73.20 PLUSH SPICE.**

Cllr Bryan requested that this item be included on the agenda but was not available to provide information regarding planning enforcement relevant to the building on Newhall Road, formerly known as Plush Spice. Cllr Houlbrook reported that there is some concern regarding the removal of trees from the site.

**Resolved: noted.**

**73.20 TREE PLANTING ON PARISH COUNCIL OWNED LAND.**

A planning application for a neighbouring property requires the removal of trees from the site, with the conditional replacement of an increased number. The Parish Council has been asked for permission to plant trees on Parish Council owned land such as the QE II playing field and Chemistry Pits playing field.

**Resolved: the planting of appropriate trees on Parish Council owned land was approved.**

**74.20 PARISH COUNCIL VISION.**

Members were asked to consider setting out a Parish Council ‘vision’ for achievements and expectations for the next three years.

**Resolved: A working party to include Cllr T Egerton-Parry, Cllr Bennion, Cllr Carter, Cllr Evans, Cllr Houlbrook and the Clerk will be convened to draft a statement which will be brought back to the Parish Council for further consideration.**

**75.20 TRADERS ON THE PAVILION CAR PARK.**

Members were asked to consider a policy for the use of the pavilion car park by independent traders.

**Resolved: This matter will be referred to the General Purposes Committee.**

**76.20. DATE OF THE NEXT MEETING.**

**Resolved: The date and time of the next meeting will be on Monday 7 December at 7.30pm.**