



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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LOCAL COUNCIL  
AWARD SCHEME  
QUALITY GOLD

Minutes of the meeting of Upton by Chester and District Parish Council, held on Monday 11 July, 7.30pm, Upton Pavilion, Wealstone Lane, Upton.

**Present:** Cllr M Carter, Cllr J Egerton-Parry, Cllr T Egerton-Parry (Chairman), Cllr P Greenhalgh, Cllr J Houlbrook, Cllr G Hulmes, Cllr M Keenan, Cllr N Poulton, Cllr F Samuel and Cllr B Walker.

**In attendance:** Suzi Bull (Clerk/Proper Officer), PCSO Beth George and 5 members of the public.

## **107.22. OPEN FORUM.**

A member of the public addressed the Parish Council regarding item 7, teen shelter. The Council was asked if the proposal to install another teen shelter had the commitment of the community. Also, whether other ideas have been considered. Such as a youth club or a 'pump track'.

The resident suggested that Parish Council's project and finance plans may be made available to the public.

**Resolved: noted. These matters will be referred to Parish Council committees for consideration.**

## **108.22 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from:  
Cllr Southward, Cllr Bennion, Cllr Booth, Cllr Bryan and Cllr Evans.

**Resolved: noted.**

## **109.22 DECLARATIONS OF INTEREST.**

No declarations were made.

## **110.22 COMMUNITY SAFETY.**

**Resolved: Members welcomed PCSO Beth George to the meeting. A report on community safety was received and noted.**

PCSO George added the following:

Some new 'enforceable' road speed equipment is due to be available shortly.

The derelict youth club building on Wealstone Lane, as a potential target for vandalism, has been added the Fire Service's 'patrol plan'.

**Agenda item 8 was taken here (Minute no: 114.22).**

**111.22 MINUTES.**

**Resolved: That the Minutes of the meeting held on Monday 13 June 2022 were confirmed as a correct record and signed by the Chairman. Proposed by Cllr Houlbrook, seconded by Cllr Greenhalgh. All agreed.**

**112.22 CLERK'S REPORT.**

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

**113.22 COMMITTEE MINUTES.**

**Resolved: that the Minutes of the following committees were received:**

General Purposes Committee 20 June

QE II Sub-Committee 27 June

Finance Committee 27 June

**The following recommendations were approved: None**

**This item was taken after item 110.22**

**114.22 ANTISOCIAL BEHAVIOUR AT THE QE II PLAYING FIELD AND FACILITIES.**

Members were asked to consider a protocol for dealing with anti-social behaviour at the playing field.

PCSO George confirmed that very little anti-social behaviour has been officially reported.

**Resolved: Members of the public and Pavilion staff will be encouraged to report all incidents of anti-social behaviour via the 101 telephone number.**

**PCSO George will talk to pavilion staff regarding conflict resolution.**

**The Clerk will seek permission to forward complaints from members of the public, received by email, to PCSO George.**

**The Parish Council will work in partnership with PCSO George to host a trial Xbox / pizza night at the Pavilion, for young people in Upton.**

**115.22 BOROUGH COUNCILLORS' REPORTS.**

**Resolved: That a written report from Cllr Houlbrook was received and noted.**

Cllr Houlbrook confirmed that there is no further information available regarding the derelict site behind Tesco on Weston Grove.

A written report from Cllr Bryan was not available, for this month or as agreed previously, for last month.

Cllr Houlbrook questioned the value of her written reports and asked if they are still required by the Parish Council and Upton residents.

**Resolved: The Parish Council values the information in Cllr Houlbrook's reports which will continue to be provided.**

**The Parish Council will consider the sanctions available regarding the persistent lack of information made available on the work Cllr Bryan carries out on behalf of residents in the Upton Ward.**

## 116.22 FINANCE AND ACCOUNTS REPORTS.

<b>PAYMENTS:</b>		<b>P CASH TRANSATIONS:</b>	
<b>Administration</b>		Petrol for mower	Morrisons 5.80
IT	Microsoft 11.28	Equipment	27.25
Online payment service	GoCardless 0.93	Refreshment stock	Costco 183.83
Bank Charges	YB 48.47		
Card Payment Service	SumUp 37.56	<b>RECEIPTS:</b>	
Bank Charges	Pocket 1.99	<b>Administration</b>	
Online payment service	Stripe 43.62	Bank credit	YB 3.97
<b>Community Engagement</b>		<b>Community Engage</b>	
Fun Day	Asda 5.20	Fun Day	200.00
Fun Day	Tesco 13.60	Fun Day	206.00
Fun Day	B&Q 16.75	Fun Day	615.00
Fun Day	AB 3.60	<b>Facilities</b>	
Fun Day	AB 20.33	Cash rec	849.00
Fun Day	AB 26.90	SumUp rec	2192.84
Fun Day	N Anderson 60.00	Tennis booking	1054.38
Fun Day	AB 271.55	Ann tennis pmnt	23.07
Fun Day	Amazon 16.45	Room hire	160.00
Fun Day	N Harris 400.00		
<b>Employment</b>		<b>BALANCES :</b>	
Salaries/Pen	5770.36	Pocket	183.72
<b>Environment</b>		Yorkshire Bank	186,113.80
Grounds Maintenance	Botanica 1,798.90		
Grounds Maintenance	Newton LS 370.00		
Grounds Maintenance	Botanica 360.00		
Equipment	Rampost 215.40		
<b>Facilities</b>			
Refreshment stock	L Lewis 29.00		
Refreshment stock	Costco 167.11		
Refreshment stock	L Lewis 213.30		
Refreshment stock	L Lewis 239.89		
Refreshment stock	L Lewis 301.42		
Refreshment stock	L Lewis 422.56		
Tennis Coaching	PL Tennis 1354.50		
Refreshment stock	W in Box 37.74		
Refreshment stock	L Lewis 148.94		
<b>Projects</b>			
Tennis court flood lights	Surfacelux 6144.00		
Playground Phase 2	M & H 5574.00		
Playground Phase 2	Sutcliffe 3339.00		
<b>Utilities</b>			
Mobile telephone	BT 27.37		
Electricity	Bulb 550.00		

**Resolved: That the payment of invoices for goods and services rendered were approved. Receipts and details of current balances were noted.**  
**Proposed by Cllr Houlbrook, seconded by Cllr T Egerton-Parry.**

#### **117.22 CO-OPTION.**

The Chairman welcomed prospective candidates in attendance, to be considered for co-option to fill the Upton Heath casual vacancy.

Three applications were received; two candidates were present at the meeting. Candidates present, were invited to introduced themselves to the meeting.

**Proposed by Cllr Greenhalgh, seconded by Cllr Keenan that all candidates be nominated. All agreed.**

A vote took place, results as follows:

A first round of voting eliminated Chris Jeffery.

A second round of voting resulted in Douglas Jenkins 6, Susan Stanley 4.

**Resolved: Douglas Jenkins was duly elected. The Declaration of Acceptance of Office was signed and witnessed by the Proper Officer.**

#### **118.22 CAR PARKING WEALSTONE LANE.**

Members discussed the issue of car parking on Wealstone Lane, especially during events held on the QE II Playing Field.

**Resolved: That the Parish Council will obtain its own supply of traffic cones and take responsibility for traffic management for all UPC events and events booked through the Pavilion.**

#### **119.22 PUBLIC RIGHTS OF WAY.**

Cheshire West and Chester Council is responsible for the maintenance of public rights of way (PROW).

The Parish Council considered how it may be involvement in ensuring that public rights of way within the parish are well maintained and open to Upton residents.

It was acknowledged that whilst the Parish Council has the legal 'power to maintain public rights of way', it does not have the funding.

It was acknowledged that public rights of way need to be regularly maintained and used to protect them as a 'right of way'.

A suggestion that volunteers may like to walk the Upon public footpaths and report issues to CW&C Council was put forward.

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

#### **120.22 INSURANCE.**

The Clerk reported that insurance quotations were not yet available as further information was required by the insurers.

A quotation of £2,501.06 has been received from the current insurance broker; last year's premium was set at £1,925.90.

It was acknowledged that based on the current financial climate, the increase in the premium was less than expected.

The renewal date for the insurance is 31 July.

**Resolved: That the Clerk has the authority to proceed with the best value quotation to renew annual insurance.**

**121.22 ADDITIONAL BANK ACCOUNT.**

The Clerk requested that the Parish Council opens an additional banking facility to distribute Parish Council funds and reduce risk.

**Resolved: That action will be taken by the Clerk to source a suitable banking option.**

**122.22 DATE OF THE NEXT MEETING.**

**Resolved: That the date and time of the next meeting will be on 19 September 2022 at 7.30pm.**