



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 Monday 11 October 2021, 7.30pm, Upton Pavilion, Wealstone Lane, Upton.

Present: Cllr S Booth, Cllr M Bryan, Cllr M Carter, Cllr T Egerton-Parry (Chairman), Cllr Greenhalgh, Cllr J Houlbrook, Cllr N Poulton, Cllr F Samuel and Cllr J Schmidt.

In attendance: Suzi Bull (Clerk/Proper Officer), S Dowell (Chester Zoo), A Moon (Chester Zoo), PCSO B George and 2 members of the public.

120.21 OPEN FORUM.

A member of the public attended to comment in support of agenda item 15.

Resolved: Item 15 was brought forward for consideration.

A member of the public attended to comment on car parking on pavements. This matter was discussed further outside of the meeting, with PCSO Beth George (who was in attendance).

121.21 APOLOGIES FOR ABSENCE.

Resolved: the following apologies for absence were received and noted:

Cllr Bennion – holiday.

Cllr J Egerton-Parry – family.

Cllr Evans – holiday.

Cllr Keenan – work commitment.

Cllr Southward – medical.

Cllr Hulmes and Cllr Walker were also absent from the meeting.

Resolved: The reason provided for Cllr Southward's continuous absence of the last six months was approved.

122.21 DECLARATIONS OF INTEREST.

Resolved: Cllr Bryan declared an interest in item 9 due to his professional involvement in the Planning Authority's assessment of the NDP.

Cllr Bryan declared an interest in item 14 due to his personal interest in one of the playground contractors.

123.21 COMMUNITY SAFETY.

Members welcomed PCSO Beth George to the meeting.

A report on community safety had been previously circulated.

124.21 NATURE RECOVERY CORRIDOR.

Representatives from Chester Zoo were welcomed to the meeting to present information on the Nature Recovery Corridor project.

Resolved: The Parish Council will support the project and share information via Parish Council platforms.

125.21 MINUTES.

Resolved: The Minutes of the meeting held on Monday 13 September 2021 were confirmed as a correct record and signed by the Chairman.

Proposed by Cllr Greenhalgh, seconded by Cllr Houlbrook. All agreed.

126.21 CLERK'S REPORT.

Resolved: The Clerk's Report on action taken on resolutions made at the last meeting was received and noted.

127.21 COMMITTEE MINUTES.

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

General Purposes Committee 20 September.

Communications Committee 4 October.

The following recommendations were considered:

- **Resolved: The draft newsletter was approved and will include a further articles on Community Speed Watch and the new PCSO.**
- **The Parish Council and Pavilion Facebook accounts will be merged.**
- **A proposal to move to a '.gov.uk' domain for the website and Parish Council email addresses will be deferred to next the next meeting where further information, including costs, will be provided.**

Finance Committee 4 October.

- **Resolved: The recommendation to the use available Section 106 resources for current UPC projects (as outlined in a report from Cllr Bennion) was approved.**
- **To approve a recommendation to set up a sub-committee of the Finance Committee for the purpose of the consideration, planning and implementation of Pavilion development (Terms of reference to be approved).**

128.21. NEIGHBOURHOOD DEVELOPMENT PLAN.

Further consideration of the proposed Parish Council Action List took place - this will be an addendum to the final approved version of the Neighbourhood Development Plan. It was suggested that some of the proposed Parish Council 'actions' are too onerous and outside of the scope of the Parish Council.

A Member put forward a revised Action List for consideration.

Resolved: The revised Action List will be circulated and brought back as a proposal to next meeting.

129.21 BOROUGH COUNCILLORS' REPORTS.

Resolved: A written report from Cllr Houlbrook was received and noted.

Cllr Bryan agree he will submit a written report to future meetings.

130.21 FINANCE AND ACCOUNTS REPORTS.

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

Proposed by Cllr Greenhalgh, seconded by Cllr T-Egerton-Parry.

131.21 ADMINISTRATION OF AREA WARD FUNDING.

Members considered a procedure for dealing with the administration of Borough Council area ward funding to local groups and projects.

Resolved: The Clerk will seek further advice regarding how other Parish Councils work with local community groups to administer grant funding.

132.21 COMPLAINTS POLICY.

Resolved: The draft Complaints Policy was approved.

133.21 PLAYGROUND TENDER.

The Clerk reported that the contract for Phase 1 of the Playground Project went out to tender as per the UPC Financial Regulations. Tenders submitted were opened on Thursday 7 October at 5.30pm in the presence of the Clerk (Proper Officer), Cllr A Bennion and Project Manager Alan Dymond.

Resolved: Contractor Groundwork and Leisure Services will be appointed in line with 'best value'.

134.21 COMMEMORATIVE BENCH - this item was considered at the start of the meeting.

Members were asked to further consider a request to place a commemorative bench on Parish Council land.

Resolved: Cllr Bryan and Cllr Houlbrook will continue to work towards finding a place to reposition a commemorative bench in Upton.

135.21 COMMUNITY ENGAGEMENT MEETING.

The notes from the last Community Engagement Meeting were reviewed and the following action agreed:

Resolved: The Clerk will take items forward to appropriate future agendas.

Members considered if holding further Community Engagement meetings was the best way to engage with the Upton community.

Resolved: A further online Community Engagement Meeting will be held in the new year, after which the effectiveness of this form of engagement will be reviewed.

136.21 DATE OF THE NEXT MEETING.

Resolved: The date and time of the next meeting will be on 15 November 2021 at 7.30pm.

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Part II

137.21 EMPLOYMENT COMMITTEE MINUTES

Resolved: The Minutes of the Employment Committee held on 27 September were received.

The resolutions made by the Employment Committee at the meeting held on 27 September were approved.