



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD
07584415343

Email: clerk@uptonbychester.org.uk



Minutes of the meeting of Upton by Chester and District Parish Council, held on Monday 13 June, 7.30pm, Upton Pavilion, Wealstone Lane, Upton.

Present: Cllr A Bennion, Cllr S Booth, Cllr M Bryan, Cllr M Carter, Cllr J Evans, Cllr J Egerton-Parry, Cllr T Egerton-Parry (Chairman), Cllr P Greenhalgh, Cllr J Houlbrook, Cllr M Keenan, Cllr N Poulton, Cllr F Samuel and Cllr B Walker.

In attendance: Suzi Bull (Clerk/Proper Officer) and 7 members of the public.

85.22 OPEN FORUM.

Members of the public spoke on the following matters:

Agenda item 12 – a suggestion for the Parish Council to spend more money to extend the new access footpath that will allow wheeled vehicles up to the front door of the Pavilion. Also ask as a Parish Council, why was this not taken into consideration when the footpath was planned.

Resolved: these matters will be referred to the General Purposes Committee and the Clerk.

A representative of Dorin Park PTA in support of item 6, to erect temporary fencing around the pond during a planned event on the playing field.

A resident of Heath Road regarding issues with outstanding work to repair footpaths following work carried out on behalf of City Fibre.

86.22 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllr Southward.

Resolved: noted.

Cllr Hulmes was also absent from the meeting.

Members were asked to approve the reason for the continued absence of Cllr Southward.

Resolved: Approved; Cllr Southward remains a member of the Parish Council.

87.22 DECLARATIONS OF INTEREST.

No declarations of interest were made.

88.22 COMMUNITY SAFETY.

PCSO George sent apologies to the meeting. A crime report for Upton was circulated.

Resolved: Noted. Thank you to PCSO George for the written report.

89.22 CITY FIBRE.

Members welcomed a representative from City Fibre, to provide an update on work carried out in Upton.

Apologies were extended to all Upton residents for the disruption and poor planning of the project that has resulted in several sections of footpaths being dug up on more than one occasion.

City Fibre takes full responsibility for all of the issues that have occurred during the work; it was reported that a new sub-contractor will be appointed from July.

Work to reinstate damage to footpaths and other defects will be carried out shortly. So far approximately 900 homes have been connected to the fibre network. Various internet providers will be coming to Chester over the next 8-9 months.

City Fibre has learned from previous mistakes and will manage and supervise the ongoing project

Resolved: noted. Thanks to City Fibre for attending the meeting to provide an update.

90.22 DORIN PARK PTA APPLICATION.

Members considered information previously circulated, to support an application to erect temporary fencing around the pond during a school event on the playing field.

Resolved: The Parish Council will permit the installation of temporary fencing for the event that has been booked. The Clerk will liaise with representatives of Dorin Park PTA. The matter will be referred to the General Purposes Committee for further consideration of permanent fencing.

91.22 MINUTES.

Resolved: The Minutes of the meeting held on Monday 9 May 2022 were confirmed as a correct record and signed by the Chairman.

Also confirmed as a correct record, the Minutes of the Planning Committee of 7 April 2021 and 17 January 2022. The Communications Committee 8 November 2021.

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

92.22 CLERK'S REPORT.

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

93.22 COMMITTEE MINUTES.

Resolved: the Minutes of the following committees were received.

Annual Parish Meeting 9 May.

General Purposes Committee 16 May.
Finance Committee 16 May.

94.22 NEIGHBOURHOOD DEVELOPMENT PLAN.

Cllr Bryan left the meeting due to a potential conflict of interest in his role as CW&C Council's Cabinet Member who approved the plan to go to referendum.

The Chairman of the NDP Steering Group reported that the referendum will be held on 28 July.

It was further reported, as previously agreed, that after the referendum, if the plan is voted for, the Parish Council will be required to put in place a mechanism for monitoring the plan and ensuring that it is taken into account by the Planning Authority.

Resolved: noted.

95.22 BOROUGH COUNCILLORS' REPORTS.

A written report was received from Cllr Houlbrook.

Resolved: The report from Cllr Houlbrook on matters which affect Upton was received and noted.

The Chairman reminded Cllr Bryan that the Parish Council has resolved to receive a written report from Upton Borough Councillors, on matters that affect Upton, to be circulated prior to meetings.

Cllr Bryan offered to provide a verbal report that the Chairman declined due to the need to progress other business on the agenda and requested that Cllr Bryan submit his written report to the Clerk and suggested that Members would be interested to know how Cllr Bryan had spent his member budget to date.

96.22 FINANCE AND ACCOUNTS REPORTS.

Resolved: Payment of invoices for goods and services rendered were approved.

Receipts and details of current balances were noted.

Proposed Cllr T Egerton-Parry, seconded by Cllr Houlbrook. All agreed.

PAYMENTS:		P CASH TRANSATIONS:	
Administration		Supplies	Rightway 5.00
IT	Microsoft 11.28	Refreshments supp	Tesco 2.80
	Adobe 21.00	Refresh stock	Costco 202.06
	B H 360.00	Pocket charge	Pocket 1.99
Stationery	Asda 1.56	Cleaning supplies	Asda 21.44
	Asda 6.60	Garden equip	Gros Ctr 41.46
Bank Charges	YB 35.44	Mower fuel	Morrisons 8.16
	SumUp 33.36	Alcohol licence	CW&C 21.00
CPD	SLCC 54.00		
Annual Subscription	ChALC 1,470.04	RECEIPTS:	
Communication		Administration	
Website	BH 750.00	Bank credit	YB 0.61
Community Engagement		Community Engage	

Fun Day		Fun Day stall hire	210.00
Supplies	Amazon 7.49	Facilities	
Supplies	J Murphy 60.00	Refund on purchase	A O 8.00
Supplies	Home Barg 48.00	Cash rec	1,473.05
Banners	RAS 360.00	SumUp rec	1,976.40
Equipment	BH 92.00	Tennis booking	1,180.80
Supplies	Repaid to Clerk 131-21	Ann tennis pmnt	7.69
Employment		Annual bowls fee	504.00
Salaries/mthly tax&NI/Pensions	7,270.58	Room hire	144.00
Environment			
Grounds Maintenance	Botanica 1,798.75	Bank transfer	Pocket 300.00
Grounds Maintenance	Newton LS 370.00		
Facilities		BALANCES :	
Refreshment stock	L Lewis 108.26	Pocket	102.59
Refreshment stock	L Lewis 221.47	Yorkshire Bank	209,289.87
Refreshment stock	L Lewis 234.17		
Refreshment stock	L Lewis 270.18		
Plumbing repairs	Ches Home & Prop 85.00		
Shop supplies	Essell CS 22.63		
Shop supplies	Essell CS 30.17		
Refreshment stock	L Lewis 153.45		
Maintenance supplies	Amazon 32.18		
Drains maintenance	Metro Rod 156.00		
First aid equip	Amazon 13.98		
Pavilion equip	A O 147.00		
Projects			
Recycling bins	Roadward 838.62		
Pedestrian access path	Gott Sol 8,447.47		
Utilities			
Mobile telephone	BT 27.37		
Telephone and BB	BT 154.88		
Water services	Water Plus 34.58		
Waste water services	Welsh Water 82.33		

97.22. RISK ASSESSMENT.

To approve the updated Risk Assessment.

Resolved: the revised Risk Assessment be approved.

98.22 ANNUAL AUDIT.

The Clerk reported that an independent inspection has been completed and the Parish Council has met all necessary objectives to effectively control finances.

A written report has not been provided.

Resolved: The Annual Governance Statement 2021-22 was approved and signed by the Chairman and the Clerk.

Section 2 of the AGAR – Accounting Statements 2021-22 was approved and signed by the Chairman and the Clerk.

The public inspection period was agreed and notified via The Notice of Public Rights and will be from Monday 27 June to Friday 05 August inclusive.

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

99.22 CO-OPTION POLICY AND APPLICATION FORM.

Resolved: The draft Co-option Policy and Application Form was approved.

100.22 QE II PLATINUM JUBILEE FUN DAY.

Members received feedback from the Fun Day working party and were asked to consider a further community event later in the year.

The Fun Day was considered to be a success with attendance at an all-time high.

Thanks were extended to Councillors, staff and all who took part in the planning and management of the event.

A meeting of the Fun Day Working Party has taken place and comments will be noted to inform future events.

Resolved: Consideration of a further community event, suggested as a family picnic, will be referred to the General Purposes Committee.

101.22 CASUAL VACANCY.

The Clerk reported that confirmation has been received that an election had not been called for and that the Parish Council may proceed with co-option to fill the vacancy.

It was proposed to co-opt a new Councillor to the vacant seat.

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

Resolved: that co-option of a new Councillor will take place as follows:

Written applications will be submitted to the Clerk then circulated to Councillors prior to the next meeting.

Candidates will be invited to attend the next meeting of the Parish Council to introduce themselves and give a brief summary of their suitability to become a Parish Councillor.

A vote by way of a ballot will take place at the same meeting.

102.22 SMALL GRANT SCHEME APPLICATION.

The Parish Council considered an application for a grant from the Parish Council's Small Grant Scheme.

The application received from Chester and District Scouts is for a grant of £1,000 towards a total project cost of £4,328 for a member of the scout group to attend an international jamboree.

It was noted that all local scouts and guides groups were invited to attend the Parish Council Fun Day for an opportunity to raise funds; there was no response to attempts to communicate with the groups.

Resolved: The Parish Council will provide a grant of £500.

A further invitation will be extended to attend a community event in September to raise more funds.

103.22 PARISH SURVEY REPORT.

A summary report of responses received from the Parish Survey were circulated and presented to Members at the meeting.

Resolved: the summary report will be published. Further targeted surveys will take place, aimed at the people underrepresented in this survey.

This matter will now be referred to the General Purposes Committee.

104.22 HANGING BASKETS IN SHOPPING AREAS.

It was requested that the Parish Council applies for Area Ward Funding to contribute to the cost of hanging baskets in Upton's three shopping areas. Thanks to Cllr Bryan and Cllr Houlbrook for supporting this project.

Resolved: An application for Area Funding will be made to cover two thirds of the costs of hanging baskets, with the remaining third of the costs to be met by the Parish Council. The total cost is expected to be £600.

105.22 COMMITTEE MEMBERSHIP.

Resolved: Membership to the Parish Council's committees were agreed as follows:

Employment Committee

Cllr Houlbrook, Cllr T Egerton-Parry, Cllr Evans, Cllr Booth and Cllr Keenan.

Finance Committee

Cllr Houlbrook, Cllr Bennion, Cllr Evans, Cllr Greenhalgh and Cllr Keenan.

General Purposes Committee

Cllr Bennion, Cllr Carter, Cllr Walker, Cllr Poulton, Cllr T Egerton-Parry, Cllr J Egerton-Parry, Cllr Evans, Cllr Houlbrook, Cllr Bryan and Cllr Samuel.

QE II Playing Field Sub-Committee

Cllr Bennion, Cllr Evans, Cllr Samuel, Cllr Houlbrook and Cllr Evans.

106.22 DATE OF THE NEXT MEETING.

Resolved: The date and time of the next meeting will be on 11 July 2022 at 7.30pm.

.....