



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 14 June 2021, 7.30pm, United Reformed Church, Heath Road, Upton.

Present: Cllr S Booth, Cllr M Carter, Cllr J Evans, Cllr J Houlbrook (Chairman), Cllr G Hulmes, Cllr M Keenan and Cllr F Samuel.

In attendance: Suzi Bull (Clerk/Proper Officer) and 1 member of the public.

In the absence of the Chairman and Vice Chairman, Cllr Houlbrook chaired the meeting. All agreed.

Due to the absence of the majority of the Parish Council, it was proposed that only agenda items necessary to maintain Parish Council operations will be taken. The remainder will be deferred to the next meeting. All agreed.

66.21 OPEN FORUM.

A member of the public spoke in support of the Communications Committee's resolution to hold the next Community Engagement meeting in September. It was suggested that this may be a 'showcase opportunity' for the Parish Council to demonstrate what it does.

An offer to advertise the meeting more widely was received.

Resolved: noted.

67.21 APOLOGIES FOR ABSENCE.

Apologies for absence were received from councillors listed with reasons provided:

Cllr Bennion – holiday.

Cllr Bryan – work commitment.

Cllr Greenhalgh – family matter.

Cllr J Egerton-Parry – medical.

Cllr T Egerton-Parry – work commitment.

Cllr Poulton – personal matter.

Cllr Schmidt – unknown.

Cllr Southward – medical.
Cllr Walker – work commitment.
Resolved: noted.

68.21 DECLARATIONS OF INTEREST.

No declarations of interest were made.

69.21 COMMUNITY SAFETY.

Resolved: This item will be deferred to the next meeting.

70.21 MINUTES.

Resolved: The Minutes of the meeting held on Monday 17 May 2021 were confirmed as a correct record and signed by the Chairman.

Proposed by Cllr Keenan, seconded by Cllr Carter. All agreed.

71.21 CLERK'S REPORT.

Resolved: The Clerk's Report was received and noted.

72.21 COMMITTEE MINUTES.

To receive the Minutes of the committees held since the last meeting **(Enc)**, to receive information and consider recommendations:

QE II Sub-Committee 24 May – cancelled.

Communications Committee 7 June.

Finance Committee 7 June.

Resolved: this item will be deferred to the next meeting.

73.21 NEIGHBOURHOOD DEVELOPMENT PLAN.

To receive an update from the Chairman of the Steering Group.

Resolved: this item will be deferred to the next meeting.

74.21 BOROUGH COUNCILLORS' REPORTS.

To receive information from Upton Borough Councillors on matters which affect Upton.

Resolved: the report from Cllr Houlbrook will be circulated.

75.21 FINANCE AND ACCOUNTS REPORTS.

The Clerk reported that an accounting error has been carried over from the previous financial year. The matter has been referred to Cllr Bennion who is looking to resolve it.

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

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

76.21 ASSETS REGISTER, RISK ASSESSMENT AND INSURANCE.

To note and approve the assets register, risk assessment and insurance arrangements.

Resolved: This item will be deferred to the next meeting.

77.21 ANNUAL AUDIT.

Resolved: The independent inspection report for 2020-21 from the internal auditors Dotty About Accounting Ltd was received. The recommendation to increase the reserve funds will be referred to the Finance Committee.

Resolved: The Annual Governance Statement 2020-21 of the AGAR was approved and signed by the Chairman and the Clerk/Responsible Financial Officer.

Resolved: Section 2 of the AGAR - Accounting Statements 2020-21 was received, approved and signed by the Chairman and the Clerk/RFO.

Resolved: The public inspection period (Notice of Public Rights) from Monday 7 July to Friday 8 August inclusive was approved.

Proposed by Cllr Booth, seconded by Cllr Samuel, all agreed.

78.21 SECTION 106 MONEY.

To receive and review information on the Section 106 funding available to Upton parish and agree action.

Resolved: This item will be deferred to the next meeting.

79.21 FREEDOM OF INFORMATION REQUESTS.

A formal request for information has been received and a response provided.

Resolved: noted.

80.21 FORMAL COMPLAINTS AGAINST THE PARISH COUNCIL.

Several formal complaints have been received by the Parish Council; the Complaints Procedure has been followed; a Complaints Committee was convened to process the complaints.

Resolved: noted.

81.21 BROADCASTING PARISH COUNCIL MEETINGS.

To consider whether the Parish Council should broadcast its meetings.

Resolved: This item will be deferred to the next meeting.

82.21 STANDING ORDERS, FINANCIAL REGULATIONS AND POLICIES.

- To approve Standing Orders, Financial Regulations and UPC Policies without amendment.
- To agree action to update and review all UPC policies.

Resolved: This item will be deferred to the next meeting.

83.21 DATE OF THE NEXT MEETING.

Resolved: The date and time of the next meeting will be on 12 July 2021 at 7.30pm.

The Chairman commented that the very low attendance at this meeting was a poor reflection of the Parish Council. Meeting dates are available well in advance and where possible Councillors should be committed to attending.

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