UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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**18 Gladstone Road**

**Chester**

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Dear Member,

You are summoned to the Meeting of Upton by Chester & District Parish Council to be held at 7.00pm on Monday 2 December 2019 at Upton Pavilion, Wealstone Lane, Upton, Chester.

The business to be transacted at the meeting is detailed on the agenda below. Please note that Standing Orders will apply at this meeting. Members of the press and public are entitled to attend and there will be an 'Open Forum' for 10 minutes at the beginning of the meeting to raise any issues with the Parish Council.

26.11.19 Signed: **Suzi Bull** Clerk and Proper Officer

### AGENDA – Pt 1

**1. OPEN FORUM.**

Members of the public will be invited to comment on any items on the agenda before business commences.

(New business should be brought to the attention of the clerk one week prior to the next meeting).

**2. APOLOGIES FOR ABSENCE.**

To receive apologies for absence as reported to the Clerk and approve reasons as necessary.

**3. DECLARATIONS OF INTEREST.**

Members are invited to declare any interests they may have in items on this agenda as per the Code of Conduct.

**4. COMMUNITY SAFETY.**

To welcome members of the local community police team to the meeting to deliver a report on community safety.

**5. WEBSITE.**

To receive a short presentation on proposed changes to the Parish Council website.

**6. MINUTES.**

To confirm as a true record the Minutes of the meeting held on Monday 21 October 2019. **Enc**

**7. CLERK’S REPORT.**

To receive and note a report from the Clerk on action taken on resolutions made at the last meeting. **Enc**

**8. COMMITTEE MINUTES.**

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

QE II Sub-Committee 28 October. **Enc**

* Tennis Court refurbishment.
* Playing field drainage.
* Multi-purpose track.

NDP Steering Group 28 October. **Enc**

Communications Committee 9 September. **Enc**

Employment Committee 11 November. **Enc**

* Staff pay increase (recommendations to be received and considered in Pt II)

General Purposes Committee 11 November. **Enc**

* Business Directory / Questionnaire.

**9. BOROUGH COUNCILLORS’ REPORTS.**

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

**10. NEIGHBOURHOOD DEVELOPMENT PLAN.**

Standing item to receive an update on the progress of the NDP.

**11. FINANCE AND ACCOUNTS REPORTS**.

* To approve the payment of salaries and expenses.
* To approve the payment of invoices for goods and services rendered.
* To note receipts and details of current balances.
* To receive financial reports. **Enc**

**12. BUDGET.**

To note the draft budget will be finalised by the Finance Committee and brought to the next meeting for approval.

**13. FLOODING – CHEMISTRY PITS.**

To receive a complaint from a resident regarding surface water flooding from Chemistry Pits playing field and agree action.

**14. UPTON EVENTS - CHRISTMAS MARKET / CAROL SINGING.**

To receive feedback on the Christmas Market; also, an update on arrangements for the Carol Singing event.

**15. TRADEMARK APPLICATION.**

To receive an update from the Clerk and agree further action. **Enc**

**16. YOUTH CLUB.**

To receive feedback from Councillors and agree action.

**17. DATE OF THE NEXT MEETING.**

To confirm that the date and time of the next meeting will be January 20th, 2020 (not 13th January as scheduled).