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 3rd April 2017, 7.00pm, at Upton Pavilion, Upton, Chester.

Present: Cllr Bartliff, Cllr A Bennion, Cllr Eardley, Cllr Evans, Cllr J Houlbrook,

Cllr J Lee, Cllr M Lloyd, Cllr S Lloyd, Cllr H McNae, Cllr F Samuel,

Cllr B Southward, Cllr Vaughan and Cllr A Walmsley (Chairman).

In attendance: Mrs S Pollard (Clerk).

**40.17 OPEN FORUM.**

No members of the public were present.

**41.17 COMMUNITY SAFETY.**

No member of the community safety team was present.

**42.17 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Paddock and Cllr Bryan.

Cllr Ford was also absent from the meeting.

**Resolved: that the apologies be noted.**

**43.17 DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**44.17 MINUTES.**

**Resolved: that the Minutes of the meeting held on Monday 20th February 2017 will be amended as agreed at Minute no: 28.17 and 32.17.**

**The Minutes will be approved and signed at the next meeting.**

**45.17 CLERK’S REPORT.**

**Resolved: that there will be no further action regarding the Childbirth Trust. An email will be sent to Cllr Bryan to request that he ensures that he is available to attend any meeting where he has tabled an agenda item. Also that Cllr Bryan sends his Borough Councillor report a week in advance of the meeting, to be circulated with other documents; Cllr Houlbrook will do the same but may have additional information on the day of the meeting.**

**Proposed by Cllr Evans, seconded by Cllr Vaughan.**

**Vote:**

**For – 10**

**Abs – 3 (Cllr Houlbrook, Cllr Bartliff).**

**46.17. COMMITTEE MINUTES.**

**Resolved: that Minutes of committee meetings held since the last Parish Council meeting were received:**

Communications 13th March.

Finance 27th March.

NDP 20th March.

**Resolved: that from the Communications Committee Minutes, Cllr Houlbrook agreed to her Ward Members budget information being displayed in the community notice board. The clerk will request the same of Cllr Bryan.**

**The Communications Committee recommendation on the criteria for newsletter items to be restricted to information related to the Parish Council was approved. Proposed by Cllr Houlbrook, seconded by Cllr Walmsley.**

**47.17 FINANCE AND ACCOUNTS REPORTS**.

**Resolved: that the payment of salaries and expenses, the payment of invoices for goods and services rendered be approved. The receipts and balances were noted.**

**Proposed Cllr Bennion, seconded by Cllr Houlbrook. All agreed.**

**The clerk will add a note to the front page of the Parish Council website to notify members of the public when new accounts reports are available and on which page.**

**48.17 BOROUGH COUNCILLORS’ REPORT.**

It was confirmed that the yellow lines on Edgerton Drive are to be as per the plan circulated.

The clerk read the report from Cllr Bryan.

**Resolved: that the reports from Borough Councillors are received.**

**Cllr Samuel and Cllr Bartliff would like it noted that they did not agree with this resolution.**

**CW&C Council Highways will be asked for a timescale for the introduction of remaining 20 mph zones in Upton and a report be given at the next meeting.**

**The clerk will add a link to Friends Against Scams on the Parish Council website.**

**49.17 MEDIA.**

Members considered how the Parish Council will respond to press enquiries and who will be responsible for submitting editorials and letters.

**Resolved: that the Chairman will write all letters to the press on behalf of the majority opinion of the Parish Council.**

**Letters to associates and other business of the council will be written on behalf of the Parish Council by the clerk.**

**The Chairman and clerk will write a proposed amendment to the Standing Orders.**

**Proposed by Cllr Evans, seconded by Cllr Houlbrook**

**10 For**

**2 Abs**

**Resolved: that the clerk will invite the P&CC to attend a Parish Council meeting in the near future.**

**50.17 AUDIO RECORDING PARISH COUNCIL MEETINGS.**

In order to avoid confusion and add clarity to meeting Minutes the clerk asked Members to consider the use of audio recording equipment at meetings.

**Resolved: to audio record Full Parish Council meetings. Recordings will be wiped after the Minutes are approved. Proposed by Cllr Bennion, seconded by Cllr Lloyd**

**Vote:**

**For: 12**

**Against: 1 (Cllr Bartliff asked to be named).**

**51.17 CCTV.**

A draft CCTV policy was presented to Councillors for approval.

**Resolved: that the decision to approve will be deferred to the next meeting.**

**52.17 BOWLING GREEN.**

It was suggested that following on from extensive work to improve the bowling green and the erection of a new shelter, it may be appropriate to hold an official ‘opening ceremony’.

**Resolved: that an Opening Ceremony will be held on 6th June at 7.00pm. Consultation with U3A club and Upton Bowling Club.**

**Invitations will be sent to the Lord Mayor to conduct the opening ceremony, also the Bowling Green Association.**

**Bob Hadfield will be asked to take some publicity photographs.**

**53.17 CHEMISTRY PITS.**

The Chairman and Cllr McNae reported on a working party meeting held on 28th March with residents and councillors to discuss how to set up a ‘Friends of Chemistry Pits’ group.

A public meeting is to be held on 18th April by residents, for residents.

**Resolved: noted, no further action required at present.**

**54.17 SELF PRESENTATION TRAINING.**

Cllr Bennion and Cllr Samuel reported on the Self Presentation Training.

**55.17 INVITATIONS, CORRESPONDENCE AND PUBLICATIONS.**

To receive and consider invitations, correspondence and publications, inc:

* A Freedom of Information request from Frack Free Upton.

**Resolved: that the proposed response from the clerk is approved. Proposed by Cllr Houlbrook, seconded by Cllr Eardley.**

**Vote:**

**For: 12**

**Abs: 1**

* An invitation from Chester Zoo to attend a presentation on the zoo’s Strategic Development Plan - to agree a date for this event.

**Resolved: that those Cllrs who can attend will go to the zoo on Monday 22nd May at 6.30pm. Members of the NDP group will also be invited – Cllr Walmsley will ask permission.**

**56.17 DATE OF THE NEXT MEETING.**

**Resolved: that the date of the next meeting will be on Monday 15th May at 7.00pm – this will be the Parish Council Annual Meeting.**

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