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

4 December 2017, 7.00pm, at Upton Pavilion, Upton, Chester.

Present: Cllr A Bennion, Cllr M Bryan, Cllr J Evans, Cllr J Houlbrook, Cllr J Lee,

Cllr M Lloyd, Cllr S Lloyd, Cllr H McNae, Cllr A Paddock, Cllr F Samuel,

Cllr K Vaughan and Cllr A Walmsley (Chairman).

In attendance: Mrs S Pollard (Clerk).

**139.17. OPEN FORUM.**

No members of the public present at the meeting wished to speak.

**140.17 COMMUNITY SAFETY.**

No members of the Community Safety Team were present at the meeting. A report was provided regarding the crime incidents in Upton.

It was reported that further to the Parish Council’s request for assistance from the Police & Crime Commissioner, a response from the Home Office regarding crime statistics is still outstanding. In the meantime, Councillors attended a recent Parish Council Forum meeting with the P&CC who advised that his time does not extend to attend individual Parish Council meetings but that he is willing to meet with Councillors. It was suggested to him that it may be possible to hold Parish Council ‘cluster’ meetings. Cllr Houlbrook (in her role as a Borough Councillor) has invited the P&CC to accompany her on a ‘Ward Walk’ and this may be an opportunity to discuss the Bache Hall Estate crime statistic issues.

**Resolved: noted.**

**141.17 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Bartliff, Cllr Eardley, Cllr Ford and

Cllr Southward.

**Resolved: noted.**

**142.17 DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**143.17 MINUTES.**

**Resolved: the Minutes of the meeting held on Monday 30th October 2017 were confirmed as a correct record and signed by the Chairman.**

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

**144.17 CLERK’S REPORT.**

**Resolved: the Clerk’s Report was received.**

**145.17 COMMITTEE MINUTES.**

**Resolved: the Minutes of the following committee meetings held since the last meeting were received.**

Employment Committee 6th November.

Finance Committee 6th November.

General Purposes Committee 20th November.

A reminder of the Carols at Christmas event on the 13th December was given and a request that all Councillors attend.

It was reported that the car parking issue at the Bache Hall Estate (request for waiting restrictions), raised at the General Purposes Committee will be progressed by the Chairman of the committee. After further discussion and in her role as Borough Councillor, Cllr Houlbrook suggested she may take this matter up on behalf of the Parish Council.

**Resolved: that Cllr Houlbrook will liaise with CW&C Highways and the Parish Council.**

**The Parish Council is in support of the proposed application of waiting restrictions as indicated at the General Purposes Committee meeting.**

**146.17 WORKING PARTIES.**

The Chairman of the QE II Playing Field Sub-Committee reported on progress where currently an assessment of the play provision and the future requirements, is being undertaken.

**Resolved: noted.**

**147.17 NEIGHBOURHOOD DEVELOPMENT PLAN.**

The Chairman of the NDP Steering Group submitted a document with suggestions of how communication, marketing and consultation may be improved and how progress can be made with the Neighbourhood plan, in co-operation with the Parish Council.

This would include the collection of data during the consultation process, which may lead to the retention of personal data.

The Clerk advised that both PC and non PC members will need to be mindful of existing Data Protection legislation, along with the new General Data Protection Regulation which will come into force next year and is largely concerned with personal data.

The clerk reminded Members that it is the Parish Council that is the ‘Data Controller’, that any organisation who processes data on behalf of the PC is a ‘Data Processor’ (and must take all necessary steps to comply with legislation). The Clerk also made Members aware that next year the Parish Council will be required to have a ‘Data Protection Officer’ to monitor and review all personal data held by the Parish Council.

**Resolved: that the report on the progress of the neighbourhood plan was received; also the Minutes of the steering group meeting held on 13th November.**

**The clerk will set up an additional email address “np@uptonbychester.org.uk.” This will be accessed by 4 members of the NDP Steering Group and the Clerk.**

**The use of the word ‘data supervisor’ in the report will be changed.**

**All mail outs/consultation documents are to be reviewed by the Clerk and approved by the whole Steering Group.**

**The use of the ‘bcc’ function will be applied for all emails outside of the members of the Steering Group.**

The Chairman of the Neighbourhood Plan Steering Group updated Members on the progress of the NP; including that the Business Survey is now complete and ready to go out (the clerk requested to view the complete document before it was put into operation).

An information leaflet is also due to be circulated shortly.

Data on aspects of Upton has been received from CW&C Council to assist with policy writing.

**Resolved: noted.**

**148.17 BOROUGH COUNCILLORS’ REPORT.**

The Chairman extended thanks to Cllr Bennion, on behalf of the Parish Council for her hard work in organising the Remembrance Parade, at which there had been a particularly good turnout.

Cllr Bryan was asked if the sites (such as Upton High School) at which the planting projects are to take place offered public access. Cllr Bryan stated that only the Upton High School site will not provide public access.

**Resolved: the reports from Borough Councillors on matters which affect Upton were received.**

**149.17 FINANCE AND ACCOUNTS REPORTS**.

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

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

**150.17 EXTERNAL LIGHTING AT THE QE II PLAYING FIELDS.**

Members were asked to consider the requirement for external lighting on the playing fields and car park.

**Resolved: that appropriate low level lighting on the car park and on the orchard will be sourced. A full consultation with neighbours will take place before any further action is taken.**

**151.17 INVITATIONS, CORRESPONDENCE AND PUBLICATIONS.**

None received.

**152.17 DATE OF THE NEXT MEETING.**

**Resolved: the date and time of the next meeting will be 15th January 2018.**

The Chairman extended thanks to Peter Griffiths for making and entering the ‘Pavilion Angel’ into the local church festival and for decorating the Christmas Tree.

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