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

9 April 2018, 7.00pm, at Upton Pavilion, Upton, Chester.

Present: Cllr T Bartliff, Cllr A Bennion, Cllr S Eardley, Cllr J Houlbrook, Cllr J Lee,

Cllr M Lloyd, Cllr F Samuel, Cllr B Southward, Cllr K Vaughan and Cllr A Walmsley (Chairman).

In attendance: Mrs S Pollard (Clerk).

**191.18 OPEN FORUM.**

No members of the public were present at the meeting.

**192.18 COMMUNITY SAFETY.**

No members of the community safety team were in attendance.

**193.18 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Bryan, Cllr Evans, Cllr Ford,

Cllr S Lloyd, Cllr McNae and Cllr Paddock.

**Resolved: noted.**

**194.18 DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**195.18 MINUTES.**

**Resolved: the Minutes of the meeting held on Monday 26th February 2018 were confirmed as a correct record and signed by the Chairman.**

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

**196.18 CLERK’S REPORT.**

**Resolved: following on from a CW&C Council response (circulated) there will be no further action regarding agenda item 178.18, Upton High School maintenance and repair issues.**

**The Clerk’s Report was received and noted.**

**197.18 COMMITTEE MINUTES.**

**Resolved: the Minutes of the committees held since the last meeting were received and actions approved:**

Finance Committee 5th March.

Cllr Bennion (Finance Committee Chairman) reported that subsequent to further advice received from various sources, VAT reclaimed on the Pavilion Project was correct and that several administrative actions have been put in place to ensure that VAT continues to be administered accurately.

It was reported that subsequent to a meeting with Best Construction, they have agreed to attend (with ‘good will’) to rectify isolated faults in the patio.

**Resolved: the clerk will locate the original job specification. The Parish Council considers that the patio is ‘not fit for purpose’ and expects Best Construction to**

**re-lay it to a better standard within a set time limit.**

**The Parish Council will look at creating a ‘Terms of Contract’ Policy.**

Planning Committee 5th March.

It was noted that the Planning Application for work to improve the access and egress from Morrisons supermarket has been approved by the CW&C Planning Authority.

General Purposes Committee 12th March.

**Resolved: that the Parish Council will support the RBL ‘Silent Soldier’ project by purchasing and erecting a silhouette statue in Lodge Gardens (the precise location to be agreed by the General Purposes). The project will be publicised once the statue is in place.**

Weston Grove Car Parking - a meeting has not yet been arranged.

**Resolved: that the Chairman will remind Cllr Evans to arrange a meeting.**

It was reported that the Bowling Green is not ready for the season. Further advice will be taken at a meeting arranged with a local green keeper. Upton by Chester Bowling Club has agreed to play their next few matches at alternative venues.

Communications Committee 19th March.

Amendments to the draft newsletter were agreed.

**Resolved: the clerk will make the agreed amendments and arrange for printing and distribution.**

**198.18 WORKING PARTIES.**

It has now been agreed that the QE II group is a sub – committee of the General Purposes Committee and as such will be reported as appropriate next time.

**199.18 NEIGHBOURHOOD DEVELOPMENT PLAN.**

**Resolved: a report on the progress of the neighbourhood plan was received.**

**Information regarding the CW&C report on land availability within the Upton area will be put on the Parish Council website with a note to state that it is not a Parish Council supported document.**

**200.18 BOROUGH COUNCILLORS’ REPORT.**

A report was received from Cllr Houlbrook

**Resolved: that the report was received and noted. An item on Community Gardens will be added to the next General Purposes Committee meeting.**

No report was received from Cllr Bryan.

**Resolved: the Chairman will write to Cllr Bryan to remind him to submit a report to every meeting.**

**201.18 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 Houlbrook, seconded by Cllr Bennion.**

**202.18 A41 SPEED RESTRICTIONS.**

Due to a councillor’s absence, this item was removed from the agenda.

**203.18 WAR MEMORIAL.**

**Resolved: the grant contract for work at the war memorial was approved, including the cost to the Parish Council of £1,432 (a sum of £2,000 has been put into the new budget for the war memorial).**

**204.18 DOG CONTROL ORDER.**

**Resolved: the Parish Council would not be in favour of the proposal in Q15 of the CW&C Council consultation regarding Dog Control Orders, to give Town and Parish Council staff the power of enforcement.**

**The clerk will make a submission to the consultation to oppose that proposal.**

**205.18 TRAINING.**

A summary of training attended was provided:

Bid Writing the Basics 22.03.18 – the clerk.

VAT and Accounting 22.03.18 – Cllr Bennion.

**206.18 SPONSORSHIP POLICY.**

**Resolved: the Sponsorship Policy was approved.**

**207.18 COUNCILLORS’ MEETINGS WITH PAVILION STAFF.**

A reminder from the Chairman that councillors are welcome to call in at the pavilion at any time but are requested not to instruct members of staff to carry out Parish Council actions on an individual basis.

**Resolved: noted.**

**208.18 CHRISTMAS MARKET, WESTON GROVE.**

It was reported that following on from previous discussions regarding the possibility of holding a Christmas Market at Weston Grove, the organisation of such an event is fairly specialist and onerous.

It was proposed to request that an outside organisation (such as the one organising the new Upton Fest), takes on this project, supported by the Parish Council.

**Resolved: the clerk will contact the appropriate organisation to discuss this project.**

**209.18 NO: 1 BUS SERVICE.**

It was reported that there is a proposal to make changes to the no: 1 and no: 26 bus services in Upton. This will lead to a reduced and less convenient service to some residents and visitors to Chester Zoo. A meeting is due to take place with the Borough Councillors and the service providers.

**Resolved: information will be reported back via the Borough Councillors.**

**The clerk will write a letter to CW&C Council and Stage Coach to support the Borough Councillors proposal to maintain the current bus service.**

**210.18 INVITATIONS, CORRESPONDENCE AND PUBLICATIONS.**

None received.

**211.18 DATE OF THE NEXT MEETING.**

**Resolved: the date and time of the next meeting will be on Monday 21st May at 7pm.**

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