UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

##### 

**18 Gladstone Road**

**Chester**

**CH1 4BY**

**01244 398966**

**07584415343**

**Email** [suzi.a.pollard@btinternet.com](mailto:suzi.a.pollard@btinternet.com) **or**

[clerk@uptonbychester.org.uk](mailto:clerk@uptonbychester.org.uk)

Minutes of the Meeting of Upton by Chester and District Parish Council held on Monday 15th May 2017, 7.00pm, at Upton Pavilion, Upton, Chester.

Present: Cllr A Bennion, Cllr M Bryan, Cllr S Eardley, Cllr J Evans, Cllr D Ford,

Cllr J Houlbrook, Cllr J Lee, Cllr M Lloyd, Cllr S Lloyd, Cllr H McNae, Cllr A Paddock, Cllr B Southward, Cllr Vaughan and Cllr A Walmsley (Chairman).

In attendance: PC Bob Brown, Mr D Flaherty and Mrs S Pollard (Clerk).

**57.17 APPOINTMENT OF CHAIRMAN.**

A nomination was received for Cllr Walmsley, proposed by Cllr Houlbrook, seconded by Cllr M Lloyd.

A further nomination was received for Cllr Evans, proposed by Cllr Bryan, seconded by Cllr Southward.

Vote: for Cllr Walmsley 8 for Cllr Evans 5.

**Resolved: that Cllr Walmsley is appointed as Chairman of the Parish Council.**

**58.17. ACCEPTANCE OF OFFICE.**

**Resolved: that the elected Chairman signed the Chairman’s Acceptance of Office, witnessed by the Proper Officer (clerk).**

**59.17. APPOINTMENT OF VICE CHAIRMAN.**

A nomination was received for Cllr Evans, proposed by Cllr Southward, seconded by Cllr Bryan.

A further nomination was received for Cllr Bennion, proposed by

Cllr Houlbrook, seconded by Cllr M Lloyd.

Vote: for Cllr Evans 5, for Cllr Bennion 8.

**Resolved: that Cllr Bennion is appointed as Vice Chairman of the Parish Council.**

**60.17 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Bartliff and Cllr Samuel.

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

**61.17 OPEN FORUM.**

No members of the public were present at the meeting.

**62.17 DECLARATIONS OF INTEREST.**

No declarations were made.

63.17 COMMUNITY SAFETY.

PC Rob Brown reported on local crime and a report was circulated. There were 23 offences reported.

Borough Councillors raised the issue of crime figures relating to the Countess of Chester Hospital and Morrison’s supermarket impacting on the reputation of the local residential areas such as the Bache Hall Estate.

PC Brown stated that it was not possible for crime reports within a certain area to exclude crime figures within that area regardless of the precise location.

**64.17 SUBSCRIPTIONS AND DONATIONS.**

**Resolved: that the following subscriptions will be renewed and donations approved:**

Cheshire Association of Local Councils £1429.31

Cheshire Community Action £100.00

Cheshire Playing Fields Association £20.00

Upton Youth Club £300.00

**The Upton Youth Club donation will be withheld until the new youth club is up and running.**

**65.17 PROPERTIES.**

**Resolved: that the following list of properties owned by the Parish Council was confirmed: the clerk will contact CW&C Council to request that they take on the responsibility for the Church Lane bus stop.**

Wealstone Lane Playing Fields

Chemistry Pits Play Area

Marl Heys Recreational Field

The Village Pump

The War Memorial and grassed area to front

Bus stop – Church Lane

**66.17 REPRESENTATIVES TO OUTSIDE BODIES.**

**Resolved: that the representative to Upton Youth Club will be Cllr Houlbrook and to the Cheshire Association of Local Councils will be Cllr Walmsley, Cllr Evans and Cllr Southward.**

A member asked for an update on the progress to reinstate the Youth Club; it was reported that as yet there has been no further progress.

**67.17 STATUTORY DOCUMENTS.**

**Resolved: that the UPC Standing Orders will be amended to include a clause regarding correspondence and liaison with the press and media; also to include changes to clause 28.4 regarding the audio recording of Parish Council meetings. After which the Standing Orders were approved.**

**The Financial Regulations and Publication Scheme are approved without amendment.**

**68.17 RISK ASSESSMENTS.**

**Resolved: that the Risk Assessments are approved.**

**69.17 DELEGATED POWERS.**

**Resolved: that the delegated powers for Parish Council Committees were approved.**

**70.17 CCTV PROTOCOL.**

**Resolved: that the draft CCTV Protocol was approved.**

**71.17 COMMITTEE MEMBERSHIP.**

**Resolved: that membership of the Parish Council Committees and Working Parties will be as per the 2016/17 list with the following amendments/additions:**

Cllr Paddock will join the NDP Steering Group and Cllr Bartliff will not sit on any committees.

**72.17 MINUTES.**

**Resolved: that the Minutes of the Parish Council meeting held on 3rd April and the amended Minutes of 20th February were approved as a correct record and signed by the Chairman.**

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

**73.17 CLERKS REPORT.**

**Resolved: that the Clerk’s Report will be amended to reflect that item 50.17 is incorrectly recorded and that audio recording equipment has not yet been purchased – this item will be deferred to the next meeting after more research has been carried out. The remainder of the Clerk’s Report is noted.**

**74.17 COMMITTEE MINUTES.**

**Resolved: that the Minutes of the following committees were received:**

Planning 3rd April

Employment 10th April

General Purposes 10th April

NDP 11th April

**75.17 WORKING PARTIES.**

**Chemistry Pits** – the clerk reported on the email received from the Chemistry Pits residents’ representative that stated that they are not ready to form a group under a formal constitution but requested that a community sports day could be held, that brambles in the wildlife area could be cleared and that work to the path goes ahead, but not work to the drain the field.

**Resolved: that further consideration of the maintenance and repairs to the path and drainage requirements will be deferred to the next General Purposes meeting; Upton resident Brian Blundell (representative of Chemistry Pits residents) will be invited to attend in order to contribute to the discussion.**

**Both the request to hold a Community Sports Day event and to clear brambles from the wildlife area were approved.**

**UGE Working Party** – the Chairman reported that the comments and/or suggestions made in the UGE Policy consultation responses require a response and in some cases may lead to an amendment in the UGE Policy; however, it was recognised that it is the responsibility of the Planning Authority to answer the questions raised.

**Resolved: that the clerk will contact the CW&C Planning Officer responsible and send copies of the draft UGE policy and the consultation responses with a request that information and answers are provided on the issues raised.**

**76.17 BOROUGH COUNCILLORS REPORT.**

A report from Cllr Houlbrook had been circulated. Cllr Houlbrook apologised for the lateness of the report.

Further discussion of the police crime report took place and the impact on the Bache Hall Estate residents.

Cllr Bryan apologised for not having a report on this occasion.

**Resolved: that information on the Bache crime figures will be passed on to the clerk, after which this item will be put on the next meeting agenda.**

**77.17 MONTHLY ACCOUNTS REPORT (attached).**

**Resolved: that the monthly accounts report is approved. Proposed by Cllr Evans, seconded by Cllr Eardley.**

**78.17 ANNUAL STATEMENT OF ACCOUNTS.**

**Resolved: that the Annual Statement of Accounts was approved. Proposed by Cllr Houlbrook, seconded by Cllr Evans.**

**79.17 CORRESPONDENCE.**

**To receive and consider correspondence, inc:**

* Electoral Review of CW&C; Warding Arrangements. Under the ward boundary review, it is necessary to reduce the number of CW&C councillors; this may result in the Upton ward boundary expanding to include neighbouring communities.

**Resolved: that the following statement will be submitted on behalf of the Parish Council ‘*in view of the unique character and nature of Upton by Chester and District we would like the whole parish to remain entirely within the Upton Ward’.***

Councillors may submit their own individual responses to the consultation.

* Resident’s comments via the newsletter.

**Resolved: that the residents’ comments will be considered at the next General Purposes meeting.**

**80.17 DATE AND TIME OF THE NEXT MEETING.**

**Resolved: that the date and time of the next meeting will be on Monday 19th June at 7.00pm.**

**The Meeting Schedule 2017/18 was approved.**

**………………………………………………………………………………………………….**