



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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DRAFT MINUTES

Minutes of the Annual Meeting of Upton by Chester and District Parish Council held on Monday 20 May 2023, 7.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr S Akhtar; Cllr M Carter; Cllr J Ebo; Cllr I Gibson; Cllr Y Gibson; Cllr H Jackson; Cllr C Jeffery; Cllr R Lee; Cllr A Lingard; Cllr S Stanley (Chair) and Cllr H Wilman

In the absence of the Clerk, Cllr Wilman took the minutes.

227.24 APPOINTMENT OF CHAIR.

A nomination was received for Cllr Sue Stanely for Chair. Proposed by Cllr Rod Lee. Seconded by Cllr John Ebo. All agreed.

Resolved: that Cllr Stanley is appointed as Chair of the Parish Council.

228.24 ACCEPTANCE OF OFFICE.

The elected Chair signed the Acceptance of Office in the presence of the Council.

229.24 APPOINTMENT OF VICE CHAIR.

A nomination was received for Cllr Rod Lee for Vice-Chair. Proposed by Cllr John Ebo. Seconded by Cllr Sherin Akhtar. All agreed.

Resolved: that Cllr Rod Lee is appointed as Vice-Chair of the Parish Council.

230.24 APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillor Helen Morgan. Cllr Matt Bryan was also absent.

231.24 OPEN FORUM.

No members of the public were present.

232.24 DECLARATIONS OF INTEREST.

No declarations of interests were received.

233.24 COMMUNITY SAFETY.

A community safety report from the Upton PCSO was received and noted.

The report raised a concern about the risk to the young people climbing on the roof of the Parish Council's teen shelter and storage container, and the PCSO requested support from the Parish Council.

Resolved: This was deferred to the Facilities Manager for recommendations for a solution, with the support of the Asset Management Committee if needed.

Resolved: The Council thanked the PCSO for intervening and diverting young people away from playing in the pond area, as observed by a Councillor.

234.24 CODE OF CONDUCT.

Resolved: The Councillors' Code of Conduct was received and approved.

235.24 MINUTES.

Resolved: The Minutes of the Parish Council meeting held on 15 April were received and signed by the Chair as a true record of the meeting.

Proposed Cllr I Gibson; Seconded Cllr A Lingard. All agreed.

236.24 COMMITTEE MINUTES.

Resolved: The Minutes of the following committee meetings were received and all recommendations were approved by the full Council:

- **Assets committee 22.04.24**
- **Community Engagement committee 29.04.24**
- **Finance committee 13.05.24**
- **Employment committee 13.05.24**

237.24 COMMITTEES.

Resolved: The Terms of Reference for existing committees were reviewed and two changes were approved to the Community Engagement's Terms of Reference:

Under Committee Aims:

"The Committee will also **co-ordinate** a range of inclusive community events", becomes
"The Committee will also **propose** a range of inclusive community events,"

Within Communication and Marketing:

The following responsibility of the committee was removed.

~~5. Make recommendations on internal communications within the Council~~

Resolved: No new committees were proposed.

Resolved: The following Cllrs were appointed to existing committees:

- **Asset Management Committee (4)**
Cllr Matt Carter; Cllr Yvonne Gibson; Cllr Helen Jackson; Cllr Sue Stanley
- **Community Engagement Committee (5)**
Cllr John Ebo; Cllr Chris Jeffery; Cllr Alan Lingard; Cllr Sue Stanely; Cllr Helen Wilman
- **Employment Committee (4)**
Cllr Sherin Akhtar; Cllr Yvonne Gibson; Cllr Rod Lee; Cllr Sue Stanley
- **Finance Committee (6)**
Cllr John Ebo; Cllr Ian Gibson; Cllr Rod Lee; Cllr Alan Lingard; Cllr Sue Stanley; Cllr Helen Wilman
- **Planning Committee (5)**
Cllr Sherin Akhtar; Cllr Helen Jackson; Cllr Chris Jeffery; Cllr Alan Lingard; Cllr Sue Stanley

Cllr Helen Morgan will be asked for her preferences for committee membership and this will be proposed to the June meeting.

Resolved: IT (Information Technology infrastructure) will be the responsibility of the full Council working in conjunction with the Clerk unless the Council chooses to delegate.

238.24 REPRESENTATION ON EXTERNAL BODIES

Resolved: The Council will not currently seek to be represented on any external bodies. This will be kept under review.

239.24 STANDING ORDERS AND FINANCIAL REGULATIONS.

Resolved: The Council's Standing Orders were received and approved with no changes.

Resolved: The Council's Financial Regulations were received and approved with no changes.

It was noted that NALC has recently released updated Model Financial Regulations and these will be considered by the Finance Committee for recommendation to the Parish Council.

240.24 FINANCE AND ACCOUNTS REPORTS.

Resolved: The payment of invoices for goods and services rendered in March 2024 were noted alongside receipts and details of balances.

Resolved: The Budget Variance report for March 2024 was received and noted. No further action was recommended.

Resolved: The Balance Sheet for 2023/24 was received and noted.

Resolved: The Income and Expenditure Report for 2023/24 was received and noted.

Resolved: A total of £3,328 was noted as having been spent using the legal powers given by Section 137 of the Local Government Act. The locum RFO will be asked to confirm that this is a complete record.

Resolved: The Council moved £1,500 from the Salaries expense cost code budget to the Staff Expenses cost code budget to ensure an appropriate budget is in place for staff uniforms, PPE, travel expenses, mobile phone use and home working allowance.

Resolved: The Employment Committee was asked to consider the implications of HMRC's rule changes in April 2022 in relation to claiming tax relief on any costs incurred through working from home.

241.24 BANK ACCOUNTS

Resolved: The Council confirmed the mandates in place for its two bank accounts, and that a third account is expected to be opened shortly by the Locum RFO.

All Bank Accounts have dual signatory controls. An Investment Policy is in place to ensure that security, liquidity and interest rate returns are reviewed regularly.

242.24 PROPERTIES AND ASSETS REGISTER

Resolved: The report of Parish Council owned property was received and noted. This includes the addition of the pathway from Heath Road to the Chemistry Pits, after confirmation of Parish Council ownership and a map outlining the boundary was received from the Land Registry via Cheshire West and Chester Council.

Resolved: The land will be recorded as having a value of £1 in the Parish Council's Asset Register.

Cllr Jeffery will continue to liaise with the Cheshire West and Chester Council's Public Rights of Way Officers about improvements to the access path from Marina Drive to the Chemistry Pits.

Resolved: The Parish Council accepted an offer from Cheshire West and Chester Council to remove an abandoned vehicle from the land between Heath Road and the Chemistry Pits.

Resolved: The updated Asset Register was received and approved.

The Council recorded its thanks to Cllr Ian Gibson and the Facilities Manager for producing this comprehensive document.

243.24 GENERAL RISK ASSESSMENT

Resolved: The Council's General Risk Assessment was received and approved at the April 2024 full Council meeting.

Resolved: The Council agreed that the General Risk Assessment will be a priority in the next 12 months and will underpin all Council activity.

Resolved: The Council received and approved a proposal from Cllr Ian Gibson for actions arising from the General Risk Assessment. This work will be known as 'Project Phoenix.' Cllr Gibson will lead the Project and work packages will be allocated to Committees and PC Working Groups, working with the Locum Clerk, RFO and other staff. It is agreed that each Committee will take the essential actions allocated to their Committee as a priority.

244.24 INSURANCE.

Resolved: The Council noted its current arrangements for insurance and that the policy renewal is due on 1 August 2024.

Resolved: The Locum RFO will be asked to confirm that staff hold appropriate car insurance for business use. Staff are also asked to confirm this insurance as part of every mileage expense claim form.

245.24 COUNCIL ADDRESS

Resolved: The Council confirmed that its address is Upton Pavilion, Wealstone Lane, Upton-by-Chester, Chester CH2 1HD and it expects that all contracts and suppliers will use this business address.

246.24 COUNCIL SUBSCRIPTIONS TO OTHER BODIES.

Resolved: The Council will renew its annual membership of Cheshire Community Council at a cost of £100.

Resolved: The Council will defer renewal of membership of the Society of Local Council Clerks (SLCC) whilst the Clerk is absent.

Resolved: The Council will investigate options to join the National Association of Local Councils (NALC) as a direct member, rather than through the local association.

247.24 ANNUAL FUN DAY.

The Chair of the Working Group gave a brief progress report.

One nomination was received for a charity to benefit from a portion of the Annual Fun Day's proceeds.

Resolved: the charity to benefit from a portion of proceeds of the Annual Fun Day will be the [Brain Tumour Charity](#).

248.24 DATE AND TIME OF THE NEXT MEETING AND ALL OTHER MEETINGS.

Resolved: The date and time of the next meeting will be on Monday 10 June 2024 at 7.30 pm.

Resolved: The Meeting Schedule for the year ahead was approved.

The meeting closed at 9.05pm.

