



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD

Email: locumclerk1@uptonbychester.org.uk

DRAFT MINUTES

Minutes of the Upton by Chester and District Parish Council Meeting held on Monday 10 June 2024, 7.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr J Ebo; Cllr I Gibson; Cllr Y Gibson; Cllr H Jackson; Cllr C Jeffery; Cllr A Lingard; Cllr H Morgan; Cllr S Stanley (Chairperson) and Cllr H Wilman.

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

Announcement: The Council noted that Councillors had to default to the summons to the meeting that was available on the Council's website, but following Chalc advice and with the agreement of all Cllrs here, the meeting will proceed as normal.

249.24 OPEN FORUM

No members of the public were present at the meeting.

250.24 APOLOGIES FOR ABSENCE

Apologies and reasons for absence were accepted from Cllr S Akhtar (family reasons) and Cllr R Lee (holiday.) Apologies were accepted from Cllr M Carter, although a reason for absence was not received.

Resolved: Apologies and reasons for absence were approved.

Cllr M Bryan was also absent.

251.24 DECLARATIONS OF INTEREST

No declarations of interest were made.

252.24 COMMUNITY SAFETY

A member of the Upton Community Safety Team was not able to attend the meeting. A report from the Upton PCSO was received and noted.

The Council noted that the PCSO will report an incident at Chemistry Pits involving dog on dog bites to Cheshire West and Chester Council's Dog Warden.

253.24 MINUTES

Resolved: The Minutes of the Annual Parish Council meeting held on Monday 20th May 2024 were approved by Council as a true record of the meeting, and signed by the Chair.

254.24 LOCUM CLERK'S REPORT

A report from the Locum Clerk and Chair on action taken on resolutions at the last meeting was received.

Resolved: the Council will hold an Extraordinary Meeting on Monday 24th June at 7.30pm to approve the 2023/24 Annual Governance and Accountability Return (AGAR) and supporting documents.

Resolved: the Council requests that the replacement of the handrail in the disabled toilet is made a priority.

Resolved: the Council approved the audio recording of Council meetings by the Locum Clerk for the purpose of writing minutes, after which the recording will be deleted.

255.24 HEALTH AND SAFETY.

A Health and Safety report was received from the Chair and noted.

The report detailed two incidents that have been recorded in the Council's Accident Book, and the Council's insurance company has been informed.

A further ten Risk Assessments have been completed in line with the work identified by the Council's 2023 Health and Safety Audit.

Resolved: all Councillors committed to undertake the "Health & Safety for Directors" online course via WorkNest. A link will be circulated.

256.24 COMMITTEE MINUTES

Resolved: the Draft Minutes of the Community Engagement meeting on 3 June 2024 were received.

Resolved: the Draft Minutes of the Asset Management meeting on 3 June 2024 were received and all recommendations approved.

Resolved: The Council appointed Cllr Helen Morgan to the Assets Management Committee.

Resolved: The Council appointed Cllr Chris Jeffery to the Assets Management Committee.

257.24 PARISH COUNCIL WORKING GROUPS

Resolved: a Domain Working Group was established to make a recommendation to the Council on the procurement of a new website and email provider. This will be in line with the recommendation from the Cabinet Office and NALC to use a gov.uk domain.

Led by Cllr A Lingard; other members are Cllr I Gibson, Cllr C Jeffery and Cllr H Wilman.

The Working Group will report back to the July full Council meeting.

Resolved: The Project Snowplough Working Group will recommend a supplier to deliver and maintain a suitable IT infrastructure for the Council.

Led by Cllr A Lingard; other members are Cllr I Gibson and Cllr H Wilman.

The Working Group will report back to the July full Council meeting.

Resolved: the Council will ask the current IT provider to extend their contract for a further three months whilst the procurement process is undertaken.

Business Continuity and Emergency plans: led by Cllr S Stanley; other members are Cllr H Wilman and Cllr A Lingard, and available staff.

This Group has yet to meet.

Resolved: A report was received from the Project Phoenix (General Risk Assessment) Working Group.

Led by Cllr I Gibson; the other member being Cllr A Lingard.

The Group will present its work packages to Committee Chairs at the Council's Strategy meeting on 17th June. Chairs will then review with their committees the work packages they have been allocated, and report back to the Council on the timing and resource allocation they can offer to undertake these.

258.24 FINANCE AND ACCOUNTS REPORTS

This was deferred to the next full meeting because the locum RFO is still undertaking training on the Scribe system.

An emergency agenda item was taken at this point.

**Resolved: the 2023/24 Internal Audit report will be circulated to all Councillors
The Council confirmed that it is working on following up all of the recommendations.
An interim audit will be commissioned for September 2024.**

259.24 Items 11, 12, 13 and 14 were deferred to the July meeting.

260.24 EXCLUSION OF PRESS AND PUBLIC

Resolved: In view of the confidential nature of the matter to be discussed, Council resolved to exclude the press and public from the meeting for item 15, pursuant to the Public Bodies (Admissions to Meetings) Act 1960.

261.24 EMPLOYMENT

Resolved: The Council approved a confidential employment decision.

Announcement: Suzi Bull has left the Council's employment to pursue other opportunities. We thank Suzi for her service and wish her well for the future.

Resolved: The Employment Committee will consider the next steps for recruitment.

262.24 DATE OF THE NEXT MEETING

Resolved: the date of the Extraordinary meeting is Monday 24th June at 7.30pm.

Resolved: The date of the next Ordinary meeting is Monday 8th July at 7.30 pm.

The meeting closed at 9.25pm.