

UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion Wealstone Lane Upton Chester CH2 1HD

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DRAFT MINUTES

Minutes of the Meeting of Upton by Chester and District Parish Council held on Monday 15th July 2024 7.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present;-	Cllr J Ebo; Cllr I Gibson; Cllr Y Gibson; Cllr Jackson; Cllr C Jeffery; Cllr R Lee; Cllr A Lingard; Cllr S Stanley (Chair) The Locum RFO Karen Newton also attended the meeting
	The Chair reminded councillors of Standing Orders relating to meetings, the Cheshire Councillor-Officer Protocol and the Parish Council Business Continuity Plan.
Min. Ref;	Item
1 FC1/15/07/2024	Open Forum NOTED;- No members of the public were in attendance
2 FC2/15/07/2024	To receive apologies for absence NOTED;- Apologies received from Cllr Akhtar (CWaC commitments); Cllr Carter (reason given); Cllr H Morgan (personal); Cllr H Wilman (illness) and Cllr Bryan (personal and business reasons). The Meeting noted that Cllr Bryan's last attendance was in July 2023. A vote was taken and the apologies were not accepted, with 4 councillors voting against acceptance.
3 FC3/15/07/2024	Declarations of Interests from members NOTED;- A declaration of interest was received, but was deemed by the Chair not to exclude the participation of the councillor in discussions and voting. This was not contested by councillors.

4 FC4/15/07/2024	Community Safety The report received from the PCSO was noted. The PCSO welcomed the proposal to link the PC's cctv system into the Cheshire Constabulary NICE system for digital evidence gathering, the proposal for a staff body camera, and the proposal for a further cctv camera to cover the playground. These were all seen as deterrents to anti-social behaviour on the playing fields.
5 FC5/15/07/2024	Approve and Sign Minutes RESOLVED; Cllr A Lingard proposed Upton Parish Council approve the minutes of the Extraordinary Meeting of 24th June 2024 as a true record of the meeting Seconded, all agreed.
6 FC6/15/07/2024 FC6.1/15/07/2024 FC6.2/15/07/2024 FC6.4/15/07/2024	Chair's Report (In the absence of a Clerk) NOTED: Necessary interim actions following the resignation of the Locum Clerk. APPROVED: It was approved that from 26 th June the Chair will issue and publicise meeting agendas in the absence of the Clerk and in line with Standing Orders APPROVED: It was approved that Cllr Lingard will continue to arrange for the public posting of agendas and minutes in line with Standing Orders. NOTED; It was proposed that Item 6.3 of the Chair's report be moved to item 18 due to some staff-sensitive issues contained therein. Proposed by the Chair and seconded, all agreed. NOTED: The Chair's report on action taken on resolutions made at previous meetings. AGREED: The Facilities Manager will be the key contact for the Cheshire Constabulary NICE system, in the absence of a Clerk. Attention was drawn to a parliamentary contact requesting Council support for the NALC & SLCC support campaign on the safety of lithium ion batteries (used in e-bikes and e-scooters) and their disposal. While the Council expressed general support at the meeting, it was agreed that an active role would not be taken on.
7 FC7/15/07/2024	Health and Safety 7.1. The Health and Safety report was received. Actions agreed: The RFO be requested to seek the views of Facilities staff on the introduction of Body Cameras for staff as a matter of increasing personal safety; changing staffing patterns to increase staff presence between 3.00pm and 7.00pm over the summer period 7.2 H&S Course for Directors The meeting noted that only 4 of the Councillors had completed this task to date and all Councillors were reminded that this was a matter of urgency for all to complete.

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FC7/15/07/2024	

Committee Minutes

- **Employment Committee:** The meeting agreed that due to the content of the Minutes, this Item should be transferred to Item 18. Proposed by the Chair and seconded.
- Finance Committee:

APPROVED: Because of the uncertainties of workload, temporary skilled accountancy support will be engaged in the first instance for a trial period of 4 weeks on a 7 hours per week basis and that any adjustment to this should be determined by the RFO after two weeks.

NOTED: The Chair of Finance Committee (Cllr I Gibson) and the RFO had signed the Bank Reconciliation for April 2024 prior to the meeting, and Cllr Gibson had also signed the invoices for payment.

NOTED: The current IT contractor has now taken on professional indemnity insurance.

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9	Parish Council working groups
FC9.1/15/07/2024	Snowplough- Council Data Security and Access NOTED: Project Summary provided by Cllr Lingard.
FC9.1.1/15/07/2024	APPROVED: Removal of the previous Clerk as the registered contact for the One.com domain.
FC9.1.2/15/07/2024	APPROVED: The Chair Sue Stanley will become the registered contact for the One.com domain
FC9.2/15/07/2024	NOTED: Draft Emergency Plan for the PC sites has been provided to staff
FC9.3.1/15/07/2024	Domain – Future website and email NOTED: Project summary provided by Cllr Lingard.
FC9.3.2/15/07/2024	APPROVED: The Council delegates to the Domain working group the authority to select a supplier and move to delivery, within the existing amount budgeted. Progress to be reported to next PC meeting.
FC9.4/15/07/2024	Phoenix - PC General Risk Assessment APPROVED: The Project Phoenix initial assignment of work packages to Committees and relevant Working Groups is agreed. It will be added to the agenda of each committee and relevant working group meeting.

10	FINANCE AND ACCOUNTS
FC10/15/07/2024	RECEIVED : The Receipts & Payments, Budget variance, Bank reconciliation, and Treasury Management Financial reports for April 2024 were received and noted.
FC10.1/15/07/2024	NOTED AND APPROVED: Payment of payroll will be approved by two Councillors. This includes a current payment of arrears to one staff member. RESOLVED: The limits of expenditure on a single item by the RFO will be referred to Finance committee.
FC10.2/15/07/2024	APPROVED: The former Clerk will be removed as a Corporate Administrator of all the Council's bank accounts. The Council approves the Virgin Money Amendment form, to be signed by existing signatories Sue Stanley and Alan Lingard.
FC10.3/15/07/2024	APPROVED: The changes requested to the mandates of all the Council's bank accounts are approved. Signatories will be Rod Lee, Alan Lingard, Karen Newton and Sue Stanley, with dual authorisation required for payments. Two councillors who are current Virgin Money signatories, namely Alan Lingard and Sue Stanley, are authorised to sign the Virgin Money and Unity Trust bank postregistration amendment forms.
FC10.4/15/07/2024	APPROVED: The loan application for £10,000 from the LTA was retrospectively approved.
11 FC11/15/07/2024	INSURANCE 11.1/11.2 APPROVED: The Renewal of the Council's insurance policy via Gallagher and the payment of £3,489.66 for the 2024/25 cost were approved.
12 FC12/15/07/2024	COUNCIL SUBSCRIPTIONS APPROVED: The renewal of the subscription to ChALC at a cost of £1,551.66 was approved NOTED: The need for the subscription to permit access to NALC resources was noted. The meeting concluded that no motion was to be submitted to the ChALC Annual Meeting.
13 FC13/15/07/2024	BOROUGH COUNCILLOR'S REPORTS No reports were received
14 FC14/15/07/2024	ANNUAL FUN DAY NOTED: the report of the actions taken and future activities was received and discussed.

15 FC15/15/07/2024	CORRESPONDENCE All communications received have been answered.
16 FC16/15/07/2024	7-DAY FIXED SPEED CAMERA Carried over to the next PC meeting
17 FC17/15/07/2024	PARISH COUNCIL NEWSLETTER REQUEST RECEIVED: The meeting agreed to provide ideas for the next issue to Cllr Wilman by the end of July.
	RESOLVED: In view of the confidential nature of the matters to be discussed, Council resolved to exclude the press and public from the meeting for the items following, pursuant to the Public Bodies (Admissions to Meetings) Act 1960. Proposed by the Chair, seconded.
FC 6.3/15/07/2024	6.3 APPROVED: Most of the responsibilities of the RFO will now be relinquished to the Locum RFO. With the agreement of the Locum RFO, Councillors may continue to take on unpaid certain tasks. The Locum RFO will continue to act as line manager to the Facilities staff. The Chair and Vice Chair of the Council will act to support the Locum RFO until the Clerk's position is filled.
18	STAFF RECRUITMENT
FC18.1/15/07/2024	 18.1 APPROVED: The employment of an up to full-time (37 hours a week) Senior Officer (SO) to the Council is approved. To include the responsibilities of Clerk/Proper Officer, staff management and overall strategic facilities and financial management. Skilled RFO and assistant/deputy Clerk staffing might report to the SO, the detail to be determined by Council once the SO is recruited. 18.2 APPROVED: Delegation to Employment Committee of all aspects of the
FC18.2/15/07/2024	Recruitment process for the SO is agreed. This will include Job Description, Job Profile, pay analysis and benchmarking, advertising, interviewing, appointment, contract and induction. Councillors from outside the Employment Committee will be included in the interviewing/assessment process.
19 FC9/24/06/2024	Date of Next Meeting NOTED;- Full Council Meeting;- Monday 9 th September 2024 at 7.30p.m. PROVISIONAL NOTICE: EXTRAORDINARY METTING is provisionally set for 19 th August 2024 at 7.30p.m.

Close of Meeting
Cllr Stanley closed the meeting at 21.12