



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD

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## MINUTES

Minutes of Upton by Chester and District Parish Council meeting held on Monday 15<sup>th</sup> December 2025, 7pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

<b>Present:-</b>	Cllr R Lee (Chair), Cllr J Ebo, Cllr I Gibson, Cllr Y Gibson, Cllr C Jeffery, Cllr A Lingard, and Cllr S Stanley
<b>Min. Ref;</b>	<b>Item</b>
<b>1</b> <b>FC1.1/15/12/25</b>	<b>OPEN FORUM</b> Three members of the public were present. Three comments were received from one of those present: a) Commented that there was hope that item 9, the Annual Governance and Accounting Report, would be agreed without dispute. B) An expectation that the Council should be able to work harmoniously together without the need for an event as proposed in item 10. c) Commented that there was an expectation that Members should be able to debate civilly and respectfully therefore is signing up to the Civility and Respect Pledge necessary as proposed in item 11. <b>NOTED</b>
<b>2</b> <b>FC2.1/15/12/25</b>	<b>APOLOGIES OF ABSENCE</b> To receive apologies for absence: Cllr S Akhtar (Mayoral duties), Cllr H Morgan (illness), Cllr J Price (illness), Cllr H Wilman (work commitment). <b>NOTED</b>
<b>3</b> <b>FC3.1/15/12/25</b>	<b>DECLARATION OF INTERESTS</b> No interests were declared.
<b>4</b> <b>FC4.1/15/12/25</b>	<b>COMMUNITY SAFETY</b> The PCSO provided a Police Report, which was circulated at the meeting. There was no PCSO or PC on duty to attend the meeting. The future of the PSCO service to the Parish was considered as news that the Cheshire force is to shed 60 of the 87 currently employed. Members were concerned and it was proposed that a

	<p>copy of our minutes be sent to the PPC and Chalc raising our concerns about the loss of our PCSO and that the Council has consider this matter. PSCOS are a valuable link and work closely with Upton High School in dealing with incidents of anti-social behaviour.</p> <p><b>RESOLVED:</b> that the Council would send a letter to the Police and Crime Commissioner and ChALC to acknowledge that the Council has considered the loss of 60 PSCOs across Cheshire and expressing its concern at the loss of what is a valuable link for the community and the Council.</p>
<p><b>5</b> <b>FC5.1/15/12/25</b></p>	<p><b>MINUTES</b></p> <p>The Chair referred to the Minutes of the meeting held on the 11<sup>th</sup> November 2025.</p> <p><b>RESOLVED:</b> It was proposed that Upton Parish Council approve and sign the minutes of the full Parish Council meeting of Monday 11<sup>th</sup> November 2025 as a true record of the meeting.</p>
<p><b>6</b> <b>FC6.1/15/12/25</b></p>	<p><b>CLERK'S REPORT</b></p> <p>The Clerk planned to circulate the draft budget to Councillors for consideration ahead of the full Council on the 19<sup>th</sup> January 2026. However, as a number of Councillors were unable to be present the Clerk will circulate this by email.</p> <p><b>NOTED</b></p>
<p><b>7</b> <b>FC7.1/15/12/25</b> <b>FC7.2/15/12/25</b></p>	<p><b>COMMITTEE MINUTES</b></p> <p>Draft Minutes of the Community Engagement Committee – 03/11/25. Draft Minutes of the Finance Committee – 24/11/25.</p> <p><b>NOTED;</b> the Council received the minutes of the Committee meetings.</p>
<p><b>8</b> <b>FC8.1/15/12/25</b>  <b>FC8.2/15/12/25</b></p>	<p><b>FINANCE AND ACCOUNTS REPORT</b></p> <p>The Chair referred to the payment schedule previously circulated by the Clerk.</p> <p><b>RESOLVED:</b> that the schedule of payments for November 2025, signed by two Councillors, in the sum of £17559.43 was received. The Chair of the Finance Committee referred to the documents, which had been previously circulated to all Councillors; the documents indicated the financial position of the Council to 31 October 2025.</p> <p><b>RESOLVED:</b> that the schedules showing bank reconciliation, receipts/payments made during October 2025, and the budget monitoring report were received.</p>
<p><b>9</b> <b>FC9.1/15/12/25</b></p>	<p><b>ANNUAL GOVERNANCE AND ACCOUNTING REPORT 2024-25</b></p> <p>To review and consider findings of the Annual Governance Statement (Section 1 of the Annual Return for the Year ending 31/03/2025).</p> <p><b>RESOLVED:</b> that the Council reviewed and considered and agreed to answer Yes to Assertion 4 and Assertions 1-3, 5-8 No and 9 would not be applicable of the Annual Governance Statement.</p>

<p><b>FC9.2/15/12/25</b></p> <p><b>FC9.3/15/12/25</b></p> <p><b>FC9.4/15/12/25</b></p> <p><b>FC9.5/15/12/25</b></p> <p><b>FC9.6/15/12/25</b></p>	<p>To resolve to approve and sign the Annual Governance Statement (Section 1).</p> <p><b>RESOLVED:</b> that the Annual Governance Statement was signed by the Chair and the Clerk.</p> <p>To consider Accounting Statement (Section 2) for the year ending 31/03/2025.</p> <p><b>RESOLVED:</b> that the Council considered the Accounting Statement and agreed to approve the Statement.</p> <p>To resolve to approve and sign the Accounting Statement (Section 2).</p> <p><b>RESOLVED:</b> that the Accounting Statement was signed by the Chair.</p> <p>To approve the scope of audit requested by Upton by Chester &amp; District Parish Council as per draft letter of appointment.</p> <p><b>RESOLVED:</b> that the Council would approve the scope of audit and draft letter of appointment.</p> <p>To appoint the internal auditors for the year 2025-26</p> <p><b>RESOLVED:</b> that the Council would appoint JDH Business Services Limited to conduct the interna audit for 2025-26.</p>
<p><b>10</b></p> <p><b>FC10.1/15/12/25</b></p>	<p><b>COUNCIL COMMUNICATION DEVELOPMENT EVENT</b></p> <p>To approve a Council Communication Development Event in January 2026, aimed at strengthening collaboration and fostering a harmonious and productive working environment among all Councillors. A date of Thursday 22<sup>nd</sup> January was provisional agreed subject to venue and facilitator being available, this will be confirmed at a later date.</p> <p><b>RESOLVED:</b> that the Council would agree to a Council Communication Development Event.</p>
<p><b>11</b></p> <p><b>FC11.1/15/12/25</b></p>	<p><b>CIVILITY AND RESPECT PLEDGE</b></p> <p>To agree to pass a resolution to sign up to the Civility and Respect Pledge as defined in Appendix H. The Chair acknowledged that the Council would need to take some actions to meet all the requirements.</p> <p><b>RESOLVED:</b> that the Council would sign the Civility and Respect Pledge</p>
<p><b>12</b></p> <p><b>FC12.1/15/12/25</b></p>	<p><b>UPC SMALL GRANT FUND</b></p> <p>To consider request from Upton United Reform Church for a laptop.</p> <p><b>RESOLVED:</b> that the Council would not approve the request from Upton United Reform Church as paragraph 5.4 Grant Policy states, "Grants cannot be used for the promotion of religious beliefs."</p>
<p><b>13</b></p> <p><b>FC13.1/15/12/25</b></p>	<p><b>UJFC</b></p> <p>To consider the responses provided to the Council regarding its queries on the proposed installation of a new container base. Members considered the responses received from the club. Members considered concerns around the condition of the</p>

	<p>container, and the responsibility associated the environmental footprint of a concrete slab and the reinstatement of the land after the useful life of the container is over. A proposal to say refuse the installation of a concrete base.</p> <p><b>RESOLVED:</b> that the Council would agree to refuse the installation of a concrete base for the container.</p>
<p><b>14</b> <b>FC14.1/15/12/25</b></p>	<p><b>NEW COUNCIL WEBSITE</b></p> <p>To approve the appointment of a supplier for a new Council website, based on the quotes received and the recommendation of the Clerk/RFO.</p> <p><b>RESOLVED:</b> that the Council would agree to the supply of a new website and approved the appointment of Aubergine at a cost of £899 + vat.</p>
<p><b>15</b> <b>FC15.1/15/12/25</b></p>	<p><b>UPGRADE OF ACCOUNTING SOFTWARE</b></p> <p>To consider and approve the recommendation to upgrade the Council's accounting system to a platform that fully supports Income and Expenditure reporting, ensuring compliance and enhanced operational efficiency.</p> <p><b>RESOLVED:</b> that the Council would agree to implement new accounting software solution and approve the appointment of Rialtus.</p>
<p><b>16</b> <b>FC16.1/15/12/25</b></p>	<p><b>HIRE OF CAR PARK SPACE</b></p> <p>To confirm that the Council grant Dough &amp; Go Landowner Consent for the hire of parking space at Upton Pavilion.</p> <p><b>RESOLVED:</b> that the Council confirmed that Dough &amp; Go are granted Landowner Consent for the hire of parking space at Upton Pavilion.</p>
<p><b>17</b> <b>FC17.1/15/12/25</b></p>	<p><b>UPTON BY CHESTER HORTICULTURAL SOCIETY</b></p> <p>To consider request from Upton by Chester Horticultural Society to plant the flower bed at the entrance to the Pavilion. Members consider the options suggested by the horticultural society. No border was proposed. The Clerk would liaise with the society and the Facilities staff around the arrangements.</p> <p><b>RESOLVED:</b> that the Council would agree that Upton by Chester Horticultural Society plant the flower bed at Upton Pavilion to mark the 80<sup>th</sup> Anniversary of the Society, opting for no border.</p>
<p><b>18</b> <b>FC18.1/15/12/25</b></p>	<p><b>BOROUGH COUNCILLOR'S REPORT</b></p> <p>To receive a report from the Borough Councillors. The Clerk circulated the report at the meeting.</p> <p><b>NOTED</b></p>
<p><b>19</b> <b>FC19.1/15/12/25</b></p>	<p><b>CORRESPONDENCE</b></p> <p>CWAC Town and Parish Connections – Contaminated Land Strategy Consultation (online) – 13<sup>th</sup> January 2026, 6pm-7pm. If any Councillor would like to attend, please let the Clerk know.</p>

<b>FC19.2/15/12/25</b>	Upton Retired Mens Club thanked the Council for granting the award to purchase a new laptop.
<b>20</b> <b>FC20.1/15/12/25</b>	<b>DATE OF THE NEXT MEETING.</b> To note the date and time of the next Full Parish Council meeting on <b>Monday 19<sup>TH</sup> January 2026</b> at 7.00pm
	The Chair closed the meeting at 20:06