



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD

Clerk/RFO: Kim Gray

Email: clerk@uptonbychesterparishcouncil.gov.uk

MINUTES

Minutes of Upton by Chester and District Parish Council meeting held on Monday 16th February 2026, 7pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present:-	Cllr R Lee (Chair), Cllr J Ebo, Cllr C Jeffery, Cllr A Lingard, Cllr H Morgan, Cllr J Price and Cllr S Stanley
Min. Ref;	Item
1 FC1.1/16/02/26	OPEN FORUM Robert Vaughan and Sally Odde, two candidates for co-option spoke to the Council on why they would like to join the Council. NOTED
2 FC2.1/16/02/26	APOLOGIES OF ABSENCE To receive apologies for absence: Cllr S Akhtar (Borough Commitment) Cllr H Wilman (work commitment), Cllr I Gibson and Cllr Y Gibson. NOTED
3 FC3.1/16/02/26	DECLARATION OF INTERESTS No interests were declared.
4 FC4.1/16/02/26	COMMUNITY SAFETY The PCSO provided a Police Report was previously circulated but were not on duty therefore unable to attend. The matter of the of cars parking on both sides of the road by the bus stop on Halton Road was preventing the bus access. There may also be an issue for emergency vehicle accessing the road. The Clerk will contact the PCSO and contact CWAC.
5 FC5.1/16/02/26	MINUTES The Chair referred to the Minutes of the meeting held on the 19 th January 2026. RESOLVED: It was proposed that Upton Parish Council approve and sign the minutes of the full Parish Council meeting of Monday 19 th January 2026 as a true record of the meeting.
6 FC6.1/16/02/26	CLERK'S REPORT The Clerk's Report was previously circulated. NOTED

<p>7 FC7.1/16/02/26 FC7.2/16/02/26</p>	<p>COMMITTEE MINUTES Draft Minutes of the Planning Committee – 26/01/26. Draft Minutes of the Finance Committee – 26/01/26. NOTED; the Council received the minutes of the Committee meetings.</p>
<p>8 FC8.1/16/02/26 FC8.2/16/02/2026</p>	<p>FINANCE To receive Payments Schedules – December 2025 & January 2026 previously circulated by the Clerk. Resolved: that the schedule of payments for – December 2025 for £18,431.74 and January 2026 for £21,622.15, signed by two Councillors, were received To receive an update on the financial position of the Council at 30 December 2025 Resolved: that the schedules showing bank reconciliation, receipts/payments made during September 2025, and the budget monitoring report were received.</p>
<p>9 FC9.1/16/02/26</p>	<p>COMMUNICATIONS DEVELOPMENT EVENT To receive a report from the Chair of the Council and recommendation from Jackie Weaver, ChALC moving forward. The Chair report that many Cllrs reported this event to be very useful. The Chair confirmed the outcomes of the meeting were to assist the Council in working together and to a high standard. The actions from the meeting will be taken forward by the Clerk, in liaison with ChALC's Jackie Weaver. There will be a proposal put to Council for a simplified committee structure and to propose a Policy for internal communication. The Chair made a statement to address an email circulated last week by a Councillor. The content of the email asked the Chair to meet with two Councillor to discuss the event and any subsequent decision; an invitation that the Chair declined. The reason for declining the invitation was that he believed not including Parish Councillors in decision-making leads them to feeling excluded and therefore disengagement is almost inevitable. Resolved: that the Council would move forward with the outcomes proposed by Jackie Weaver, that would be taken forward by Clerk, in liaison with Jackie Weaver: a. There will be a proposal put to Council for a simplified committee structure. b. A Policy for internal communication will be presented to Council.</p>
<p>10 FC10.1/16/02/26</p>	<p>CHARITY CLOTHES BANK To consider request to locate a charity clothes bank in Upton on behalf of the Leukaemia & Myeloma Research UK, considering any further information sourced as agreed at the council meeting of the 16th June 2025, Min FC11.1/16/06/25. The consensus of the Council was that the area has enough provision and no more are needed no recommendation. The main issue with clothing banks seems to be with overflow, collections are not frequent enough. Resolved: that the Clerk would respond to the charity explaining that on balance the Council believe there are enough clothing/textile banks in Upton, and of those already sited around</p>

	the area the contents are not collected frequently enough; cause some issues with bags left by the banks.
11 FC11.1/16/02/26	BOROUGH COUNCILLOR'S REPORT No report was received as Cllr Akhtar was delayed on Borough Council business.
12 FC12.1/16/02/26	CORRESPONDENCE Cheshire & Warrington Rural Needs Analysis Consultation The Clerk circulated an email inviting Councillors to attend Cheshire & Warrington Rural Needs Analysis -online consultation, Thursday 26th February at 5pm. Cllr C Jeffery will be attending.
13 FC13.1/16/02/26	CO-OPTION To consider two co-option applications and vote accordingly If elected, the new Councillor/s to sign the Declaration of Acceptance. The Chair ask Ms Odde and Mr Vaughan to leave the room while a vote was taken and were invited to return once the votes had been counted. Resolved: that the Council would agree to co-opt Mr Robert Vaughan to the Council. Resolved: that the Council would agree to co-opt Ms Sally Odde to the Council. The Clerk invited Cllr Vaughan and Cllr Odde to sign Declarations of Acceptance of Office.
20 FC20.1/16/02/26	DATE OF THE NEXT MEETING. To note the date and time of the next Full Parish Council meeting on Monday 16TH March 2026 at 7.00pm
	The Chair closed the meeting at 19:45