

UPLEADON PARISH COUNCIL

Minutes of a virtual Zoom meeting of Upleadon Parish Council held on Wednesday 05 May 2021 at 7.00 pm.

Present: Cllr H Dunn (Chair), Cllr Mrs W Fabian, Cllr Mrs P Cooke, Cllr M Manning, Cllr Mrs P Turner, Cllr P Dallow

Cllr E Wood joined the meeting at 7.39 pm

Also present: District Cllr P Burford

Public participation

None

1.00 Election of Chairman

The current Chairman called for nominations. Cllr Dallow nominated Cllr Wood, however Cllr Wood was not present. Cllr Mrs Turner proposed Cllr Dunn which was seconded by Cllr Mrs Cooke, a vote taken resulted in 5 in favour, 1 against. Cllr Dunn was duly elected Chairman for the period of Office 2021/22.

1.1 Declaration of Acceptance of Office

It was agreed that the Chair would sign the Declaration of Acceptance of Office as soon as practically possible following the meeting.

1.2 Election of Deputy Chairman

The Chairman called for nominations for election of Deputy Mayor.

Cllr Mrs Fabian nominated Cllr Manning, which was seconded by Cllr Dunn. A vote taken resulted in unanimously in favour.

1.3 Declarations of Acceptance of Office

It was agreed that the Chair would sign the Declaration of Acceptance of Office as soon as practically possible following the meeting.

1.4 Apologies – there were no apologies

1.5 Declarations of Interest

Declarations of Interest were received from Cllrs Mrs Turner, Mrs Fabian and Manning in agenda item 11.1 Upleadon Village Hall – request for consideration to contribution to boundary maintenance

1.6 Approval of Minutes – Council meeting 11 March 2021

Approval of the minutes of the Council meeting of 11 March 2021 was proposed by Cllr Mrs Turner, seconded by Cllr Mrs Cooke and agreed by 5 in favour, 1 abstention.

1.7 Matters Arising

Cllr Manning reported that County Highways had reported the damage to the verge at the War Memorial as having been repaired when this had not been the case. It was eventually attended to.

1.8 Approval of Minutes of Council meeting (Planning) 22 April 2021

Approval of the minutes of the Council meeting (Planning) 22 April 2021 was proposed by Cllr Manning, seconded by Cllr Mrs Fabian and unanimously agreed.

1.9 Finance/Sundry Payments

Finance/Sundry Payments were agreed:-

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| Mrs D Morley – Stationery | £5.70 |
| Glos Assoc Parish & Town Councils – Annual Sub. | £74.19 |
| Town & Parish Council website – website and email hosting | £154.00 |
| Zurich Insurance – policy renewal | £167.44 |
| P Cooke – Upleadon Village Hall website - Renewal of domain name and web hosting | £32.38 |
| Information Commissioner – Data Protection Renewal fee | £40.00 |

Cllrs Mrs Turner, Fabian and Manning left the meeting whilst the following agenda item was considered.

1.10 Upleadon Village Hall – Request for consideration to contribution to boundary maintenance

Members considered a request for consideration to contribution to boundary maintenance at the Village Hall. The previous cost had been advised as £115.

Members understood that the Village Hall had recently received substantial grant funding of £10,000 and already had a healthy bank balance. In addition the Hall would shortly re-open for hire and this would bring in further income. In the circumstances Members felt the Council could not support the application for boundary maintenance given that the Hall was clearly in a position to fund this itself.

It was proposed that the application be declined for the above reasons by Cllr Mrs Cooke, seconded by Cllr Dunn and unanimously agreed.

Cllrs Mrs Turner, Fabian and Manning returned to the meeting.

1.11 Business

1.11.1 To give consideration to and approval of Asset Register

Members considered the Asset Register. Cllr Manning proposed approval, seconded by Cllr Dallow, and was unanimously agreed.

1.11.2 Internal Controls Policy

Members gave consideration to the Internal Controls Policy. Cllr Manning proposed approval, seconded by Cllr Mrs Cooke and was unanimously agreed.

1.11.3 To give consideration to and approval of End of Year Accounts 2020/21

Members considered the End of Year Accounts and agreed the Council fulfilled the criteria to exempt itself from a limited assurance review. The Internal Auditor's report was considered and noted.

1.11.4 Section 1 – the Annual Governance Statement 2020/21 was considered. Approval was proposed by Cllr Mrs Cooke, seconded by Cllr Mrs Turner and unanimously agreed.

1.11.5 Section 2 – the Accounting Statements 2020/21 was subsequently considered. Approval was proposed by Cllr Dallow, seconded by Cllr Mrs Cooke and unanimously agreed.

1.11.6 Footpath between Forge Lane/Gloucester Road – Improvement of surfacing

Response from Suzanne Hopes Public Rights of Way, Gloucestershire Highways. She stated she was aware of the adjoining hedge encroaching over the path, but believed the property owner did get it cut back each year and she was inclined not to pursue further unless really necessary. With regard to the path resurfacing they would use a Type 1 stone which is a mixed –sized surfacing material which is laid on a weed-suppressant membrane to a depth of about 15cm and compacted. It is then dressed with a thin layer of fine crushed stone which again is rolled and compacted to fix in place and produce a hard wearing surface. A very rough estimate of costs would be in the region of £2-3K but this is very much a guesstimate. Suzanne further advised If the Parish council wishes to carry out the resurfacing itself it should make contact and seek further guidance and approval. It is suggested however that (GCC) are in a better position to organise the resurfacing - as long as it could obtain a contribution from the local Member using Highways Local funding. She suggested that the Parish Council make the initial contact with the local Member and explain what it would like to achieve and ask if they would be prepared to help fund the improvements. Once it is known how much they are willing to contribute, they can decide if they can proceed further. £1000 would be a good figure to begin with.

If the parish council were willing to make a contribution too then that would help considerably in deciding if the scheme is viable. Â£500 would be a very helpful amount, although the more the better obviously. GCC-PROW could then try to find the balance - she couldn't guarantee this will be possible at the moment but as it is early in the new financial year, then she would like to think it could be.

On the matter of sign posting, GCC-PROW have a responsibility to sign post every path from the roadside. After this, they refer to 'way-marking' which is the addition of small plastic way mark arrows which can be fixed to stiles, gates and other structures as the paths run over private land. Way marking is optional (both for landowners and GCC-PROW) although they do try to encourage landowners to way mark their paths. Sometimes PROW carry out way-marking, but this is limited because of the time it takes. More often they supply way-markers (free of charge) to landowners so that they can put them up themselves, or sometimes volunteers undertake way-marking for us. Some landowners are more willing to do this than others though and they cannot force them to way mark their paths.

Suzanne suggested that if the Parish Council has one or two willing volunteers in Upleadon who might be able to walk some of the paths and put up way markers then that would be the quickest way of achieving this. PROW could supply the waymark discs and nails if needed, maps too perhaps and some very brief 'training'. Landowners should be consulted /notified before any way mark is fixed to their property. PROW could help with this by contacting known landowners in the areas to be waymarked or the parish council could do this themselves. Either way, they need to make sure that landowners are notified in advance.

Cllr Wood joined the meeting at this point.

Cllr Dunn proposed the Council ask for a site-meeting with Suzanne Hopes and that the County Council representative be approached for funding, which was seconded by Cllr Manning. Cllr Wood requested Suzanne approach the adjoining householder to the footpath with a view to moving soil from their property which had encroached onto the path.

Cllr Manning advised that he would be willing to undertake footpath signage – this to be conveyed to Suzanne in order that she may provide the necessary markers.

1.11.5 Date of next meeting

It was agreed that the next scheduled meeting would be Thursday 2 Sept 2021.

Given this meeting was the final virtual meeting before returning to face to face meetings, Cllr Dunn thanked Cllrs Mrs Fabian and Mrs Turner very much for hosting the virtual Zoom meetings.

The meeting was declared closed at 19.47 pm.