

UPLEADON PARISH COUNCIL

Minutes of the Annual General meeting of Upleadon Parish Council held on Thursday 05 May 2022 at 7.00 pm

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

Also present: District Cllr P Burford, County Cllr Mrs G Moseley

1.0 Election of Chairman

Cllr Dunn advised he would step down as Chair given he had served as Chairman for the past four years. He called for nominations for a new Chair. Cllr Mrs Cooke proposed Cllr Mrs Turner as Chair. Cllr Dunn seconded the nomination. Cllr Mrs Fabian proposed Cllr Manning as Chair. Cllr Dallow seconded the nomination.

A vote was taken resulting 4 in favour of Cllr Manning and 3 in favour of Cllr Mrs Turner. Cllr Manning was duly elected Chairman and took the Chair.

1.1 Declaration of Acceptance of Office

Cllr Manning signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

1.2 Election of Deputy Chairman

Cllr Manning called for nominations for Deputy Chairman.

Cllr Dallow proposed Cllr Wood as Deputy Chairman. Cllr Mrs Fabian seconded the nomination. Cllr Mrs Cooke proposed Cllr Mrs Turner. Cllr Dunn seconded the nomination. A vote was taken resulting in 4 in favour of Cllr Wood, 3 in favour of Cllr Mrs Turner. Cllr Wood was duly elected as Deputy Chairman.

1.3 Declaration of Acceptance of Office

Cllr Wood signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

1.4 Public participation. There were no Members of the public present.

1.5 Apologies and approval for absence

There were no apologies

1.6 Declarations of Interest

There were no declarations of interest

1.7 Approval of Minutes – Council meeting 3 March 2022

Approval of the Minutes of the Council meeting of 3 March 2022 was proposed by Cllr Mrs Fabian, seconded by Cllr Dallow and unanimously agreed.

1.8 Matters Arising

Car Rally – Sept 2022 Cllr Dunn advised that he had received a visit from Mr Smith Event Director who was delivering leaflets regarding this year's rally. Cllr Dunn reiterated the Council's concerns regarding the safety aspect of the rally last year and also that damage had been done to his hedge and advised that Mr Smith was not aware of this despite the Assistant Clerk of the Course attending the last meeting and discussing the concerns of the Council in this regard

It was agreed to send a copy of the Council's written response to the Rally organisers to Glos County Council who were responsible for the road closure with copy to County Cllr Gill Moseley.

1.9 Approval of Minutes – Council meeting 31 March 2022

Approval of the minutes of the 31 March 2022 was proposed by Cllr Mrs Turner, seconded by Cllr Dallow and unanimously agreed.

1.10 Finance/Sundry Payments

Finance/sundry payments were approved:-	£
1. Glos Assoc Parish & Town Councils - Annual subscription	74.90
2. P Cooke 1. financial support towards Upleadon Village website	32.38
2. savings on supporting two websites	
3. Town & Parish Websites	
Annual website hosting & maintenance and annual email hosting	154.00
4. Information Commissioner	
Data Protection renewal fee (invoice to be received before next Meeting)	40.00

It was agreed to address Mr Cooke's suggestion that the Council could save the website and email hosting by combining with the Village Hall website at the next meeting.

1.11 Correspondence

1.11.1 Newent resident – offer of written historic material from a variety of sources relating to Upleadon to Parish Council for display purposes for interest to residents/visitors to the Parish.

Members considered the material offered to be informative and of interest to Upleadon parishioners and agreed that if permissible it may be published appropriately.

1.11.2 Glos Assoc Parish & Town Councils – AGM 23 July 2022 10.30 am Highnam Community Centre - Call for Resolutions

Members declined to submit a resolution and to attend the AGM.

1.12 Business

1.12.1 Queen's Platinum Jubilee celebrations

Cllr Mrs Fabian reminded Members of the proposed events for the Jubilee celebrations and requested the Council consider taking responsibility for the picnic and village photograph event, in particular the insurance cover, which was agreed. Cllr Mrs Fabian further proposed the Council cover the expense of printing leaflets detailing the various events throughout the bank holiday week-end, to a figure of £50.00. Cllr Dallow seconded, and all were in agreement.

1.12.2 To give consideration to renewal of insurance

The Clerk advised that two quotations had been received:-

Zurich Insurance – (current insurers) £167.44

BHIB - £354.47

Cllr Wood proposed renewal of the Council's insurance with Zurich, which was seconded by Cllr Mrs Turner and unanimously agreed.

1.12.3 Review of Internal Controls Policy

Members agreed to the review of the Internal Controls Policy. Proposed by Cllr Mrs Turner, seconded by Cllr Dallow and unanimously agreed.

1.12.4 Review of Asset Register

Members agreed to the review of the Asset Register. Proposed by Cllr Mrs Turner, seconded by Cllr Dallow and unanimously agreed.

1.12.5 To give consideration to End of Year Accounts – 2021/2022

Consideration was given to the Bank Reconciliation for 2021/22 showing a balance of £3334.90 as at 31 March 2022.

1.12.6 To give consideration to Exempt Status

Members considered and agreed the Council fulfilled the criteria to exempt itself from a limited assurance review.

1.12.7 To give consideration to the Internal Auditor Report

The Internal Auditor's report was considered and noted.

1.12.8 To give consideration to Section 1 – the Annual Governance Statement 2021/22

The Annual Governance Statement 2021/22 was considered. Approval was proposed by Cllr Dallow, seconded by Cllr Mrs Turner and unanimously agreed.

1.12.9 To give consideration to Section 2 – The Accounting Statements 2021/22

The Accounting Statements 2021/22 was subsequently considered. Approval was proposed by Cllr Dallow, seconded by Cllr Mrs Turner and unanimously agreed.

1.12.10 To give consideration to proof/costing of plaque – refurbishment of footpath dedicated to the Queen’s Platinum – Cllr Mrs Cooke

Cllr Mrs Cooke had previously circulated three options for the proposed plaque, of which a clear favoured choice had been made. Members confirmed their choice and Cllr Mrs Cooke had confirmed the cost at £27.00 which was agreed. Discussion took place with regard to the only option of paying by card and the phasing out of cheques which currently was the only payment method used by the Council. It was agreed to investigate other options for further discussion at the next meeting.

1.12.11 Footpath maintenance – Cllr Mrs Turner

Cllr Mrs Turner drew attention now that the footpath had been reinstated, to the need for it to be kept regularly maintained, particularly for the verges to be cut. It was agreed to consider a firm price for this work to be carried out at the next scheduled meeting in September. In the meantime it was agreed that several of the Councillors would keep the area maintained throughout the summer months.

1.12.12 To consider resident’s enquiry with regard to requesting County Highways to extend 30 mph limit into village – Cllr Dallow

Members considered this but felt that the current designated 30 mph was appropriate and to extend it further would be impractical and unlikely to be given priority given the required traffic regulation order which would be very expensive, if indeed in the unlikely event it could be considered justified by Glos Highways.

1.12.13 To give consideration to Laptop repair – SSD drive £19.99

Approval to the cost of the SSD drive was proposed by Cllr Wood, seconded by Cllr Mrs Cooke and unanimously agreed.

1.12.14 NALC Pay award – 2021/2022

The Clerk advised of a pay award for 2021/2022. Cllr Mrs Fabian expressed surprise at the low hourly rate and proposed that other similar sized Councils be explored for comparison purposes, seconded by Cllr Mrs Turner and unanimously agreed.

1.12.15 For information – Women’s Stage Tour – passing through Upleadon – 8 June 2022

Members were furnished with information regarding the Women’s Stage Tour passing through Upleadon – Tewkesbury – Forge Lane, Tewkesbury Road on 8 June 2022. The road would be closed on a rolling programme for 30 minutes approx. at about 11.30 am.

1.12.16 Date of next meeting

It was agreed that the next scheduled meeting would be on Thursday 8 Sept 2022. Cllr Mrs Turner advised that she would need to give her apologies.

The meeting was declared closed at 8.10 pm